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 Chambers
Redbanks Road,
Mallala

on

Tuesday, 18 April 2017 at 6.30 PM

James Miller
CHIEF EXECUTIVE OFFICER
AGENDA

1. **ATTENDANCE RECORD**
   1.1 Present
   1.2 Apologies
   1.3 Not Present/Leave of Absence

2. **MINUTES**
   2.1 **Confirmation of Minutes - Ordinary Council Meeting 20 March 2017**
       “that the minutes of the Ordinary Council meeting held on Monday
       20 March 2017 (MB Folios 13480 to 13497, inclusive), be accepted as read and
       confirmed.”
   2.2 **Confirmation of Minutes – Special Council Meeting 30 March 2017**
       “that the minutes of the Ordinary Council meeting held on Monday
       30 March 2017 (MB Folios 13498 to 13499, inclusive), be accepted as read and
       confirmed.”
   2.3 **Confirmation of Minutes – Special Council Meeting 3 April 2017**
       “that the minutes of the Ordinary Council meeting held on Monday
       3 April 2017 (MB Folios 13500 to 13502, inclusive), be accepted as read and
       confirmed.”

3. **BUSINESS ARISING**

4. **ADJOURNED BUSINESS**
   4.1 - Policy Review – Council Members Allowances and Benefits Policy

5. **DECLARATION OF MEMBERS’ INTEREST (material, actual, perceived)**

6. **OPEN FORUM**

7. **COMMUNICATIONS**
   7.1 Mayor’s Report
   7.2 Requested Documents/Correspondence to be Tabled

8. **PETITIONS**
   Nil
9. DEPUTATIONS AND PRESENTATIONS

9.1 Deputations
Nil

9.2 Presentations/Briefings
9.2.1 - SA Water (Mark Wilson) and Department of Primary Industries and Regions (Bengy Paolo)

Northern Adelaide Irrigation Scheme (NAIS)

9.2.2 - John Comrie – Chairman – Adelaide Plains Council Audit Committee

Council Financial Performance

10. MINUTES – COMMITTEE MEETINGS

10.1 Animal Management Advisory Committee

10.2 Audit Committee

Minutes of meeting held 10 April 2017

10.3 Chief Executive Officer Review Committee

10.4 Community Development and Advisory Committee

10.5 Environmental Management Advisory Committee

10.6 Governance Advisory Panel

Minutes of meeting held 12 April 2017

10.7 Mallala and Districts Homes Committee

10.8 Mallala and Districts Historical Committee

Minutes of meeting held 5 April 2017

10.9 Strategic Planning and Development Policy Committee

11. ASSOCIATED ORGANISATIONS

11.1 Central Local Government Region (The Legatus Group)

Minutes of meeting held 31 March 2017

11.2 Gawler River Floodplain Management Authority

12. REPORTS FOR DECISION

12.1 Chief Executive Office

12.1.1 - Northern Food Bowl Protection Areas Development Plan Amendment

12.1.2 - Corporate Communications

12.1.3 - LGA Ordinary Meeting Notice of Motions
12.2 Governance and Communications
   12.2.1 - Proposed Road Closure and Disposal – Portion of Old Port Wakefield Road Two Wells
   12.2.2 - Australian Local Government Association National General Assembly 2017

12.3 Development and Community
   12.3.1 - Barossa Regional Extreme Heat Preparation and Response Planning Project
   12.3.2 - Two Wells Stormwater Management Plan – Final Version
   12.3.3 - Council Development Assessment Panel Public Officer

12.4 Finance and Economic Development

12.5 Infrastructure
   12.5.1 - Mayor’s Vehicle Log
   12.5.2 - Camping Reserves

13. REPORTS FOR INFORMATION

13.1 Chief Executive Office

13.2 Governance and Communications
   13.2.1 - Council Resolutions / Action Report
   13.2.2 - Response to Ombudsman SA – Section 270 Right of Review Audit

13.3 Development and Community
   13.3.1 - Strategic Plan – Status Update
   13.3.2 - State Liberal Party Globe Link Policy

13.4 Finance and Economic Development

13.5 Infrastructure

14. PROCEDURAL MATTERS

14.1 Questions On Notice
   14.1.1 - Lewiston Playground
   14.1.2 - Illegal Dumping

14.2 Questions Without Notice

14.3 Motions On Notice
   14.3.1 - Rescind Motion – Rate Capping
   14.3.2 - Amendment to 21 November 2016 adoption of Minutes
14.3.3 - Exemption – Annual CWMS Service Charge

14.4 Motions Without Notice

15. URGENT BUSINESS

16. CONFIDENTIAL ITEMS
   16.1.1 – Legal Services Fee Proposals
   16.1.2 – By-law Review

17. CLOSURE
MINUTES

of

Ordinary Council Meeting

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

HELD IN

Council Chambers
Redbanks Road,
Mallala

on

Monday, 20 March 2017
The Mayor formally declared the meeting open at 6.30 pm.

1. **ATTENDANCE**

1.1 **Present:**
Mayor A J (Tony) Flaherty OAM JP
Cr Mel Lawrence
Cr S M (Marcus) Strudwicke
Cr Karen McColl
Cr Eddie Stubing
Cr Stephen Jones
Cr Carmine Di Troia
Cr P D (Joe) Daniele
Cr Anne Picard (from 6.32 pm)

**Also in Attendance:**
Chief Executive Officer
Mr James Miller
General Manager, Governance and Communications
Ms Sheree Schenk
General Manager, Infrastructure
Mr Martin Waddington
General Manager, Development and Community
Mr Robert Veitch
Governance Support Officer
Mr Rob Adam
Minute Secretary
Ms Andrea Post

<table>
<thead>
<tr>
<th>Council Resolution</th>
<th>2017/ 054</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved Cr Strudwicke</td>
<td>Seconded Cr McColl</td>
</tr>
<tr>
<td>“that the leave of absence for Councillor Keen be accepted until she has recovered sufficiently enough to re-attend meetings.”</td>
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<td>CARRIED</td>
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</tbody>
</table>

1.2 **Apologies**
Nil

1.3 **Not Present / Leave of Absence**
Cr Terry-Anne Keen – Leave of Absence

2. **CONFIRMATION OF MINUTES**

2.1 **Council Resolution**

<table>
<thead>
<tr>
<th>Council Resolution</th>
<th>2017/ 055</th>
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</thead>
<tbody>
<tr>
<td>Moved Cr Lawrence</td>
<td>Seconded Cr Stubing</td>
</tr>
<tr>
<td>“that the minutes of the Ordinary Council meeting held on Monday 20 February 2017 (MB Folios 13461 to 13479, inclusive), be accepted as read and confirmed.”</td>
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<td>CARRIED</td>
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</table>
3. **BUSINESS ARISING**

Nil

4. **ADJOURNED BUSINESS**

4.1 Policy Review – Council Members Allowances and Benefits Policy

Cr Strudwicke called for a Point of Order as a formal motion to adjourn has been put forward.

The Mayor accepted the Point of Order.

<table>
<thead>
<tr>
<th>Council Resolution</th>
<th>2017/056</th>
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<tbody>
<tr>
<td>Moved</td>
<td>Cr Strudwicke</td>
</tr>
<tr>
<td>Seconded</td>
<td>Cr Lawrence</td>
</tr>
<tr>
<td>“that the review of the Council Members Allowances and Benefits Policy be adjourned until the report to Council on the Mayor’s travel/fuel usage is presented to Council.”</td>
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<td>CARRIED</td>
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5. **DECLARATION OF MEMBERS’ INTEREST**

Nil

6. **OPEN FORUM**

The Mayor sought leave of the meeting to suspend Part 2 of the *Local Government Act (Procedures at Meetings) Regulations 2013*, for a period of 10 minutes to facilitate ‘Open Forum’. The meeting was suspended at 6.34 pm.

The following speakers addressed Council in relation to Open Forum:

6.1 David Groves Two Wells

Neil Slater Mallala

Mick Tennant Two Wells

Tom Summerton Lewiston

The meeting resumed at 6.43 pm.

7. **BRIEFINGS**

Nil
8. **MAYOR’S REPORT**

8.1 Meetings Attended and / or Discussions Held – Mayor Flaherty

   *Monday 20 February 2017*
   - Media Relations Bunyip Newspaper
   - Mayor / CEO Meeting
   - Ordinary Council Meeting

   *Wednesday 22 February 2017*
   - Norman Waterhouse Lawyers - Confidential

   *Thursday 23 February 2017*
   - Mayor / CEO Meeting
   - Friday 24 February 2017
   - Port Gawler Inspection

   *Tuesday 28 February 2017*
   - Norman Waterhouse Lawyers - Confidential

   *Wednesday 1 March 2017*
   - SA Water Community and Industry Advisory Group

   *Friday 3 March 2017*
   - Governance Meeting – Mayor / CEO / General Manager

   *Monday 6 March 2017*
   - Meeting Johns Road Resident

   *Thursday 9 March 2017*
   - Mayor / CEO Meeting

   *Tuesday 14 March 2017*
   - Mayor / CEO / Executive Assistant Meeting

**Council Resolution**

<table>
<thead>
<tr>
<th>Moved</th>
<th>Seconded</th>
<th>Resolution</th>
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<tbody>
<tr>
<td>Cr Lawrence</td>
<td>Cr Jones</td>
<td>“that the Mayor’s Report be accepted.”</td>
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</tbody>
</table>

**CARRIED**

9. **MINUTES AND/OR RECOMMENDATIONS**

9.1 Governance Advisory Panel

   No Minutes
9.2 Strategic Planning and Development Policy Committee
No Minutes

9.3 Audit Committee
Minutes of meeting held 17 February 2017

9.4 Chief Executive Officer Review Committee
No Minutes

9.5 Environmental Management Advisory Committee
No Minutes

9.6 Community Development and Advisory Committee
No Minutes

9.7 Mallala and Districts Homes Committee
No Minutes

9.8 Mallala and Districts Historical Committee
Minutes of meeting held 8 March 2017

10. ASSOCIATED ORGANISATIONS

10.1 Gawler River Floodplain Management Authority
Minutes of meeting held 16 February 2017

10.2 Legatus Group (formerly known as Central Local Government Region)
Minutes of meeting held 17 February 2017

11. QUESTIONS ON NOTICE

11.1 Salt Creek Foot Bridge – Two Wells

Councillor Jones gave notice of his intention to ask the following questions:

<table>
<thead>
<tr>
<th>Preamble</th>
<th>Question 1: Is Salt Creek Pedestrian walkway on Council land?</th>
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</thead>
<tbody>
<tr>
<td>With current and an expected increase of local storm water inflows from Two Wells residential development growth bounding Salt Creek, increase of mosquito presence complaints and exacerbated recently by rain event of 75mm +, it appears evident each rain event large area of water backs up behind Salt Creek Pedestrian walkway, in interest of accountability good governance and what water flow issues were considered including any public consultation prior to development approval process of Salt Creek Pedestrian crossing I ask following questions.</td>
<td></td>
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<tr>
<td>Question 2:</td>
<td>When was construction of Salt Creek Pedestrian walkway approved by CDAP and were any conditions attached? please specify</td>
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<tr>
<td>Answer:</td>
<td>Building of a walkway within a road reserve generally does not require planning approval</td>
</tr>
<tr>
<td>Question 3:</td>
<td>Was consideration given to pedestrian walkway design as foot bridge adjacent to bridge line and level rather than follow contour down into creek bed?</td>
</tr>
<tr>
<td>Answer:</td>
<td>Yes, all options were considered at the time. However the option to build a separate foot bridge alongside the existing road bridge and at the same level as the road bridge was found to be cost prohibitive. An assessment was also made to gauge whether a footpath could be accommodated on the existing bridge itself. The investigations concluded that there was insufficient room.</td>
</tr>
<tr>
<td>Question 4:</td>
<td>What agencies were consulted during approval process of Salt Creek Pedestrian crossing? please specify</td>
</tr>
<tr>
<td>Answer:</td>
<td>All service authorities were consulted including Telstra, SA Water and SA Power networks. Discussion were held with NRM (see answer to question 5).</td>
</tr>
<tr>
<td>Question 5:</td>
<td>What information was provided with application regarding likely increased water flows as result of increase development growth within local Salt Creek catchment area?</td>
</tr>
</tbody>
</table>
| Answer: | As suggested in answer to question 2 above no planning application was made. Information provided at the 14th of July 2017 Council meeting responding to question from Cr Jones provides further relevant information. Q: Under requirements of NRM Act 2004 Water Affecting Activities, What planning evaluation and environmental assessment process (EIAR) was undertaken prior to the placement of these new culverts in Salt Creek watercourse shown in image? A: No planning evaluation or environmental assessment process was undertaken. Q: What planning approvals in line with NRM Act and Development Plan were given to undertake this new construction across Salt Creek watercourse? A: No planning approval is required under the NRM Act. The activity does not constitute development for the purpose of an assessment against the Development Plan. The NRM Board are
aware of the project and have given approval for the project to be carried out.

**Question 6:**

As its been threatened a number of times in past by member that in event of flooding from Salt Creek landowners would sue for compensation from Adelaide Plains Council, what liability exists for APC in event of flooding of private land from Salt Creek?

**Answer:**

The following is taken from question asked by Cr Keen at the Council meeting of 28 July 2014. Response remains current.

Q: If the water backs up and floods private property, will council be responsible for damages?

A: The Local Government Act 1999 sets out a Council’s duty of care toward public safety. In order to discharge this duty a Council has to take "reasonable" steps. When considering what is "reasonable", factors such as available resources, costs, funding, governance, existing policy / management plans, other legislation has to be taken into account.

11.2 Baker Road Ford Upgrade – Scope of Project

Councillor Jones gave notice of his intention to ask the following questions:

**Preamble**

September 30 edition of Bunyip Press contained article re Baker Ford upgrade, the article stated that Mallala Council was forced to spend an extra $234,785 on the project after contractor made changes to works due to sub grade conditions and two organisations Telstra and SA Water called for their infrastructure to be relocated as result of works, initial project was expected to cost $417,000 but ended up at $630,596, Mayor Kennington at time was quoted over budget cost was managed through "incidental budget savings" further the article stated the upgrade will see a span-deck bridge installed at the ford, as public interest in this matter has continued I ask the following Questions:

**Question 1:**

Was a project manager appointed to oversee works? Please specify

**Answer:**

Yes, Councils Depot Operations Coordinator was the project manager.

**Question 2:**

What was the technical nature of changes contractor made to original project? Please specify in detail and why an sub grade conditions were not taken into consideration in original quote
Assuming the essence of this question concerns the piers that were part of the bridge design. Piers are slender steel or concrete ‘poles’ that are either driven into the ground or are in the form of concrete poured into a drilled hole in the ground. Piers are designed to provide a firm footing for a structure such as a building or in this case a bridge to be built upon. The length of the pier is determined by how far below surface level ‘firm ground’ can be found. Test holes were drilled to ascertain soil conditions and to determine at what depth firm ground would be found. The information from these tests informed the design which formed the basis by which contractors quoted the job. However once construction began the piers were drilled to the design depth but unexpected water was now present at that depth. This presented two problems. The first is that the presence of water at the design depth weakened the soil strength and the pier was unable to be supported by the ground as first expected. The second problem was that the now wet ground around the base of the drilled hole was caving in, effectively creating a bell shape cavern underground at the base of the drilling. A quick solution had to be found to not only stop any further caving in but to also allow the pier to provide the firm foundation to the bridge as was originally intended. The answer came in a method which involved filling the caved in section with specially sized and selected gravel (its appearance underground would be not unlike the bottom of an hour glass full of sand). The gravel effectively pressed up against the surrounding ground thus stopping any further cave in. The gravel was then bound together by pouring specially formulated cement slurry that worked itself between the gravel particles to form a solid concrete mass. The method worked albeit came at a cost. Other design changes were made as a consequence of these technical problems and they were reported to Council at the September 2015 ordinary Council meeting.

Question 3: What communications were entered into (email, letter etc) with Telstra and SA Water prior to works commencing and are copies in Council records?

Answer: The project manager initially met with representatives from each of the service authorities on site prior to the completion of the design and prior to the changes to the construction methodology. On
each occasion there were no concerns raised by the authorities with regard to the project. However at a later stage once the changes required were realised, both Telstra and SA Water raised concerns about their infrastructure and how that would be affected by the piers. This led to an extra expense to accommodate their new requirements.

**Question 4:** The spin “incidental budget savings” that managed budget blow out, in financial terms exactly how was that shortfall managed?

**Answer:** A comprehensive report was provided to the September 2015 ordinary Council meeting which provided full details of the financial management of the project including the cost overruns.

**Question 5:** In the exacting definition of a span-deck bridge is Baker Ford crossing defined in that category?

**Answer:** The term ‘span-deck’ refers to a precast concrete deck which is manufactured in a factory and then trucked to the project and craned into position. The alternative to this is to do what is known as ‘cast in-situ’ which involves forming and pouring the concrete deck in its final position. The methodology used at Bakers ford crossing uses the span-deck (precast) bridge decks. The deck has been positioned at a height that provides a greater level of service than the original ford, meaning that the river needs to be flowing far more now to reach and overtop the deck than was the original case.

### 11.3 Illegal Dumping

Councillor Jones gave notice of his intention to ask the following questions:

**Preamble**

As a lot of Australians have just observed and participated in Clean up Australia Day including residents of Thompson Beach the question of Unsightly and illegal Roadside rubbish within Council area continues to be a real cost burden on ratepayers, polluting our environmental and in some cases a health hazard.

**Question 1:** What is this financial years cost to APC ratepayers for removal of illegal roadside waste?

**Question 2:** What has been average cost of illegal roadside waste removal over last 10 years, including current financial year?
| Question 3: | What is Council doing to mitigate illegal dumping of various waste materials on Council roadssides, parks and coastal areas? |
| Question 4: | What responsibility does Council's General Inspector or other have in respect of enforcing and prosecuting South Australia's *Local Nuisance and Litter Control Bill 2015*? |
| Question 5: | What Council Bylaw covers illegal dumping on Council roadside, parks and coastal areas, please specify? |
| Question 6: | What statistics are available that has seen Council successfully expiate offenders for illegal dumping on Council roadside, parks and coastal areas? |
| Question 7: | What statistics are available that has seen Council successfully prosecute offenders for illegal dumping on Council roadside, parks and coastal areas? |
| Question 8: | What is reason discarded, damaged or burned out vehicles are left for long extended periods on council road reserves, open space and coastal areas? |
| Question 9: | Why are damaged burned vehicles not removed to one of Council transfer stations in first instance, in order so as to protect Council image and amenity? |
| Answer: | All answers to be provided at the 18 April 2017 Ordinary Council meeting. |

### 11.4 Northern Connector Project

Councillor Picard gave notice of her intention to ask the following questions:

| Preamble | Councillors recently received copies of various items of correspondence to the local member, under subject heading “Northern Connector Project – Sand Carting via Adelaide Plains Council unsealed road network”. Council staff had expressed concerns that if a local mining operation were given a contract to supply material for the Northern Connector Project, local roads may be negatively impacted. The suggested level of impact was up to 240 truck movements per day for 15 months. |
| Question 1: | Where is the exact location of the local mining operation which may be supplying material for the Northern Connector, (referred to in preamble)? |
| Answer: | Sand may be mined and carted by one or both of the following companies. |
1. LR&M Constructions - from their mine off Boundary Road, north of Lucas Road, Reeves Plains. (Extraction Mineral Lease 5955)

2. Mineral Holdings from their mines off Aunger Road, north of Oliver Road, and Aunger Road North, south of Gregor Road. (Private Mines 209 & 226 & Mineral Claim 4407)

The above will be influenced by weather companies are successful with their tenders to supply sand for the Northern Connector Project.

| Question 2: Which Adelaide Plains Council roads may be involved if this goes ahead? |
| Answer: The following roads may be affected depending on which companies are successful with their tenders to supply sand for the Northern Connector Project and which of mines the winning tenders chose to supply the sand from. Oliver Road, Aunger Road, Frost Road, Boundary Road, Gregor Road, Day Road, Simpkin Road and Germantown Road. |

| Question 3: What is the timing of the operation? |
| Answer: Council staff does not have a definite date. Information gained to date suggests sand will be needed this year. |

11.5 Lewiston Playground

Councillor Jones gave notice of his intention to ask the following questions:

| Preamble 210 Hayman Road playground site Lewiston continues to have perceived issues of safety, security of infrastructure, site contamination and question of public health, a revelation that soil from Railway siding was imported onto site raised concern at council meeting recently which saw council overwhelmingly support testing of site which drew media attention, the issue of continued costs in relation to site upkeep should also be considered as with consistency of development within floodplain policy area regarding site importation of fill. |

| Question 1: In interest of ensuring consistency under Development Act in particular when dealing with public space, since development of 210 Hayman Road site its known soil/fill has been imported onto site over time which is situated within flood hazard zone 3, when was a Development application submitted and approved for importation of soil onto 210 Hayman Road site, approximately |
12. QUESTIONS WITHOUT NOTICE

Rules from Local Government Act 1999 Regulations:-

Questions and replies are not entered in the minute book unless expressly required by resolution.

No debate shall be allowed on any question or reply to any question.

13. PETITIONS

Nil

14. DEPUTATIONS

Rina Centofanti gave a 10 minute deputation to the Elected Members seeking support to petition the Government of South Australia to give the Adelaide Plains Council area an Adelaide Metro Bus route, or alternate type of Public Transport system.

15. MOTIONS ON NOTICE

15.1 Rate Capping

<table>
<thead>
<tr>
<th>Council Resolution</th>
<th>2017/ 058</th>
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</thead>
<tbody>
<tr>
<td>Moved Cr Jones</td>
<td>Seconded Cr Stubing</td>
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</table>

Ordinary Council Meeting 20 March 2017
"that Adelaide Plains Council adopt a position that future rate rises be aligned to and not exceed each years current South Australian Consumer Price Index."

CARRIED

Division

Councillor Jones called for a division.

The Mayor declared the vote set aside.

Members voting in the affirmative: Councillors Stubing, Picard, Jones, Lawrence and Di Troia.

Those voting in the negative: Councillors McColl, Strudwicke, and Daniele.

The Mayor declared the motion CARRIED

16. ITEMS FOR NOTING / INFORMATION

16.1 Council Resolutions/Action Report

<table>
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<tr>
<th>Council Resolution</th>
<th>2017/ 059</th>
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<td>Moved Cr Jones</td>
<td>Seconded Cr McColl</td>
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CARRIED

16.2 Strategic Plan Update

<table>
<thead>
<tr>
<th>Council Resolution</th>
<th>2017/ 060</th>
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</thead>
<tbody>
<tr>
<td>Moved Cr Strudwicke</td>
<td>Seconded Cr Jones</td>
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</tbody>
</table>

“that Council, having considered Item 16.2 – Strategic Plan Update, dated 20 March 2017, receives and notes the report.”

CARRIED

16.3 Parham – Horse Activity Management

<table>
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<tr>
<th>Council Resolution</th>
<th>2017/ 061</th>
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<tbody>
<tr>
<td>Moved Cr Lawrence</td>
<td>Seconded Cr Strudwicke</td>
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</table>

“that Council, having considered Item 16.3 – Parham – Horse Activity Management, dated 20 March 2017, receives and notes the report.”

CARRIED
17. **ITEMS FOR DECISION**

17.1 Mallala Netball Club – Proposed Lease

<table>
<thead>
<tr>
<th>Council Resolution</th>
<th>2017/062</th>
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<tr>
<td>Moved</td>
<td>Cr Strudwicke</td>
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<td>Seconded</td>
<td>Cr Lawrence</td>
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</table>

“that Council, having considered Item 17.2 - Mallala Netball Club – Proposed Lease dated 20 March 2017, receive and note the report, and in doing so:

1. authorises Council staff to commence the public consultation process pursuant to Section 202 of the Local Government Act 1999 in regard to the leasing of portion of Allotment 14 and Allotment 20, Mallala comprised in Certificate of Title Volume 5862 Folio 8 and Volume 6163 Folio 218,

2. and in the event that objections are received to the leasing of portion of Allotment 14 and Allotment 20, Mallala comprised in Certificate of Title Volume 5862 Folio 8 and Volume 6163 Folio 218 during the public consultation process, a report be presented to Council for consideration,

3. and in the event that no objections are received to the leasing of portion of Allotment 14 and Allotment 20, Mallala comprised in Certificate of Title Volume 5862 Folio 8 and Volume 6163 Folio 218, by the conclusion of the public consultation process, the Chief Executive Officer be authorised to negotiate and finalise any outstanding terms of the lease

4. authorises, pursuant to Sections 38 and 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 Netball Club

5. in accordance with Section 166(1)(j) of the Local Government Act 1999, Council, being satisfied that the portion of Allotment 14 and Allotment 20, Mallala comprised in Certificate of Title Volume 5862 Folio 8 and Volume 6163 Folio 218, 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 percent (%) of the rates imposed, effective from the 2017/18 rating year, and

6. authorises the Chief Executive Officer to liaise with the Mallala Netball Club advising them that at this stage the Council has made no commitment to funding any works at the Mallala Netball Courts.”

CARIED
17.2 CS Musolino – Proposed Grazing License instead of Lease

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<th>Council Resolution</th>
<th>2017/063</th>
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<tr>
<td>Moved</td>
<td>Cr Strudwicke</td>
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<tr>
<td>Seconded</td>
<td>Cr Lawrence</td>
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</tbody>
</table>

“that Council, having considered Item 17.2 – CS Musolino – Proposed Grazing License instead of Lease, dated 20 March 2017 receive and note the report and authorises, pursuant to Sections 38 and 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer to execute the licence agreement between the Adelaide Plains Council and CS Musolino.”

CARRIED

17.3 Animal Management 2017/2018

<table>
<thead>
<tr>
<th>Council Resolution</th>
<th>2017/064</th>
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<tbody>
<tr>
<td>Moved</td>
<td>Cr Lawrence</td>
</tr>
<tr>
<td>Seconded</td>
<td>Cr Strudwicke</td>
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</tbody>
</table>

“that Council, having considered Item 17.3 - Animal Management 2017/2018, dated 20 March 2017, receive and note the report”.

CARRIED

17.3

<table>
<thead>
<tr>
<th>Council Resolution</th>
<th>2017/065</th>
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<tr>
<td>Moved</td>
<td>Cr Strudwicke</td>
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<tr>
<td>Seconded</td>
<td>Cr Stubing</td>
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“that Council, having considered Item 17.3 - Animal Management 2017/2018, dated 20 March 2017, authorise Council administration to advise the Dog and Cat Management Board of adopted dog registration and management fees for 2017/2018 as outlined in Attachment 1 and draft dog management budget as outlined in Attachment 2”.

LOST

Division

Councillor Strudwicke called for a division.

The Mayor declared the vote set aside.

Members voting in the affirmative: Councillors Strudwicke, Daniele and Stubing.

Those voting in the negative: Councillors Lawrence, McColl, Picard, Jones and Di Troia.

The Mayor declared the motion LOST
17.3 Council Resolution 2017/ 066
Moved Cr McColl Seconded Cr Jones

“that administration bring back a report with regard to cat registration outlining the following:-

- How other councils are managing the issue;
- The charges; and
- What policies and practices are they using?”

CARRIED

Division

Councillor Daniele called for a division.

The Mayor declared the vote set aside.

Members voting in the affirmative: Councillors Di Troia, Jones, Picard, McColl and Lawrence

Those voting in the negative: Councillors Daniele, Stubing and Strudwicke

The Mayor declared the motion CARRIED

17.5 Development, Planning and Infrastructure Act - Implementation

Council Resolution 2017/ 067
Moved Cr Strudwicke Seconded Cr McColl

“that Council, having considered Item 17.5 - Development, Planning and Infrastructure Act - Implementation, dated 20 March 2017, receives and notes the report”.

CARRIED

Council Resolution 2017/ 068
Moved Cr Strudwicke Seconded Cr Lawrence

“that Council, having considered Item 17.5 - Development, Planning and Infrastructure Act - Implementation, dated 20 March 2017,

(1) Note that funds may be required as part of Council’s contribution to the SA Planning Portal, and if required set aside funds within Council’s Long Term Financial Plan.

(2) Acknowledge that the Chief Executive Officer may appoint an interim Assessment Manager in accordance with the requirements of the Planning, Development and Infrastructure Act.

(3) Support Council Administration to commence negotiation with adjoining Councils and other entities to investigate the potential for establishing a Joint Planning Board and/or Regional Assessment Panel in accordance with the
requirements of the Planning, Development and Infrastructure Act, and report back to Council on the outcomes of those investigations, within a timeframe to enable the recruitment and appointment of members to a Board or Panel (if so determined).

(4) Have the General Manager, Development and Community report back to Council on the reappointment of the Development Assessment Panel in line with the Assessment Panel requirements pursuant to the transitional arrangements under the Planning, Development and Infrastructure Act and the Statutes Amendment (Planning, Development and Infrastructure) Bill 2016.”

CARRIED

17.6 Community Partnerships Fund 2016/2017

<table>
<thead>
<tr>
<th>Council Resolution</th>
<th>2017/ 069</th>
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<tbody>
<tr>
<td>Moved</td>
<td>Cr Daniele</td>
</tr>
<tr>
<td>Seconded</td>
<td>Cr Lawrence</td>
</tr>
</tbody>
</table>

“that Council, having considered Item 17.6 – Community Partnerships Fund 2016/17, dated 20 March 2017, defer the program for this financial year.”

CARRIED

18. URGENT BUSINESS

<table>
<thead>
<tr>
<th>Council Resolution</th>
<th>2017/ 070</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved</td>
<td>Cr Jones</td>
</tr>
<tr>
<td>Seconded</td>
<td>Cr Lawrence</td>
</tr>
</tbody>
</table>

“that a meeting at the site of Temby Road and Port Wakefield Highway be convened with all Elected Members, involved General Managers and a representative from Hickinbotham.”

CARRIED

19. CONFIDENTIAL ITEMS

Nil
20. **CLOSURE**

There being no further business, the Mayor declared the meeting closed at 8.13 pm.

Confirmed as a true record.

Mayor: ......................................................................

Date: ____/____/___
MINUTES

of

Special Council Meeting

Pursuant to the provisions of section 83 (2) of the Local Government Act 1999

HELD IN

Council Chambers
Old Port Wakefield Road,
Two Wells

on

Thursday, 30 March 2017
In the absence of a quorum present, at 11.30 am, the Presiding Member adjourned the meeting to Monday, 3 April 2017 at 5.00 pm, Council Chambers, Redbanks Road, Mallala.

1. **ATTENDANCE**

1.1 **Present:**
Deputy Mayor Mel Lawrence (Presiding Member)
Cr S M (Marcus) Strudwicke
Cr Eddie Stubing
Cr Stephen Jones
Cr P D (Joe) Daniele

Also in Attendance:
Chief Executive Officer Mr James Miller
General Manager, Governance and Communications Ms Sheree Schenk
General Manager, Finance and Economic Development Mr Rajith Udugampola
General Manager, Infrastructure Mr Martin Waddington
Minute Secretary Ms Andrea Post

1.2 **Apologies**
Mayor A J (Tony) Flaherty OAM JP, Cr Karen McColl, Cr Anne Picard

1.3 **Not Present / Leave of Absence**
Cr Terry-Anne Keen – Leave of Absence, Cr Carmine Di Troia
MINUTES

of

Special Council Meeting

Pursuant to the provisions of section 83 (2) of the Local Government Act 1999

HELD IN

Council Chambers
Redbanks Road,
Mallala

on

Monday, 3 April 2017
The Mayor formally declared the meeting open at 5.00 pm.

1. ATTENDANCE

1.1 Present:
Mayor A J (Tony) Flaherty OAM JP
Cr Melville Lawrence
Cr S M (Marcus) Strudwicke
Cr Eddie Stubing
Cr Stephen Jones (from 5.02 pm)
Cr Carmine Di Troia (from 5.29 pm)
Cr P D (Joe) Daniele
Cr Terry-Anne Keen

Also in Attendance:
Chief Executive Officer Mr James Miller
General Manager, Finance and Economic Development Mr Rajith Udugampola
General Manager, Infrastructure Mr Martin Waddington
General Manager, Development and Community and Mr Robert Veitch
Minute Taker

1.2 Apologies
Cr Karen McColl

1.3 Not Present / Leave of Absence
Cr Anne Picard

2. ITEMS FOR DECISION

2.1 Strategic Plan Working Party – Appointment of Elected Member Representative

<table>
<thead>
<tr>
<th>Council Resolution</th>
<th>2017/ 071</th>
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</thead>
<tbody>
<tr>
<td>Moved</td>
<td>Cr Lawrence</td>
</tr>
<tr>
<td>Seconded</td>
<td>Cr Stubing</td>
</tr>
</tbody>
</table>

“that Council, having considered Item 2.1 – Strategic Plan Working Party – Appointment of Elected Member Representative, dated 3 April 2017, in addition to the Mayor, Deputy Mayor, Chief Executive Officer, General Managers and Policy Planner being appointed to the Strategic Plan Working Party, the following elected member(s) also be appointed:-
- Cr Daniele, and
- Cr Keen.”

CARRIED

At this juncture, 5.02, pm, Cr Jones entered the Chamber.

At this juncture, 5.29 pm, Cr Di Troia entered the Chamber.
3. **CLOSURE**

There being no further business, the Mayor declared the meeting closed at 5.35 pm.

Confirmed as a true record.

Mayor: ........................................................................

Date: ___/___/___
Items:

4.1 Policy Review – Council Members Allowances and Benefits Policy

This business item came to Council from the Governance Advisory Panel, who at the meeting of 24 January 2017 resolved to recommend that Council adopt the amendments to the Policy, subject to an amendment to clause 4.5 (Resolution 2017/004), and recommended to Council that they consider an alternate methodology of recording use of motor vehicle by the Mayor for Council business (other than the Mayor Travel Log Form) (Resolution 2017/002).

At the Ordinary Council meeting of 20 February 2017, Council resolved “that administration bring back a report on the options available for the Mayor to record his fuel use for his motor vehicle” (Resolution 2017/025) and “that the motion to consider amending the Council Members Allowances and Benefits Policy be adjourned until the next meeting of Council (Resolution 2017/026).

At the Ordinary Council meeting on 20 March 2017, Council resolved “that the review of the Council members Allowances and Benefits Policy be adjourned until the report to Council on the Mayor’s travel/fuel usage is presented to Council” (Resolution 2017/056).

To address this, Council staff have prepared a report, item 12.5.1 Mayor’s Vehicle Log. The review of the Policy is pending resolution of the Mayor’s travel/fuel usage, and as such it is recommended that the Policy Review be dealt with as item 12.5.1 following resolution in item 12.5.1 (Mayor’s Vehicle Log Report).

Against the aforementioned backdrop, there are two options available to advance discussions in relation to this matter:-

Option 1 The Mayor to seek leave of the meeting to bring forward business item 12.5.1 Mayor’s Vehicle Log. (Does not require a formal resolution)

Option 2 “that the adjourned business item 12.5.1 Policy Review – Council Members Allowances and Benefits Policy be dealt with following receipt of the report 12.5.1 Mayor’s Vehicle Log under ‘Reports for Decision’
Activities and Meetings attended

No report submitted
Items:

Recommendations to Council of the Audit Committee

“that the Council, endorses the recommendation of the Audit Committee and recommends endorsement of the attached:

1. Risk Management Policy;
2. Risk Management Procedure;
3. acknowledges that the Risk Register will be available to the committee June or July 2017; and
4. that a progress report will be presented to the first Audit Committee meeting for the 2017-2018 financial year.”

“that the Council, endorses the recommendation of the Audit Committee and supports the assumptions upon which the Draft 2017/2018 Annual Business Plan, Budget and 2018-2027 Long Term Financial Plan is based and commends the document for consideration by Council at its forthcoming Council meeting on 18 April 2017.”

“that the Council, endorses the recommendation of Audit Committee, and recommends increasing fixed charge in line with the increase in average rates payable (which has not being changed since its introduction in 2012/2013 Financial Year).”

“that the Council, endorses the recommendation of the Audit Committee and notes that 2017/2018 proposed rates increase of 1.30 % is not financially sustainable, (based on assumptions there-in and ignoring the impact of the Two Wells Development) and therefore recommends Council gives consideration to reducing its operating/capital expenditure for the 2017/2018 financial year, and further incremental reductions over the 10 year period with a view to achieve at least an operating break even position, and as such recommends Council identify opportunities to improve efficiency (eg: by conducting a workshop to discuss this issue).”
MINUTES

of

Audit Committee Meeting
of the

Adelaide Plains Council

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

HELD IN

Council Chambers
Redbanks Road
Mallala

on

Monday, 10 April 2017
The Chairman formally declared the meeting open at 10.30 AM

1. **ATTENDANCE**

1.1 **Present**
Chairman John Comrie  
Mr Peter Fairlie-Jones  
Mayor A J (Tony) Flaherty OAM  
Cr Stephen Jones  
Cr Melville Lawrence

Also in attendance for the meeting:
General Manager – Finance & Economic Development  Mr Rajith Udugampola  
General Manager – Governance & Communications  Ms Sheree Schenk  
Finance Coordinator  Mr Gary Graham  
Rates Officer  Mr Peter Buchmann  
Team Leader Customer Service and Accounts Officer  Ms Krystal Duffy  
Work Health and Safety Officer  Ms Angie-Marie Fuss  
Administration Support Officer – Governance and Communications  Ms Vicki Weaver  
Minute Secretary  Ms Andrea Post

1.2 **Apologies**
Mr James Miller – Chief Executive Officer

1.3 **Not Present / Leave of Absence**
Nil

2. **CONFIRMATION OF MINUTES**

2.1 **Committee Resolution**

<table>
<thead>
<tr>
<th>Moved</th>
<th>Seconded</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Flaherty</td>
<td>Cr Lawrence</td>
<td>“that the minutes of meeting held on Friday 17 February 2017 (MB Folios 38 to 42, inclusive), be accepted as read and confirmed.”</td>
</tr>
</tbody>
</table>

CARRIED

3. **BUSINESS ARISING**

Nil

4. **REPORTS**

The Chairman sought and was granted leave of the meeting to move Item 4.5 – Risk Management Policy and Procedure Introduction forward.
4.5 Risk Management Policy and Procedure Introduction

**Committee Resolution 2017/009**

Moved Mr P Fairlie-Jones Seconded Cr Lawrence

“that the Committee, having considered Item 4.5 – *Risk Management Policy and Procedure Introduction*, dated 10 April 2017, receives and notes the report”.

**CARRIED**

4.5 Committee Resolution 2017/010

Moved Mr P Fairlie-Jones Seconded Cr Lawrence

“that the Committee, having considered Item 4.5 – *Risk Management Policy and Procedure Introduction*, dated 10 April 2017, recommends endorsement of the attached:

1. Risk Management Policy;
2. Risk Management Procedure;
3. acknowledges that the Risk Register will be available to the committee June or July 2017; and
4. that a progress report will be presented to the first Audit Committee meeting for the 2017-2018 financial year.”

**CARRIED**

4.1 Committee Resolutions

**Committee Resolution 2017/011**

Moved Mayor Flaherty Seconded Mr P Fairlie-Jones

“that the Audit Committee, having considered Item 4.1 - *Committee Resolutions*, dated 10 April 2017, receives and notes the report and that the following updates by Rajith Udugampola, General Manager – Finance and Economic Development were provided:-

- item dated 25/10/16 Asset Management Plan has been approved for consultation;
- Long Term Financial Plan was reviewed by Audit Committee in 25/10/16, however, the current budget review process has provided opportunity for the plan to be updated.”

**CARRIED**
4.2 Annual Work Program

**Committee Resolution 2017/012**

Moved Mayor Flaherty Seconded Cr Lawrence

“that the Audit Committee, having considered Item 4.2 - Annual Work Program, dated 10 April 2017:-

1. receives and notes the report;
2. acknowledges that a Draft Annual Works Program for financial year 2017/2018 will be presented and considered at the next Audit Committee meeting; and
3. that a report be prepared outlining its activity in regard to the Work Program, to be presented at the next Audit Committee meeting.”

CARRIED

4.3 Overdue Council Rates

**Committee Resolution 2017/013**

Moved Mr P Fairlie-Jones Seconded Cr Jones

“that the Audit Committee, having considered Item 4.3 - Overdue Council Rates, dated 10 April 2017:-

1. that the committee acknowledges that there is currently no Debt Management Policy;
2. that the committee requests that a Debt Management Policy be developed and presented to the Audit Committee for review and endorsement at the next Audit Committee meeting;
3. that an update report of monitoring of outstanding arrears be brought back to the committee on a six monthly basis; and
4. that the committee receives and notes the report.”

CARRIED


At this juncture, 11.18 am Cr Lawrence left the chamber.

At this juncture, 11.20 am Cr Lawrence returned to the chamber.

**Committee Resolution 2017/014**

Moved Cr Lawrence Seconded Cr Jones

“that the Audit Committee, having considered Item 4.4 - Draft 2017/2018 Annual Business Plan, Budget and 2018-2027 Long Term Financial Plan,
dated 10 April 2017, receives and notes the report.”

Committee Resolution 2017/015

Moved  Cr Lawrence Seconded  Mr P Fairlie-Jones


Committee Resolution 2017/016

Moved  Mr P Fairlie-Jones Seconded  Mayor Flaherty

“that the Audit Committee, having considered Item 4.4 - Draft 2017/2018 Annual Business Plan, Budget and 2018-2027 Long Term Financial Plan, dated 10 April 2017, recommend increasing fixed charge in line with the increase in average rates payable (which has not being changed since its introduction in 2012/2013 Financial Year).”

Committee Resolution 2017/017

Moved  Cr Lawrence Seconded  Mr P Fairlie-Jones

“that the Audit Committee, having considered Item 4.4 - Draft 2017/2018 Annual Business Plan, Budget and 2018-2027 Long Term Financial Plan, dated 10 April 2017, notes that 2017/2018 proposed rates increase of 1.30 % is not financially sustainable, (based on assumptions there-in and ignoring the impact of the Two Wells Development) and therefore recommends Council gives consideration to reducing its operating/capital expenditure for the 2017/2018 financial year, and further incremental reductions over the 10 year period with a view to achieve at least an operating break even position, and as such recommends Council identify opportunities to improve efficiency (eg: by conducting a workshop to discuss this issue).”
4.4 **Committee Resolution** 2017/018

Moved Cr Lawrence Seconded Mr P Fairlie-Jones

“that the Audit Committee, having considered Item 4.4 - *Draft 2017/2018 Annual Business Plan, Budget and 2018-2027 Long Term Financial Plan*, dated 10 April 2017, recommend to the Council to consider a special rate to finance Council’s contractual obligations with Hickinbotham Group associated with Eden and Liberty development in Two Wells applicable only to properties in those two developments subject to consideration of the Long Term Financial projections of revenue and expenses associated with the development”

**CARRIED**

5. **CONFIDENTIAL ITEMS**

No Confidential Items

6. **GENERAL BUSINESS**

6.1 **Committee Resolution** 2017/019

Moved Cr Lawrence Seconded Cr Jones

“that a report be prepared and presented to the Audit Committee prior to any handover of the Mallala CWMS asset to Council, considering that all issues have been satisfactorily resolved.”

**CARRIED**

7. **NEXT MEETING**

7.1 Monday, 5 June 2017 – time to be confirmed

8. **CLOSURE**

There being no further business, the Chairman declared the meeting closed at 12.20 pm.

Confirmed as a true record.
10.6 Governance Advisory Panel

Tuesday 18 April 2017

Items:

Recommendations to Council of the Panel

“that the Council endorses the recommendation of the Governance Advisory Panel and requests that administration undertake an urgent review of the current Meeting Procedures, particularly in relation to current unsatisfactory Public Open Forum provisions.”

“that the Council endorses the recommendation of the Governance Advisory Panel and requests that administration commence the immediate review or creation of a policy that requires all communications from Elected Members be addressed to a single point of entry to be determined by the Chief Executive Officer.”
MINUTES

of

The Governance Advisory Panel Meeting
of the

Adelaide Plains Council

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

HELD IN

Council Chambers
Old Port Wakefield Road
Two Wells

on

Wednesday, 12 April 2017
The meeting commenced at 2.04 PM.

1. ATTENDANCE
   Present:
   Hon Graham Gunn, AM (Chairperson)
   Mr E (Ted) Byrt
   Mrs Judith Jones
   Mayor A J (Tony) Flaherty, OAM
   Cr Melville Lawrence

   Also in Attendance for the Meeting:
   Chief Executive Officer
   Senior Associate – Norman Waterhouse Lawyers
   General Manager, Governance and Communications
   General Manager, Infrastructure
   Minute Secretary

2. APOLOGIES
   Nil

3. CONFIRMATION OF MINUTES

   3.1 Panel Resolution

   Moved  Mrs Judith Jones  Seconded  Mr Ted Byrt

   “that the minutes of the Governance Advisory Panel meeting held on 24
   January 2017 (MB Folios 27 to 31, inclusive), be accepted as read and
   confirmed.”

   CARRIED

4. BUSINESS ARISING
   Nil

5. DECLARATION OF MEMBERS’ INTEREST

   Mayor Flaherty left at 2.06 PM, for general discussion amongst panel members
   to consider the question of whether Mayor Flaherty had a conflict in respect of
   any aspect of item 7.1.

   Mayor Flaherty returned at 2.16 PM.
6. **REPORTS FOR DECISION**

Nil

7. **CONFIDENTIAL ITEMS**

7.1 Council Meeting – 20 March 2017 – Request for Investigation

<table>
<thead>
<tr>
<th>Panel Resolution</th>
<th>2017/009</th>
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<tbody>
<tr>
<td>Moved</td>
<td>Cr Lawrence</td>
</tr>
<tr>
<td>Seconded</td>
<td>Mr Ted Byrt</td>
</tr>
</tbody>
</table>

“that:

1. Pursuant to Section 90(2) of the *Local Government Act 1999* the Panel orders that all members of the public, except Chief Executive Officer, General Manager Governance and Communication, General Manager Infrastructure, Minutes Secretary be excluded from attendance at the meeting for Agenda Item 7.1 – ‘Council Meeting – 20 March 2017 – Request for Investigation’.

2. The Panel is satisfied that, pursuant to Section 90(3)(a) of the *Local Government Act 1999*, information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead); and on the basis that information within the report and annexures contains information about the personal affairs of a person, constituting untested allegations about their conduct; and it would be unreasonable to disclose this information prior to the allegations being tested by an investigative process.

3. The Panel is satisfied that the principle that meetings of the Panel 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**

Mayor Flaherty left at 2.28 PM.
7.1 Panel Resolution

Moved Cr Lawrence
Seconded Mrs Judith Jones

"that the Panel, having considered Item 7.1 – Council Meeting – 20 March 2017 – Request for Investigation dated 12 April 2017, receive and note the report."

CARRIED

7.1 Panel Resolution

Moved Mr Ted Byrt
Seconded Mrs Judith Jones

"that:

1. Having considered the matter of Agenda Item 7.1 – ‘Council Meeting – 20 March 2017 – Request for Investigation’ in confidence under Sections 90(2) and 90(3)(a) of the Local Government Act 1999, Council orders under the provisions of Sections 91(7) and (9) of the Local Government Act 1999 that the agenda item, report and annexure 1 and the minutes of this meeting in relation to the Resolution 2017/011 of the matter remain confidential and not available for public inspection until further order of the Panel.

2. Pursuant to Section 91(9)(a) of the Local Government Act 1999, this confidentiality order be reviewed every 12 months.

3. Pursuant to Section 91(9)(c) of the Local Government Act 1999, the Panel delegates the power to revoke this confidentiality order to the Chief Executive Officer.

CARRIED"

Mayor Flaherty returned to the chamber 2.59 PM.
7.1 Panel Resolution

Moved Mr Ted Byrt Seconded Hon Graham Gunn

"that the Panel recommends to Council that it undertake an urgent review of its current Meeting Procedures, particularly in relation to current unsatisfactory Public Open Forum provisions."

CARRIED

7.1 Panel Resolution

Moved Mr Ted Byrt Seconded Mrs Judith Jones

"that the Panel recommends that the Chief Executive Officer prepare a general press release on behalf the Governance Advisory Panel informing the community of the behaviours expected of them at public meetings."

CARRIED

8. MOTION WITHOUT NOTICE

8.1 Panel Resolution

Moved Mrs Judith Jones Seconded Mr Ted Byrt

"that:

1. Pursuant to Section 90(2) of the Local Government Act 1999 the Panel orders that all members of the public, except Chief Executive Officer, General Manager Governance and Communication, General Manager Infrastructure, Minutes Secretary, Senior Associate – Norman Waterhouse Lawyers be excluded from attendance at the meeting for Agenda Item 8.1 – Motion Without Notice.

2. The Panel is satisfied that, pursuant to Section 90(3)(a) of the Local Government Act 1999, information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead); and on the basis that information within the report and annexures contains information about the personal affairs of a person, constituting untested allegations about their conduct; and it would be unreasonable to disclose this information prior to the allegations being tested by an investigative process.
3. The Panel is satisfied that the principle that meetings of the Panel should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential.”

The Chairperson reopened the meeting to the public at 3.21 PM.

9. **CONFIRMATION OF MINUTES**

<table>
<thead>
<tr>
<th>Panel Resolution</th>
<th>2017/ 016</th>
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</thead>
<tbody>
<tr>
<td>Moved Cr Lawrence</td>
<td>Seconded Mr Ted Byrt</td>
</tr>
<tr>
<td>“that the minutes of the Governance Advisory Panel meeting held on 12 April 2017 (MB Folios 32 to 37, inclusive), be accepted as read and confirmed.”</td>
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10. **MOTION WITHOUT NOTICE**

<table>
<thead>
<tr>
<th>Panel Resolution</th>
<th>2017/ 017</th>
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</thead>
<tbody>
<tr>
<td>Moved Mr Ted Byrt</td>
<td>Seconded Mayor Flaherty</td>
</tr>
<tr>
<td>“that the Governance Advisory Panel recommends to the Council that it immediately introduce a new policy or revised policy requiring all communications from Elected Members be addressed to a single point of entry to be determined by the Chief Executive Officer.”</td>
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11. **CONFIRMATION OF MINUTES**

<table>
<thead>
<tr>
<th>Panel Resolution</th>
<th>2017/ 018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved Mr Ted Byrt</td>
<td>Seconded Cr Lawrence</td>
</tr>
<tr>
<td>“that the minutes of the Governance Advisory Panel meeting held on 12 April 2017 (MB Folios 32 to 38, inclusive), be accepted as read and confirmed.”</td>
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</tbody>
</table>

The Chairperson declared the meeting closed at 3.47 PM.
Confirmed as a true record.

Date: 12/4/17.

[Signature]

Chairperson
MINUTES OF MALLALA & DISTRICTS HISTORICAL COMMITTEE
MEETING OF THE ADELAIDE PLAINS COUNCIL MALLALA
MUSEUM, ON WEDNESDAY APRIL 5TH. 2017 AT 7.00PM.

1. ATTENDANCE
1.1 Members present – Laura Parsons, Gwenda Griffiths, Maxine Varcoe, Sharon Svetec, Marcus Strudwicke, Jim East & Brian Verrall.
1.2 Members apologies – Chris Young, Prue Mosman, Margaret Tiller & Bob Bevan.
1.3 Members absent – nil.

2. CONFIRMATION OF MINUTES
2.1 Moved Sharon Svetec that the minutes of meeting held on March 8th. 2017 be accepted as read & confirmed, 2nd. Maxine Varcoe, carried.

3. BUSINESS ARISING – see General Business.

4. REPORTS

5. CORRESPONDENCE – see separate report. Moved Laura Parsons that we receive & note the correspondence, 2nd. Brian Verrall – carried.

6. GENERAL BUSINESS
6.1 Ceiling fans for Mill Gallery – after discussion, Gwenda Griffiths moved that we obtain quotes for 2 ceiling fans, 2nd. Jim East, carried.
6.2 Recent donations – Maxine Varcoe has donated a book of records of patients in the Mallala Private Hospital run by her mother, Lynda Marshman from 1941 to 1943.
6.3 History Month, May 2017 – Fire exhibition – work in progress on panels etc. Our event will be advertised in Plains Producer & The Bunyip. It was agreed that owing to the exhibition being held in the Men’s Shed, three members would be needed each Sunday on duty.
6.4 Agricultural Shed concrete floor – this was completed on March 21st. & it is planned to move items back in a major reshuffle in the week after Easter.

7. VISITS & DIARY DATES UPCOMING
2017
May
Tuesday 16th. – Hewett Primary School 3 classes of years 1 & 2 – 75-80 students. One group in morning & one in afternoon. Members confirmed available – Gwenda Griffiths, Sharon Svetec, Laura Parsons, Margaret Tiller, Rosemary Jenkin, Chris Young & Marcus Strudwicke.
September
Thursday 21st. – R & S Valiant Car Club, arrive 10.30 – 11.00am. Approx. 100 members – require morning tea –[ held in Men’s Shed.]

[cont’d]
8 THANK YOUS
8.1 To Maxine & Tom Varcoe for their supply & planting of succulent plants on the path leading to Men’s Shed.
To everyone who helped with the Horizon School visit.
To Paula Algar on her ongoing cataloguing.
Meeting closed at 8.10pm.
Next meeting will be held on May 3rd, 2017 at 7.00pm.

SUNDAY ROSTER 2.00PM. TO 4.30PM.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>April 9th</th>
<th>Sharon Svetec</th>
<th>Frank Svetec</th>
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<tbody>
<tr>
<td>“</td>
<td>“ 16th.</td>
<td>Maxine Varcoe</td>
<td>Tom Varcoe</td>
</tr>
<tr>
<td>“</td>
<td>“ 23rd.</td>
<td>Bob Bevan</td>
<td>Marcus Strudwicke</td>
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<td>“</td>
<td>“ 30th.</td>
<td>Laura Parsons</td>
<td>Gwenda Griffiths</td>
</tr>
<tr>
<td>“ May 7th</td>
<td>Chris Young</td>
<td>Marcus Strudwicke</td>
<td>Bob Bevan</td>
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<td>“</td>
<td>“ 14th.</td>
<td>Prue Mosman</td>
<td>Marcus Strudwicke</td>
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<td>“</td>
<td>“ 21st.</td>
<td>Sharon Svetec</td>
<td>Frank Svetec</td>
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<td>“</td>
<td>“ 28th.</td>
<td>Gwenda Griffiths</td>
<td>Margaret Tiller</td>
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Minutes of the Special Meeting held:
31st March, 2017
Clare Country Club (Board Room), Clare, South Australia, 5453

The meeting was declared open by the Chair at 3.06 pm on 31st March, 2017 at the Clare Country Club Board Room, Clare.

1.0 Meeting Preliminaries

Present
Mayor Cynthia Axford (Barunga West), Mayor Allan Aughey (Clare and Gilbert Valleys), Mayor Peter Mattey - Chair (Goyder), Mayor Bill O’Brien (Light), Mayor Colin Nottle (Mount Remarkable), Mayor Denis Clark (Northern Areas), Mayor Rodney Reid (Wakefield), Mayor Ray Agnew (Yorke Peninsula), Mayor Paul Thomas (Copper Coast), Mayor Ruth Whittle (Peterborough).

Apologies
Mayor Bob Sloane (Barossa), Mayor Tony Flaherty (Adelaide Plains), Chair Kathie Bowman (Orroroo/Carrieton), Mayor John Rohde (Port Pirie), Mayor Peter Slattery (Flinders Ranges).

1.1 Opening
The Chairman declared the meeting open at 3:06pm and introduced the report for discussion from the Yorke peninsula Alliance; “Recruitment of the replacement Chief Executive Officer of the Legatus Group”

1.2 Declaration of Conflict of Interest
Nil

1.3 General Business

1.3.1 Authorisation pursuant to Clause 3.6.16 of the Charter and sections 90(2) and 90(3)(a) & (e) of the Local Government Act 1999.

Motion: That the Board Members discuss the report from the Yorke Peninsula Alliance in confidence pursuant to clause 3.6.16 of the charter and sections 90(2) and 90(3)(a) & (e) of the Local Government Act 1999.

Moved: Mayor Denis Clark  Seconded: Mayor Cynthia Axford  CARRIED
Meeting was conducted in confidence from 3.08pm to 4.18pm

Period of confidentiality, pursuant to the provisions of the Local Government Act 1999 section 91(7) that the decision and reports relating to the general business item, having been dealt with on a confidential basis under section 90(3)(a)&(e) of the Local Government Act 1999 need to be kept confidential for a period of three (3) months.

1.3.2 Resumption of the Open to the Public Meeting

Motion for the resumption of the open public meeting

Moved Mayor Rodney Reid    Seconded Mayor Ray Agnew   

CARRIED

1.4 Close of Meeting

Meeting Closed by the Chair at 4.20pm

Signed as a true and correct record:

Chairman Mayor Peter Mattey __________________________ Dated ______________
EXECUTIVE SUMMARY

- Council recently submitted a Statement of Intent (SOI) to the Minister for Planning for the Northern Food Bowl Protection Areas Development Plan Amendment (DPA). With the Northern Adelaide Irrigation Scheme (NAIS) project rapidly advancing, Council sought to make this DPA a priority.
- State Government has now confirmed that the SOI forms an appropriate basis for the preparation of the proposed DPA.
- In endorsing the SOI, Minister Rau understands that the DPA will seek to provide opportunities for investment and employment growth throughout Adelaide’s northern food bowl areas.
- Management will now prioritise the advancement of the DPA.
- Due to the correspondence arriving just prior to finalisation of the agenda, there was insufficient time to provide a more comprehensive overview in the body of this report and as such, I will provide a more thorough verbal presentation at the meeting.

RECOMMENDATION(S)

“that Council, having considered Item 12.1.1 – Northern Food Bowl Protection Areas Development Plan Amendment, 18 April 2017, receives and notes the report and in doing so instructs the Chief Executive Officer to immediately advance as a priority the preparation of the Development Plan Amendment.”
REASONS FOR THE DECISION

To provide opportunities for investment and employment growth by amending development plan policy which will maximise infrastructure efficiencies and ongoing protection of Adelaide’s northern food bowl areas.

BUDGET IMPACT

Estimated Cost: $70,000 already budgeted (includes this DPA and the Allied Food Industries Land Supply Study)

Future ongoing operating costs: Nil

Is this Budgeted? Yes

RISK ASSESSMENT

Nil

Attachments

1. Letter from Minister John Rau
Attachment 1

To report 12.1.1 – *Northern Food Bowl Protection Areas Development Plan Amendment*

Dated 18 April 2017

Letter from Minister John Rau
Mr James Miller
Chief Executive Officer
Adelaide Plains Council
PO Box 18
MALLALA SA 5502

Attention: Mr Robert Veitch

Dear Mr Miller

Thank you for the Northern Food Bowl Protection Areas Development Plan Amendment (DPA) Statement of Intent (SOI).

I agree that this SOI forms an appropriate basis for the preparation of the proposed DPA pursuant to section 25(1) of the Development Act 1993 (the Act) as this supports the intent of various State Government strategic priorities, including the Environment and Food Production Areas. A copy of the agreed SOI is attached.

My agreement to the Northern Food Bowl Protection Areas SOI is provided on the understanding that the DPA will seek to provide opportunities for investment and employment growth by amending Development Plan policy which will maximise infrastructure efficiencies and ongoing protection of Adelaide’s northern food bowl areas.

Notwithstanding, as you are aware the passing of the Planning, Development and Infrastructure Act 2016 provides for the introduction of the Planning and Design Code (the Code). The Code is intended to provide a consistent and contemporary planning policy framework across the State. With this in mind, Council should be aware that any policy affected by the DPA will need to be revisited as part of the transition to the Code.

I note that Council has committed to completing the DPA by 1 December 2017. I therefore ask that Council prioritise this process and complete the DPA within the agreed timeframes to help facilitate the State-wide implementation of the Code. To avoid delays, Council is encouraged to raise any issues early in the DPA process to allow the Department of Planning, Transport and Infrastructure to assist in facilitating a resolution.
If you require any assistance or additional information, please contact Nadia Gencarelli, on 7109 7036 or by email nadia.gencarelli@sa.gov.au.

Yours sincerely

John Rau
Deputy Premier
Minister for Planning

Att. Northern Food Bowl Protection Areas SOL
OVERVIEW

Council, at its meeting held on 20 February 2017, adopted the below resolution:-

15.1 Corporate Communications

<table>
<thead>
<tr>
<th>Council Resolution</th>
<th>2017/ 027</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved Mayor Flaherty</td>
<td>Seconded Cr McColl</td>
</tr>
</tbody>
</table>

"that Council instructs the Chief Executive Officer to bring a report back to the Chamber which outlines the various means of communications between the elected body and management over the preceding three month period. The report to provide a breakdown of whether communications are strategic or operational matters, and administrative resources allocated to communication responses."

CARRIED

In Council adopting the aforementioned resolution, the Elected Body wanted to be advised of the volume, frequency and complexity of communications to administration as a means of understanding the nature and allocation of resources to collate and provide responses to elected member communications.

It was a difficult exercise to retrospectively ascertain the number of telephone or face to face communications over the subject period (three months preceding the 20 February 2017 resolution), although through the capture of records (largely requests by email or recorded by the customer request management [CRM] system) a review of communications into the Executive Office and to General Managers was able to be completed.

During the period 20 November 2016 to 20 February 2017 a total of 99 email communications between elected members and management had occurred. A proportion
of the email threads related to core (strategic) business such as regional subsidiaries, matters relating to governance of Council meetings, Annual Business Planning, just to name a few. The higher portion of the incoming communications were operational in nature or were matters that had previously been researched and addressed by Council. To further add to the number of enquiries during the three (3) month period, 17 Questions on Notice spanning across three (3) topics appeared in Council meeting agendas.

To provide background, one line of enquiry has previously had a total of 37 questions on notice that have appeared in agendas over the past four years, as well as numerous email communications over this same time. The enquiries made are of similar nature. The time spent to research the matter and ensure that correct and accurate information is provided is time consuming on staff at many levels. Some records require locating in hard file and this is labour intensive. Where files are kept electronically the access to the records is easier, however still requires an intense search of documents and collaboration of details and historical timelines. The high rotation of staff in recent years, particularly at management level, adds to the workload as a great deal of in-house knowledge has been lost.

The further complexity is communication through email and the timelines of a response, especially when the matter is deemed urgent. Matters considered ‘urgent’ from an elected member may not be actioned or addressed in a timely manner. Administration are not always able to access emails throughout the working day or have busy diaries and meeting commitments which ensure that an elected member email request deemed ‘urgent’ in an elected member’s view is not always viewed that same day, nor actioned.

It is difficult to put calculations to the cost in time and resources that enquiries like these take from core roles of staff. Time is dedicated to researching the matter, reviewing various legislative aspects where necessary, understanding what, if any, policy position has been adopted previously on the matter, reviewing Council resolutions – previous and current, obtaining a position of management and/or a position of the Mayor, collating information and drafting a reply in a timely manner. Council’s resources are extremely thin and as a growth Council, there are many competing pressures on Council’s labour pool to administer.

As an exercise and given the General Management Team had not come on board in its entirety until early January 2017, coupled with the fact that the period of review also saw the office Christmas closure and staff leave, management also sought to provide the following statistics for the period 21 February 2017 to 11 April 2017. There were some 108 incoming email communications to the Executive Office alone.

It is timely that Council look to review its method of corporate communications, particularly between the Elected Body and management, and to that end Council’s Governance Advisory Panel has also provided a view, adopting the below resolution at its meeting held on 12 April 2017:-
10.1 **Panel Resolution 2017/017**

Moved Mr Ted Byrt Seconded Mayor Flaherty

“that the Governance Advisory Panel recommends to the Council that it immediately introduce a new policy or revised policy requiring all communications from Elected Members be addressed to a single point of entry to be determined by the Chief Executive Officer.”

CARRIED

Against the aforementioned backdrop, it is now timely that a review of all relevant policies occur as a means of improving corporate communications going forward.

**RECOMMENDATION(S)**

Example:

1. “that Council, having considered Item 12.1.2 – Corporate Communications, 18 April 2017, receives and notes the report.”

**Attachments**

Nil

**References**

Legislation

*Nil*

Council Policies

Nil
EXECUTIVE SUMMARY

- The Ordinary General Meeting (OGM) for the Local Government Association (LGA) is scheduled for the 21 April 2017. At the meeting a number of motions are proposed by Councils for consideration by the relevant voting delegates. The Mayor, Deputy Mayor and Chief Executive Officer have met to consider the proposals in detail and have provided a recommendation to support or not support.
- Included below in this report is the proposed method of voting for each of the motions as provided in the LGA Ordinary General Meeting Agenda.

RECOMMENDATION

“that the Council having considered Item 12.1.3 - LGA Ordinary General Meeting Notice of Motions, dated 18 April 2017, notes and receives the report and doing so resolves to support the voting for each of the Council Notice of Motions at the LGA Ordinary General Meeting to be held on the 21 April 2017.”

BUDGET IMPACT

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

RISK ASSESSMENT

Not applicable
Attachments

1  Summary Table of Motions and Suggested Vote
DETAILED REPORT

Purpose

To seek the Councils endorsement of the proposed manner in which the Council voting delegate (Mayor Flaherty) will vote on the Notices of Motion proposed at the upcoming LGA Ordinary General meeting to be held on the 21 April 2017.

Background

The Local Government Association (LGA) Ordinary General Meeting (OGM) will be held on 21 April 2017 at the Adelaide Convention Centre in conjunction with the 2017 Council Best Practice Showcase, to be held on 20 April 2017. The LGA OGM provides an opportunity for the Council delegates to network with other Local Government representatives, discuss issues of common interest to Local Government and assist with making recommendations to State and Federal policy makers.


Discussion

The Council was invited by the LGA to submit Notices of Motion to the LGA OGM. No Notices of Motion were received or submitted by Council.

The LGA OGM Agenda provides details of fifteen (15) proposed Motions on Notice for Council to consider its relevance to the Adelaide Plains Council and what impact they may have on the region. The Summary Table of Motions and Suggested Vote (Attachment 1) sets out each motion to allow Council to determine whether the Council should support or not support each motion.

Conclusion

Council representatives attending the LGA OGM on 21 April 2017 will participate in discussions on the fifteen (15) Motions on Notice proposed in the LGA OGM Agenda. Attachment 1 sets out the motions for consideration, with the Mayor being appointed as the Council Delegate for voting rights.
References

Legislation

Nil

Council Policies

Nil
Attachment 1

to report 12.1.3– LGA Ordinary General Meeting – Voting Options – 20 and 21 April 2017

Dated 18 April 2017

Summary Table of Motions and Suggested Vote
<table>
<thead>
<tr>
<th>Notice Number</th>
<th>Motion</th>
<th>Support / Not Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td><strong>General Purpose Financial Assistance Grants (Orroroo Carrieton)</strong>&lt;br&gt;That the Ordinary General Meeting requests the LGA to:&lt;br&gt;1. seek public release of the 2013 report to the Federal Treasurer of the Commonwealth Grants Commission into improving the impact of Financial Assistance Grants (FAGs) on Local Government Financial Sustainability;&lt;br&gt;2. seek support of the Minister for Local Government and SA LG Grants Commission to assist in the above;&lt;br&gt;3. seek the SA LG Grants Commission to review the minimum per capita formulae used for the annual allocation of Commonwealth General Purpose Financial Assistance Grants for the purpose of redistributing funding to assist Councils in need to achieve sustainability; and&lt;br&gt;4. provide an update report on this matter to the 2017 LGA AGM.</td>
<td>Support / Not Support</td>
</tr>
<tr>
<td>8.2</td>
<td><strong>Update of Waste Levy (Gawler)</strong>&lt;br&gt;That the Ordinary General Meeting requests the LGA to:&lt;br&gt;1. Request the State Government produce an update on the waste levy, specifically the Waste to Resources Fund and how much of the Waste to Resources Fund has been re-invested into waste management programs and initiatives specifically aimed at reducing the amount of waste entering landfill.</td>
<td>Support / Not Support</td>
</tr>
<tr>
<td>8.3</td>
<td><strong>Parking of Vehicles on the Nature Strip (verge) or Road Related Area (Mitcham)</strong>&lt;br&gt;That the Ordinary General Meeting requests the LGA to lobby DPTI to review the section of the Australian Road Rules 1999 (under the Road Traffic Act 1961 and the South Australian Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014) relating to the provision of the legal parking of vehicles on the nature strip (verge) or road related area.</td>
<td>Support / Not Support</td>
</tr>
<tr>
<td>8.4</td>
<td><strong>Electronic Voting Pilot (Prospect)</strong>&lt;br&gt;That the Ordinary General Meeting requests the LGA to:&lt;br&gt;1. partner with the Electoral Commission to pilot</td>
<td>Support / Not Support</td>
</tr>
</tbody>
</table>
| 8.5 | Deregulation of Liquor Licensing Public Campaign (Prospect)  
That the Ordinary General Meeting requests the LGA to:  
1. undertake a public campaign to positively influence the deregulation of Liquor Licensing for small bars across South Australia and in so doing ensure there is equity between metropolitan, regional areas and the Central Business District. | Support / Not Support |
|---|---|---|
| 8.6 | Broadband Defined as an Essential Service (Prospect)  
That the Ordinary General Meeting requests the LGA to investigate whether there is sufficient evidence across Local Government to declare high-speed, high-capacity broadband to be a utility, defined as an essential infrastructure service provided principally for public benefit and which enables economic growth and greater quality of life to achieve the goal of universal coverage. | Support / Not Support |
| 8.7 | Sustainable Urban Growth Management (Gawler)  
That the Ordinary General Meeting requests the LGA to:  
1. Implement a working party between urbanised and peri urban councils experiencing significant growth through land development to support their sustainable management. | Support / Not Support |
| 8.8 | State Co-ordination of Public Infrastructure (Port Adelaide Enfield)  
That the Ordinary General Meeting requests the LGA lobby State Government (to employ an officer within) or (to better resource) the Office of the Coordinator General to co-ordinate public infrastructure works between State Government, Council and public utility providers. | Support / Not Support |
| 8.9 | Protection and Retention of Residential Amenity (Gawler)  
That the Ordinary General Meeting requests the LGA to:  
1. Lobby the State Government to provide an | Support / Not Support |
update on the contents, progress and preparation of the Planning and Design Code for the implementation of the Planning, Development and Infrastructure Act 2016 and what provisions will be included that pertain to protection and retention of residential amenity, privacy and enjoyment of land.

8.10 Innovation and Investment in Commercial Activities (Adelaide)

That the Ordinary General Meeting requests the LGA to:

1. Explore local, national and international business models used by the local government sector to manage commercial operations and explore any current legislative barriers or opportunities that would enable greater innovation and investment in commercial activities, in order to offset the cost of council services for our community.

8.11 Development of a Certified Carbon Offsets Industry in South Australia (Adelaide)

That the Ordinary General Meeting requests the LGA to:

1. Work with the Government of South Australia to develop a South Australian carbon sequestration strategy; and identify and support the development of South Australian carbon abatement and bio-sequestration projects that generate certified carbon offsets and deliver multiple benefits for local communities

8.12 Climate Change Adaption Fund (Adelaide)

That the Ordinary General Meeting requests the LGA to:

1. Advocate to the Government of South Australia to establish a Climate Change Adaptation Fund to support local government to deliver regional adaptation initiatives, noting the particular
| 8.13 | **Access and Inclusion (Gawler)**<br>That the Ordinary General Meeting requests the LGA to:<br>1. Investigate ways in which Access and Inclusion is approached by Councils, and assist in making this approach consistent where possible. | Support / Not Support |
| 8.14 | **Reform in the Disability Sector (Gawler)**<br>That the Ordinary General Meeting requests the LGA to:<br>1. Assist Councils to navigate the changes to the disability sector and NDIS through information provision and advocacy. | Support / Not Support |
| 8.15 | **National Centre for Local Government (Adelaide)**<br>That the Ordinary General Meeting requests the LGA to:<br>1. Work with the Australian Local Government Association, the Federal and State governments and local universities to establish a National Centre for Local Government innovation, research and development in Adelaide | Support / Not Support |
EXECUTIVE SUMMARY

- Correspondence has been received from Shahin Enterprises Pty Ltd and its related entity, “the Peregrine Group” to purchase a portion of Old Two Wells Road, approximately 2780 m² in area (as per the Location Plan detailed in the report)
- The applicants own the adjoining land, being Allotment 179 FP 162528, comprised in CT 5306/163 and propose to incorporate the road into their future business expansion plans of On The Run (OTR) service station
- Consideration for the said land has been determined at $60,000.00 following an independent valuation by Maloney Field Services and which has been accepted by Shahin Enterprises Pty Ltd
- Internal consultation has been undertaken with Council Management who support the proposal
- All costs associated with the road closure process, estimated at $10,000.00 are to be reimbursed by Shahin Enterprises Pty Ltd
- The report seeks Council endorsement for Council staff to commence the formal road closure process under the provisions of the Roads (Opening and Closing) Act 1991.

RECOMMENDATION(S)

“that Council, having considered Item 12.2.1- Proposed Road Closure and Disposal – Portion of Old Port Wakefield Road Two Wells dated 18 April 2017 receives and notes the report; and

a) authorises Council staff to commence the Road Process pursuant to the Roads (Opening and Closing) Act 1991 to close portion of Old Wakefield Road, Two Wells adjacent Allotment 179 FP 162528 comprised in Certificate of Title Volume 5306 Folio 163; and
b) Maloney Field Services be engaged to assist Council with the required Road Process pursuant to Part 3 of the *Roads (Opening and Closing) Act 1991*.

**BUDGET IMPACT**

Estimated Cost: Nil – Expenditure of $10,000.00 will be reimbursed by applicant

Future ongoing operating costs: Nil

Is this Budgeted? No – the project will provide net additional revenue of $60,000.00 to Council’s 2017/2018 budget

**RISK ASSESSMENT**

No potential risks foreseen. If road closure proceeds and the road order is approved by the Surveyor-General and is confirmed by the Minister, the portion of road will be amalgamated with the applicants adjoining land and a new Certificate of Title issued in the name of the applicant.

Attachments

1. Maloney Field Services Valuation Summary (excluding attachments)
DETAILED REPORT

Purpose
To provide information to Elected Members of an application from Shahin Enterprises Pty Ltd asking Council to close portion of Old Port Wakefield Road, Two Wells for the purpose of amalgamating the land with Allotment 179 Old Port Wakefield Road, Two Wells, being the On The Run (OTR) service station.

Background/History

Background
Correspondence has been received from Shahin Enterprises Pty Ltd and its related entity, “the Peregrine Group” to purchase a portion of Old Two Wells Road, approximately 2780 m2 in area as per the Location Plan detailed in the report.

The applicants own the adjoining land, being Allotment 179 FP 162528, comprised in CT 5306/163 and propose to incorporate the road into their future business expansion plans for the On The Run (OTR) service station.

History
The Department of Planning, Transport and Infrastructure (DPTI) formerly the Highways and Local Government Department, compulsorily acquired a number of parcels of land adjacent the Old Port Wakefield Road Two Wells for the purpose of developing the new freeway through Two Wells.

However, additional other land was compulsorily acquired by the Department by-passing the Township of Two Wells.

Consequently, the land previously purchased to widen the Old Port Wakefield Road was declared surplus to the Department’s requirements and the Department re-offered the land (in consultation with Council) to the original landowners from whom the land was compulsorily acquired.

Some landowners took up the offer but there is a number of parcels along the Old Port Wakefield Road and other area of Two Wells still classed as Public Road, including the portion of road adjacent Allotment 179 FP 162528 comprised in CT 5306/163.

Whilst the land was originally purchased by the Commissioner of Highways, all public roads (as defined in Section 4 of the Local Government Act 1999) within the Adelaide Plains Council area are vested in the ownership of Council pursuant to Section 208 of the Local Government Act 1999.
Discussion/Analysis

Shahin Enterprises Pty Ltd wish to purchase a portion of Road Reserve adjacent Allotment 179 FP 162528, Two Wells comprised in CT 5306/163 known as the On The Run (OTR) service station, as per the Location Plan highlighted in red hereunder:

Location Plan – Proposed Closure of Portion of Old Port Wakefield Road Two Wells
Pursuant to Section 201 of the *Local Government Act 1999* Council has the power to sell or dispose of an interest in land vested in the Council in fee simple. Further, Section 208 (1) of the Act states that all public roads in the area of a Council are vested in the Council in fee simple under the *Real Property Act 1886*.

**Roads (Opening and Closing) Act 1991**

Council cannot dispose of land that formed a road until after the road is closed under the *Roads (Opening and Closing) Act 1991*. A summary of the process is as follows:

- A road may be closed by a road process order made by a relevant authority, which is confirmed by the Minister and publically notified in the SA Government Gazette (Section 4)
- A road process may be commenced by a Council in relation to a road within the Council area (Section 5)
- In doing so, the Council must cause to be prepared a preliminary plan of the subject land in a form approved by the Surveyor-General and a statement in an approved form which discusses those persons affected by the proposal, and such other information in relation to the land affected by the proposal (Section 9)
- Public notice of the proposal must be given including providing service of written notice of the proposal to each affected person. A copy of notice must be provided to the Surveyor-General (Section 10)
- Council must make a preliminary agreement to transfer in relation to land subject to a proposed road closure with the owners of land adjoining the subject land (Section 12). NOTE: Council is also required to give owners adjoining the road the opportunity to purchase the road prior to entering into an agreement with any one owner. However, the applicants are the sole owner adjoining the said land
- The remainder of Part 3 of the *Roads (Opening and Closing) Act 1991* discusses in detail the making of a road process order and the review and confirmation of such an order

Most road closures take a minimum of twelve (12) months to process and are resource intensive. A flowchart has been prepared to illustrate the road closure process and estimated timeframe as detailed below:

1. Staff report regarding application following internal staff process

2. Application to purchase portion of Road

3. Council determines that it wishes to consider application

4. Preparation of preliminary plan and affected properties

5. Copy of preliminary plan and other Information to Surveyor-General (inc. fees)

6. Public notice that Council is considering proposal

7. Council meets to hear any objections/applications lodged.

8. Council determines as to whether to proceed or not

   - Yes
     1. Council to notify all objectors/applicants that it is to proceed
     2. Minutes of all meetings (certified by the Chief Executive) to be delivered to Surveyor-General
     3. Surveyor-General makes recommendation to Minister
     4. Minister advises Council of decision
     5. Register-General gazettes order
     6. Land transferred through issue of new certificate of title

   - No
     1. Council to advise Surveyor-General and objectors/applicants that no order is to be made
     2. Order not to be made
If Council decides to proceed with the formal road closure process the portion of Old Port Wakefield Road, Two Wells to be closed would need to be merged with Allotment 179 FP 162528 comprised in CT 5306/163.

The exact area of public road would need to be determined by the preparation of a Preliminary Plan of the subject land to the satisfaction of the Surveyor-General and a Statement in an approved form which discusses those persons affected by the proposal and such other information in relation to the land affected by the proposal.

This document forms the basis for public comment and as such Management recommends that Maloney Field Services, Licensed Valuers, be engaged to undertake the road process on behalf of Council pursuant to Part 3 of the Roads (Opening and Closing) Act 1991.

This firm has been used in the past by Council and are experienced in road closure matters and have provided an estimate of the costs associated with the road closure process.

**Determination of Value of Portion of Old Two Wells Road Two Wells Adjacent Allotment 179, Two Wells**

Maloney Field Services, Licenced Valuers, were also engaged by Council management in consultation with the applicant, Shahin Enterprises Pty Ltd, to undertake an independent valuation of the road reserve and a summary of the Valuation Report (excluding attachments) is shown as [Attachment 1](#).

The value of the road has been determined at $60,000.00 which has been accepted by the applicant who has also agreed to reimburse Council all associated costs of the road closure process which is estimated at $10,000.00.

**Service Utility Infrastructure**

As part of their valuation process, Maloney Field Services undertook consultation with service utility providers through Dial Before you Dig. Refer Maloney Field Services Valuation Report Summary - [Attachment 1](#).

The Adelaide Plains Council has no infrastructure located on the section of road.

Other service utilities do have infrastructure located underground within the bounds of the subject land and it is expected that this infrastructure will not impede upon the continued use and enjoyment of the land. However, as part of the public consultation process they will most likely request a registration of easement on the Certificate of Title or by statutory easement.
Conclusion

Management has considered the proposed road closure and recommends that Council proceed with the formal road closure process required under the Roads (Opening and Closing) Act 1991 and consider any objections at the conclusion of the public consultation period.

Even if objections are received, this does not prevent Council deciding to continue to the next stage of preparing an Order to Close the Road.

However, the Minister, having regard to the recommendation of the Surveyor-General, may decline to confirm a Road Process Order and advise Council accordingly [Refer Flowchart – Roads (Opening and Closing) Act 1991] earlier in the report.

Council is required to submit copies of all Council Minutes relating to the Road Closure certified by the CEO, to the Surveyor-General for his consideration.

References

Legislation

*Real Property Act 1886*

*Highways Act 1926*

*Local Government Act 1999*

*Part 2 and 3 of the Roads (Opening and Closing) Act 1991*

Council Policies / Strategic Plan

*Council policies – Not applicable*

Strategic Plan

Item 3.3.1- Ensure a safe and efficient local road network and associated infrastructure

Item 2.1.1 – Work in partnership with the business community in the development and promotion of business growth and employment opportunities
Attachment 1

to report 12.2.1 – Proposed Road Closure and Disposal – Portion of
Old Port Wakefield Road Two Wells

Dated 18 April 2017

Maloney Field Services Valuation Summary (excluding attachments)
Valuation of Public Road

Adjoining Allotment 179 Old Port Wakefield Road, Two Wells

Adelaide Plains Council

March 2017
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Appendix 6 Service Searches and Plans
Appendix 7 Sales Evidence
Introduction

The following report has been prepared in accordance with written instructions provided on 21 February 2017 by Mr Rob Adam, Governance Support Officer, Governance and Communications for the Adelaide Plains Council.

The said instructions relate to a portion of Public Road comprising land used in conjunction with the adjoining On The Run service station and situated at the corner of Old Port Wakefield Road and Artesian Road, Two Wells. It is understood that the owner of the adjoining service station is currently utilising the subject property as part of the larger site and is therefore seeking to purchase the land from the Adelaide Plains Council following necessary processes being completed. Subsequent to purchase of the land, it will be incorporated within the larger adjoining holding referred to herein as the “adjoining property”.

The subject property was inspected on 10 March 2017 and our subsequent enquiries, investigations and deliberations now enable us to report as follows.

Basis of Valuation

The Adelaide Plains Council has requested that we prepare a valuation of the subject property to facilitate transfer of the land from the Adelaide Plains Council to the adjoining owner. The subject property currently comprises a parallelogram shaped portion of Public Road comprising a predominantly unimproved area located adjacent the On The Run service station. Transfer of the land to the adjoining owner will therefore require closure of the road pursuant to the Roads (Opening & Closing) Act 1991 with transfer being affected as part of this road closure process. It is noted that the closure of this portion of road and addition to the adjoining property will result in the eastern Old Port Wakefield Road boundary of the site being aligned with that of the neighbouring property.

As the subject property comprises an irregular shaped area where the size, shape and other attributes of the land make it unsuitable for disposal as a stand-alone allotment it is apparent that the Highest and Best Use of the land following closure is as an addition to the adjoining property, where Highest and Best Use is defined as:

‘The reasonably probable and legal use of property, that is physically possible, appropriately supported and financially feasible and that results in the highest value.’

In providing the requested valuation advice, we have also referred to the following definition of Market Value:

‘The estimated amount for which a property should exchange on the date of Valuation between a willing buyer and a willing seller in an arm’s length transaction after proper marketing, wherein the parties had each acted knowledgeably, prudently and without compulsion’.
Identification

The subject property has been identified by reference to physical inspection, the Certificate of Title of the adjoining property, cadastral plans and aerial photography. While we are not qualified surveyors we do note that the adjoining service station improvements do appear to be encroaching upon the subject property with signage, driveway areas, car parking and portion of the overhead canopy appearing to be located within the bounds of the subject property.

Legal Description – Subject Property

The land that is the subject of this report is delineated as Road on various plans. The land does not appear to be contained within a Certificate of Title and enquiries to be made at the commencement of the road closure process will confirm the tenure of the subject property.

A Concept Plan prepared and provided by Council delineating the bounds of the subject property in red and the adjoining property in purple is included in this report and marked Appendix 1.

Legal Description – Adjoining Property

The subject property immediately adjoins an irregular shaped parcel of land with narrow northerly frontage to Artesian Road and wider easterly frontage to Old Port Wakefield Road.

The adjoining property is legally described as Allotment 179 within Filed Plan 162528 in the area named Two Wells, Hundred of Port Gawler. More specifically this land is held within Certificate of Title Register Book Volume 5306 Folio 163.

This adjoining property is held in the ownership of OTR 137 Pty Ltd and the title is subject to Mortgage No 12565097 to Westpac Banking Corporation.

This adjoining property has a land area in the order of 4,300 square metres and a copy of the abovementioned Certificate of Title providing full legal details is included in this report and marked Appendix 2.
Zoning

The subject property and adjoining property are located within the Rural Living Zone in the Adelaide Plains Council Local Government Area. The properties are not located within a designated policy area or precinct.

The Rural Living Zone has the following three primary objectives:

1. A zone consisting of large allotments, detached dwellings and rural activities that do not adversely impact the amenity of the locality.

2. Minimisation of risks to safety and property of flooding from the Gawler River, Salt Creek and the Light River.

3. Development that contributes to the desired character of the zone.

The Desired Character statement specifies that “the zone provides for low density residential living consisting of detached dwellings on larger allotments and associated small scale, non-intensive rural activities and non-intensive animal keeping. To help achieve a desired level of amenity, it is expected that the numbers of non-domestic animals, such as sheep, goats and poultry, kept on an allotment will be limited in number.”

Further, it is stated that “there will be no industrial, commercial or retail uses. Home based businesses and cottage industries are not desired in Precinct 3 Two Wells but may be established elsewhere in the zone.”

The use of the adjoining property as a service station is therefore not in compliance with the zoning provisions and desired character statement for the rural living zone. Further it is noted that both a fuel depot and petrol filling station are listed as non-complying developments within the Rural Living Zone.

The use of the adjoining property as a service station does carry existing use rights and it is therefore anticipated that this existing use will continue into the future and the subject property being considered herein will therefore form part of this industrial use.

The relevant extracts of the Adelaide Plains Council Development Plan consolidated on 21 April 2016 are included in this report and marked Appendix 3.

Location

The subject property is situated within the township of Two Wells approximately 40 kilometres north of the Adelaide Central Business District via Port Wakefield Road. More specifically the subject property is situated toward the southern outskirts of the township and has wide easterly frontage to Old Port Wakefield Road along with northerly frontage to Artesian Road.
Surrounding properties are predominantly rural living in nature and comprise a mixture of vacant unimproved land along with sites improved with single detached residential homes and some market garden style properties. The Adelaide-Port Augusta railway line is located at the eastern side of Old Port Wakefield Road, directly opposite the subject property.

A Locality Map is included in this report and marked Appendix 4.

Contamination

The Environment Protection Authority in South Australia does not currently maintain a list nor register of contaminated sites. The EPA does however provide a public register directory in the form of a Site Contamination Ground Water Notification Index. This index is a list of notifications of actual or potential contamination which have been received by the EPA since 1 July 2009 (referred to as s83A notifications under the Environment Protection Act 1993). These are notifications only and are not evidence that contamination has been confirmed. Our enquiries indicate that the subject property is not included in this Site Contamination Ground Water Notification Index.

While there are no visible signs of contamination to the subject property it is noted that the site is used as a service station and there are therefore likely to be issues associated with the storage of fuel and underground tanks. In order for the site to be certified as containing no contamination an independent environmental audit by an appropriate expert would be necessary. No soil analysis, geological studies or contamination report were ordered or made in conjunction with this report and as such it is assumed that there are no environmentally hazardous materials on, in or near the property that would cause loss in value outside of those reasonably expected in relation to a property of this nature. This valuation has been proceeded with upon this basis. Should an environmental audit report prove otherwise then we reserve the right to re-assess our opinion of value.

Property Description – Subject Property

The subject property comprises an elongated linear parcel of parallelogram shaped land with a site area in the order of 2,780 square metres. The site has a length of just over 140 metres and depth of approximately 24 metres. Physically the property is configured as a flat site which directly adjoins the eastern bounds of an On The Run service station and comprises basic improvements associated with a service station including driveway access points, car parking, signage and portion of the vehicle canopy.

Again, a Concept Plan delineating the boundaries of the subject property and adjoining property is included in this report and marked Appendix 1.
Property Description – Adjoining Property

The adjoining Allotment 179 comprises an irregular shaped site of approximately 4,300 square metres in area. The site has northerly frontage of approximately 14.9 metres to Artesian Road along with easterly frontage of approximately 140.4 metres to Old Port Wakefield Road and a corner cut-off at the north-eastern corner of approximately 5.3 metres. The property is improved by a BP service station which has now been rebadged as On The Run and improvements associated with this service station use are generally located centrally and toward the northern side of the site whilst the southern most portion of the land comprises a basic brick constructed residential dwelling and associated shedding and yard areas.

A Cadastral Plan and Aerial Photograph delineating the location and attributes of the adjoining property are included in this report and marked Appendix 5.

Service Utility Infrastructure

In accordance with the provisions of the Roads (Opening and Closing) Act 1991, service utility providers with infrastructure within a road to be closed have the opportunity to request easements to protect such infrastructure.

Our enquiries have therefore necessitated that we investigate the extent to which the land is impacted by existing infrastructure. The results of our investigations indicate the following:

- Adelaide Plains Council: No infrastructure present
- Australian Rail Track Corporation: Unknown - ARTC does not have detailed maps showing underground signal and telecommunications assets.
- NBN Co: Infrastructure present – a pit/manhole and in-service cable/duct/trench intersects the land toward its southern end
- Nextgen: No infrastructure present
- SA Power Networks: No infrastructure present
- SA Water – Water Reticulation: No infrastructure present
- Telstra: Infrastructure present – cable jointing pit located adjacent the eastern Port Wakefield Road frontage of the adjoining property and direct buried cable runs part way along the eastern boundary of the adjoining property, within the subject property.

We can therefore conclude that there is infrastructure located underground within the bounds of the subject property. Given the current configuration and use of the adjoining property along with the location of the subject property it is expected that this infrastructure will not impede upon the continued use and enjoyment of the land. It is assumed for the purpose of preparing this valuation that this infrastructure will remain in
place and will be protected by registration of easement on the Certificate of Title or by statutory easement, depending upon the specific requirements of the individual service utility providers.

Copies of Service Searches and Plans referred to herein are included in this report and marked Appendix 6.

Valuation Considerations

Elsewhere in this report we have made reference to the commonly accepted definition of Market Value which assumes an arm’s length transaction in an open market situation. It is the case that the proposed transaction between the Adelaide Plains Council and the prospective purchaser will not strictly satisfy the definition of a market transaction. Nevertheless it is still appropriate in the context of this valuation to benchmark the value of the subject property by reference to comparable market transactions.

Our research has included consideration of the sale of both improved and unimproved properties within Two Wells and surrounds with Sales Evidence relied upon in carrying out this valuation included in this report and marked Appendix 7.

It is particularly noted that the adjoining property in the ownership of the applicant was purchased on 21 August 2013 for $675,000. This sale price equates to a rate in the order of $157 per square metre for the improved 4,300 square metre site. At the time of sale this land comprised the existing improvements which are currently located on site including the service station, brick residence and associated improvements.

We have given consideration to the Sales Evidence detailed within Appendix 7 and have had had particular regard to those properties located in close proximity along Old Port Wakefield Road. We do note that the majority of the sales evidence is located within the Rural Living Zone and is therefore rural living in nature being either vacant unimproved land suitable for construction of a residential dwelling or with existing basic residential improvements located on site. The existing use provisions relating to the subject property allow for continued use as a service station and it is therefore necessary to give some consideration to the sale of land for industrial and/or commercial purposes. The sale of commercial land generally relates to much smaller sites located centrally within the township of Two Wells with these sales being improved and therefore being of limited use while a single industrial sale has occurred within the suburb with this sale being located north-west of the subject property in a smaller industrial estate just west of Port Wakefield Road.

Generally, rural living sites of 10,000 – 15,000 square metres in area have achieved prices in the order of $200,000 - $300,000 with rates generally ranging from $16 - $24 per square metre. These sales have all been larger in land area than the adjoining property and are considered inferior given their limited use for residential purposes and, in some instances, the shape and configuration of the land. The single industrial sale sold for $275,000 and had a land area of 7,586 square metres, making it similar in size to the adjoining property subsequent to the merge of the subject property. This sale is considered to be a reasonable reflection of the value of the subject property on an “After” basis.
The adjoining property has a current land area of approximately 4,300 square metres and, subsequent to the purchase of the 2,780 square metre subject property, will have an area in the order of 7,080 square metres – an increase in the total land area of almost 65%.

In consideration of the attributes of the subject property and circumstances of the proposed transaction, we have determined that the value of the adjoining property on a vacant land basis has been assessed as follows:

<table>
<thead>
<tr>
<th>Before value</th>
<th>4,300 sqm</th>
<th>$190,000</th>
<th>equating to $44 per sqm</th>
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</thead>
<tbody>
<tr>
<td>After Value</td>
<td>7,080 sqm</td>
<td>$250,000</td>
<td>equating to $35 per sqm</td>
</tr>
</tbody>
</table>

The added value of the subject property to the adjoining property has therefore been determined as an amount in the order of $60,000, equating to $22 per square metre for the 2,780 square metre land area.

**Declaration**

The valuer has no pecuniary interest past, present or prospective in the subject assets and the valuation is free from any bias.

**Disclaimer**

This valuation is current at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of general market movements or factors specific to the particular property). Liability for losses arising from such subsequent changes in value is excluded as is liability where the valuation is relied upon after the date of the valuation.

Contaminants such as asbestos, chemicals, toxic wastes, or other potentially hazardous materials could, if present, adversely affect the value of the property. We advise the valuer is not qualified to detect such substances, quantifying the impact on values, or estimate the remedial costs. Therefore unless otherwise stated in this report, the extent of hazardous substances, which may or may not be represented on or in the property, was not considered by the valuer in the conclusion of value.

We also emphasise we have not carried out a structural survey of the improvements nor have we examined them for signs of timber infestation, concrete cancer and the like and accordingly cannot be responsible for the consequence of such defects. Furthermore, no soil analysis or geological studies were ordered or made in conjunction with this report.
This valuation has been prepared on the basis that full disclosure of all information and facts which may affect the valuation has been made to us. We do not accept any liability or responsibility whatsoever for the valuation if full disclosure has not been made. Furthermore, we do not accept responsibility for any consequential error or defect in the valuation which has resulted from any error, omission or inaccuracy in data or information supplied by the client or its officers and agents.

Where land and buildings have been valued on a market basis it should be noted the Privacy Act prevents the disclosure of vendors and purchasers names and this information has been excluded from the Government sales data provided to us. Whilst we have made reasonable efforts to eliminate sales from our analysis which do not conform to the definition of the value contained herein, we cannot verify the accuracy of sales upon which our judgements are based.

Government sales data provided may include GST. We have made reasonable efforts to determine if GST or the Margin Scheme has been applied and made allowance for such amounts if applicable. We cannot verify the accuracy of sales upon which our judgements are based.

This valuation is solely for the use of the party by whom we were instructed and for no other purpose. We owe no duty of care to any third party who become aware of this valuation and, without our knowledge, chooses to act or rely on the whole or any part of it.
Certification

I, the undersigned, of Maloney Field Services, Property Consultants and Valuers, Level 1, 215 Greenhill Road, Eastwood SA 5063, DO HEREBY CERTIFY that I have inspected the subject property and having made all necessary enquiries and investigations, I have determined that the fair and reasonable value of the subject property, being portion of Public Road located at the eastern boundary of Allotment 179 Old Port Wakefield Road, Two Wells is -

Sixty Thousand Dollars
($60,000)

Exclusive of GST

PETA MANTZARAPIS
BBus Property (Val) FAPI
Certified Practising Valuer

Date of Valuation: 10 March 2017
Date of Inspection: 10 March 2017
Date of Report: 14 March 2017
EXECUTIVE SUMMARY

- Each year the Australian Local Government Association (ALGA) hosts a National General Assembly (NGA) for its members in Canberra.
- The Assembly provides an opportunity to councils around Australia to discuss and debate national issues.
- It also provides an opportunity for Council Mayors, Chief Executive Officers (CEOs) and delegates to engage with the Australian Government on different policy matters.

RECOMMENDATION(S)

1. “that Council, having considered Item 12.2.2 – Australian Local Government Association National General Assembly 2017 – Call for Motions, dated 18 April 2017, receives and notes the report and in doing so acknowledges the relevant timeframes and policy requirements, and delegates the authority to the Chief Executive Officer to finalise the wording of any Notices of Motions to be submitted to the ALGA.”

Attachments

Nil
**DETAILED REPORT**

**Purpose**

To give notice of the 2017 NGA to be held at the National Convention Centre in Canberra, and call for Motions from Council for the NGA’s consideration.

**Background/History**

The National General Assembly for Australian Local Government is being held in Canberra 18 – 21 June 2017. It is an opportunity for councils to identify matters of national relevance to the sector and to submit notices of motion to seek support at the NGA for these matters to be considered by the ALGA as national policy, for its advocacy role or for more immediate action by ALGA on behalf of the sector. All councils have been invited to participate in the 2017 NGA.

**Discussion**

Nationally, local government:-

- Employs 189,000 Australians (around 10 percent of the total public sector);
- Has local roads assets of 670,000km with a value of $165 billion;
- Has total land and fixed assets valued at $333 billion;
- Raises around $14 billion in rates per year; and
- Has an annual operating expenditure of $33 billion.

Local government plays a significant role in the national economy and councils play critical roles in their local economies.

**Attendance**

In accordance with the Council Member Training and Development Policy, attendance at interstate training and development programs (which includes conferences) needs to be approved by Council.

The approximate cost to attend the conference is estimated at:-

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Booking</td>
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<tr>
<td>Accommodation (2 nights)</td>
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<tr>
<td>Airfare</td>
<td>$570</td>
</tr>
<tr>
<td>Meals and Taxi</td>
<td>$200</td>
</tr>
<tr>
<td><strong>Total per delegate</strong></td>
<td><strong>$2,139</strong></td>
</tr>
</tbody>
</table>

**Call for Motions**

The National General Assembly also provides an opportunity for local government to put forward a range of notices of motion for consideration by the delegates. The ALGA Board is
calling for motions for the 2017 NGA under the theme of ‘Building Tomorrow’s Communities’. This theme addresses how councils can work in partnership with the Australian Government in particular to meet the current and future needs of local communities.

All motions require, among other things, a clear national objective, a summary of the key arguments in support of the motion, and endorsement by Council.

To be eligible for inclusion in the NGA Business Papers, motions must follow the principles set out by the ALGA Board, namely:-

1. Be relevant to the work of local government nationally;
2. Be consistent with the theme of the NGA;
3. Complement or build on the policy objectives of your state and territory local government association;
4. Be from a council which is a financial member of their state or territory local government association;
5. Propose a clear action and outcome; and
6. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the word of, or in the national interests of, local government.

The ALGA reserves the right to reject motions which do not meet these requirements. To assist councils in preparing motions, a Discussion Paper has been prepared and is available on the ALGA website at www.alga.asn.au.

The deadline for submitting motions to the ALGA is 11.59pm on 21 April 2017. Motions must be endorsed by Council before being provided to the ALGA. Members therefore have the opportunity to put forward any possible motions for endorsement at the Ordinary Meeting on 18 April 2017.

No motions have been submitted by Adelaide Plains Council to date.

**Conclusion**

The ALGA welcomes and encourages the views of councils and the community to be represented at the 2017 NGA.
References

Legislation
Nil

Council Policies

Council Member Training and Development Policy
EXECUTIVE SUMMARY

- A Barossa Regional Extreme Heat Preparation and Response Planning Project was implemented in 2015.
- Final draft report (Attachment 1), culmination of a two-year collaboration between Adelaide Plains Council, Light Regional Council, Barossa Council and RDA Barossa.
- Report considers the respective preparedness and responses of the Councils to period of extreme heat.

RECOMMENDATION(S)

“that Council, having considered Item XX.X – Barossa Region Extreme Heat Preparation and Response Planning Project, dated 18 April 2017:

1. Receives and notes the report; and
2. Authorise the Chief Executive Officer to consider the implementation of recommendations contained in the report to respond to extreme heat events.”

BUDGET IMPACT

<table>
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<tr>
<th>Estimated Cost:</th>
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<td>Future ongoing operating costs:</td>
<td>Nil</td>
</tr>
<tr>
<td>Is this Budgeted?</td>
<td>2T</td>
</tr>
</tbody>
</table>
RISK ASSESSMENT

By adopting the recommendation(s), will Council be exposed to any significant risk? If yes, what level, and what are the options and consequences.

Attachments

1. Final Draft Barossa Region Extreme Heat Preparation & Response Planning Project
DETAILED REPORT

Purpose

To seek the support of the Elected Body in receiving the Barossa Region Extreme Heat Preparation and Response Plan and consider the implementation of recommendations contained therein.

Background

A Barossa Region Extreme Heat Preparation & Response Planning Project was implemented in 2015. A grant of $39,500 was provided by the Local Government Association Mutual Liability Scheme (LGAMLS) to fund a consultant to undertake the project and prepare a final draft plan for the consideration of the respective Councils. As such there was no cost borne by Council. Following a competitive evaluation process, Seed Consulting Services of Adelaide were selected to prepare the plan on behalf of the group.

The project was seen as a risk management exercise for the participating Councils and RDA Barossa. The objectives of the project were to:

• identify extreme heat planning and response roles and responsibilities of Barossa regional Councils compared with emergency service providers such as Country Fire Service (CFS) and State Emergency Service (SES);

• determine additional Council specific actions to reduce risk of third party claims from extreme heat events;

• identify opportunities for sharing resources across Councils;

• understand the extent to which Council owned facilities can cope with an influx of public users during extreme heat events; and

• identify specific actions that can reduce the frequency and level of third party liability claims against Councils.

The final draft report (see Attachment 1) is the culmination of a two year collaboration between Adelaide Plains Council, Light Regional Council, Barossa Council and RDA Barossa and considers the respective preparedness and responses of the Councils to periods of extreme heat.

Discussion

This project was designed as a risk management process to gauge how well Councils are prepared to deal with members of the public using Council facilities as heat refuges during periods of extreme heat. Such facilities might be sought by more vulnerable members of the community such as the elderly, people who live in dwellings without air-conditioning or even the homeless.
A facilities (building) audit was undertaken across the three Councils as part of the process to ensure that any public building which might be promoted as a heat refuge was able to act in this capacity. This would include considering issues such as continuity of water and power supply, insulation standards, opening hours and ease of access. For Adelaide Plains Council, the Mallala Chambers, Mallala Institute, and the Two Wells Library were audited.

The project considered public expectations of Councils to provide ‘cooling centres’ in times of extreme heat. As such the project deals to a degree in expectation management and this stresses the need for the respective Councils to have clear and consistent policies and guidelines in relation to this matter. It is noted in the report that the SES do not support the creation of temporary cooling centres, rather seeking the use of existing facilities.

Practical outcomes of this project could include the extension of opening hours in libraries and civic centres when conditions of extreme heat are being experienced to provide a place of refuge for vulnerable people. It might also include Council providing refrigerated bottles of water for people to take with them when they leave these buildings.

The key recommendations from the report are as follows:

1. Councils need to review where they (do) or can incorporate preparation and response for extreme heat within their business continuity management plans (BCMP’s) in particular in the areas of risk assessment and business impact analysis;

2. Councils should consider a review of how information is gathered and distributed within their organisations regarding extreme heat forecasts, preparation and response;

3. Specific policies may need to be developed regarding individual Council facilities (buildings) and the capacity of these buildings regarding extreme heat events. In particular this may require written procedures for staff regarding management of the building and the public during extreme heat events;

4. Familiarisation across management within Councils, with LGA and SASES circulars regarding extreme heat preparation and response, is recommended;

5. A wider range of communications methods could be considered, i.e. use social media and VHF radios as extreme heat may coincide with loss of electricity preventing normal communication methods;

6. Cross Council collaboration on aspects like sharing of extreme heat policy guidelines, communications and facilities could be considered as a way to assist each other in planning, preparation and response to extreme heat events;

7. Cross collaboration with BoM in developing specific forecasting tools and information to assist in planning, preparation and response to extreme heat would be useful;

8. Communicating (as best as is possible) where liability for Councils starts and stops, specifically in relation to publically open facilities, would aid Councils and their
employees to respond to members of the public that may consider some responsibility
to rest with Council, rather than the individual; and

9. Developing methods, including communications for advising the community on Council plans for the management of employees and facilities during extreme heat, such that vulnerable members of the community are aware of mechanisms to best manage their own situation.

**Conclusion**

This project has been a valuable collaboration between the three (3) regional councils, RDA Barossa and LGA Risk Management Services. The report prepared highlights the need for the respective Councils to consider a range of policy and procedure developments in order to better respond to periods of extreme heat.

**References**

**Legislation**

*Local Government Act 1999*

*Emergency Management Act 2004*

*RDA Barossa Region Climate Change Adaptation Plan 2014*

*Local Government Association of South Australia 2016: Extreme Heat Guide for Local Government in South Australia*

**Council Policies**

Risk Management Policy

Business Continuity Management Plan
Attachment 1

to report **12.3.1 – Barossa Region Extreme Heat Preparation & Response Planning Project**

Dated 18 April 2017

Barossa Region Extreme Heat Preparation & Response Planning Project
Barossa Region
Extreme Heat Preparation & Response Planning Project

Report Prepared for
Light Regional Council
The Barossa Council
Adelaide Plains Council
Regional Development Australia (Barossa)

3 April 2017

www.seedcs.com.au
Barossa Region Extreme Heat Preparation & Response Planning Project

Final report (Final Draft)
Prepared for Light Regional Council, The Barossa Council, Adelaide Plains Council and RDA, Barossa

3 April 2017

Prepared by:
Seed Consulting Services
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P:+61 8 8232 4823
W: www.seedcs.com.au

With support from:
Brad Flaherty, BNJ Consultants
Darren Ray, Bureau of Meteorology

This plan should be cited as:
TO BE INSERTED

Acknowledgements
The project team would like to thank Andrew Philpott, (Light Regional Council), Brendon Schulz and Megan Lewis (Adelaide Plains Council), Gary Mavrinac (The Barossa Council) and Anne Moroney and Craig Grocke (RDA Barossa) for their support in assisting with the delivery of this project.

Front cover photo credits

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Acronyms

BCMP – Business Continuity Management Plan
BoM – Bureau of Meteorology
CFS – Country Fire Service
DEWNR - Department of Environment, Water and Natural Resources
SES – State Emergency Service
ZECC – Zone Emergency Coordination Centre
ZEMC – Zone Emergency Management Committee
Executive summary

The Barossa region regularly encounters summer heat waves, but evidence suggests that periods of extreme heat and heat intensity are likely to increase in a future changing climate. Being prepared and ready for response is vital for regional councils who manage a range of facilities for both their own operations and the community. Risk reduction relating to extreme heat, will be an important part of future emergency preparedness and response, asset management and business continuity planning.

Light Regional Council received funding from the LGA Mutual Liability Scheme’s Adaptation Risk Fund on behalf of The Barossa Council, Adelaide Plains Council and RDA Barossa to review Councils’ response to extreme heat events in the Barossa region. A Barossa Region Extreme Heat Preparation & Response Planning Project was implemented. The objectives of the project were to:

- identify extreme heat planning and response roles and responsibilities of Barossa regional Councils compared with emergency service providers such as CFS and SES;
- determine additional Council specific actions to reduce risk of third party claims from extreme heat events;
- identify opportunities for sharing resources across Councils;
- understand the extent to which Council owned facilities can cope with an influx of public users during extreme heat events; and
- identify specific actions that can reduce the frequency and level of third party liability claims against Councils.

The project combined an audit of Council owned facilities with an extreme heat scenarios planning workshop and a later briefing from the Bureau of Meteorology (BoM) on forecasting tools for extreme weather events.

The key findings of the project were that:

- Council owned facilities are generally not prepared for use as “cooling centres” other than those with regular public open hours such as public libraries;
- the scenarios exercise identified a need to clearly communicate internally and externally where the liability of Council sits regarding facilities, their management and the community;
- the scenario exercise was an effective format for assessing the preparedness of Councils to respond to extreme heat events. It provided an engaging way to work with Council staff and could be repeated in the future for other extreme weather events (e.g. extreme storm and fire) as a way to build collaboration amongst regional Council emergency management personnel;
• further information could be shared across Councils on approaches to emergency management and business continuity planning. An example of this is the ability to share information networks to enable consistency of regional information regarding extreme heat, given the extent to which the community and visitors move through the region;

• awareness of alternate forecasting tools could be increased and access to alternate forecasting data improved. Awareness of BoM forecasting tools is low, mainly because they appear to be poorly promoted or the available information is not in a format that is as easy to access and/or interpret compared with websites such as Elders’. An action arising is that Barossa region Councils could consider writing to the BoM to request that the information about extreme weather events provided to emergency service providers is also accessible by Councils;

• formal communications before, during and after an extreme heat event are already well managed but areas for improvement exist such as:
  o greater use of social media platforms to acquire and distribute information during an event;
  o providing access to VHF radios to provide for continued communications if there are power and telecommunications outages;

This project helped to review and identify areas for improvement in current Council emergency management and business continuity planning processes. It also addressed a priority area for action in the regional climate change adaptation plan for the Barossa Region in relation to the increasing risk of extreme heat events. In so doing it demonstrated that improving current best practice for Council operations can assist with building adaptive capacity.

A range of recommendations detail where further work may be required to assist in reducing liability risk for Councils. If addressed, it is possible that a number of the findings from this project could reduce the risk of third party claims from extreme heat through better preparation and response.

Through combining facilities audit data analysis with an innovative scenario based workshop process, the project has developed an approach that could be repeated in other Local Government regions across the State. There are also risk mitigation benefits that can be transferred across the Local Government sector such as increasing awareness of alternate forecasting tools, greater use of social media platforms to acquire and distribute information during an extreme weather event.
1. Introduction

Light Regional Council (LRC) in collaboration with Adelaide Plains Council (APC - formally the District Council of Mallala) and The Barossa Council (TBC) are developing Extreme Heat Preparation and Response Plans. Light Regional Council received funding from the LGA Mutual Liability Scheme’s Adaptation Risk Fund on behalf of all participating Councils and Regional Development Australia Barossa (RDA Barossa) to review Councils response to extreme heat events in the Barossa region.

Development of the plans creates an opportunity for the Councils to develop important risk based strategies to respond to potential future extreme heat events. Figure 1 shows the extent of the Councils in the Barossa region (aligned with the RDA Barossa boundary).

Climate change modelling and experience in the region to date indicates that future heat waves may be longer in duration and more intense. In rural areas, this is exacerbated by the potential for greater risk of catastrophic fire events and intense storm events.

When these events occur concurrently the community is usually exposed to dramatic emergency situations, culminating in the need for clear emergency response plans which give rise to coordinated and effective service provision and assistance to the public. With respect to extreme heat events and preparation, public facilities such as community and Council buildings, sporting club rooms and recreational facilities may become refuges and emergency hubs and collection points. In many locations, particularly rural areas, these facilities may simply be a more comfortable place to be or the only place of refuge; however, in some cases these facilities may be directly threatened. Having a well prepared and planned extreme heat response strategy is vital for Local Government to ensure that the community has the support it needs to respond effectively.

Seed Consulting Services (Seed) was engaged by the Councils to investigate existing Council facilities, their suitability as refuges in extreme heat events, and determine community expectations regarding extreme heat events and provide advice to assist Councils in developing appropriate policy and plans that not only have regard for future extreme heat events but also consider the relationship with potential for bush fire and intense storm events, potentially associated with these heat events.

The project has collected important information relating to extreme heat events, including:

- the capacity and capability of Council owned facilities to respond as cooling centres;
- key stakeholder and collaborator information and experiences relevant to extreme heat events;
- gaps relevant to preparation of extreme heat policy and action plans for the participating Councils and regional stakeholders; and
- the value of testing existing policy and approaches in a scenarios based workshop.

This report summaries and presents results from the agreed project steps and includes a discussion of key findings, aimed at assisting the participating Councils in preparing extreme heat preparation and response plans that have regard for a future changing climate and the needs of Councils in peri-urban and rural areas.

By adopting a planned approach to extreme heat events, it is hoped that the risks presented in these situations will be reduced for the participating Councils and the project will assist
and demonstrate valuable learning for other local governments seeking to better plan for and manage extreme heat events in the future.

1.1 Role of Local Government

A key discussion point throughout the project, including during the stakeholder scenarios workshop related to the role of local government and extent to which liability rests with local government with respect to the preparation and response to extreme heat events. The project content boundaries and overlap with other emergency services processes and protocols needed to be clearly defined so that discussions surrounding extreme heat policy development did not evolve into a broader debate regarding emergency services responses in the event of escalating events such as fire, during and following extreme heat.

Principally, the participating Councils and the project Steering Committee wanted to ensure that:

- the project remained within the criteria relating to internal development of policies for Councils to prepare and respond to extreme heat events;
- the project did not debate existing emergency services procedures and protocols; and,
- there was strong recognition of the legal and organisational requirements of Councils regarding their facilities, management and interaction with members of the general public.

The main reason for the project was to enable Councils to further consider where and if any or additional liability may exist or could be reduced, associated with managing Council facilities, should they be considered for use as cooling centres.

Public circulars by the Local Government Association (LGA) and the South Australian State Emergency Service (SASES) regarding suggested planning and response to extreme heat events have been considered. Copies of these documents are included in the Attachments to this report.
Figure 1 Study area of interest, detailing the RDA Barossa region boundary, incorporating District Council of Light, The Barossa Council and Adelaide Plains Council (Map source, RDA Barossa).
2. Background

To assist the collaborating Councils to better plan for and develop extreme heat preparation and response plans, it was considered appropriate to better understand aspects of Council facilities that may influence their capacity to act (or not) as heat refuges or ‘cooling centres’ and enable Council employees to appropriately plan for and manage extreme heat events.

What is a “heat refuge” or “cooling centre” ?
A cooling centre is an air-conditioned public space set up by local authorities to temporarily deal with the health effects of a heat wave. Cooling centres are meant to prevent hyperthermia caused by heat, humidity, and poor air quality. Cooling centers provide shade, water, and restrooms; medical attention and referrals to social services may also be offered. Their services are aimed at the homeless, at-risk populations such as the elderly, and those without air conditioning. Wikipedia, 2016
https://en.wikipedia.org/wiki/Cooling_center

A cooling centre is a temporary air-conditioned public space set up to deal with the health effects of a heatwave. Usually situated at a number of locations throughout a city, they are intended to reduce the risk of extreme heat to vulnerable people, especially those who do not use or have access to air-conditioning, especially among older people without air conditioning at home, or homeless people. Victorian Government, Department of Human Services, Heatwave Planning Guide, 2009.

The South Australian State Emergency Service (SASES, 2010) states:

“Where Local Government wishes to establish temporary cooling centre facilities in their jurisdictions this will be conducted under their own responsibility and financial accountability. It should be noted that they may be held both legally and financially responsible for this initiative”.

The Local Government Association of South Australia (LGASA, 2016) Extreme Heat Guide for Local Government in SA states:

“……the extension of operating or opening hours of existing facilities and services is encouraged. If Councils choose this option they should clearly indicate that it is the extension of an existing service and not create a community perception that additional services are being offered”.

“If Councils elect to extend the operating hours of existing facilities and services they should consult with LGA MLS about the management of risk associated with the extended service being offered. The LGA MLS has a checklist that will assist Councils to manage this risk. Annexure A outlines the issues that will be addressed”.

“To be selective about the access and usage of community facilities during an extreme heat event could attract liability risks to Council. Councils need to acknowledge that if they offer Council facilities during extreme heat events they will need to be made available to the community at large”......
Furthermore, the Regional Climate Change Adaptation Plan (2014), developed by RDA Barossa identified key areas of decision making for the future in adapting to a changing climate. Response to extreme heat was identified as one of the key future issues to manage.

In addition to understanding the requirements of Council facilities, there was also expected to be a need to understand any gaps in existing Council emergency and business continuity planning policy and process. Furthermore, there may also be possible requirements for retrofitting of buildings to further enable public facilities to adequately manage increased numbers of members of the public, should these facilities be used as heat refuges during periods of extreme heat or be considered general public places during extreme heat.

An important part of this project was to identify;

- Actions that could enhance health and wellbeing during extreme heat events and where relevant, how these could be used to update asset management plans;
- Where and which Council facilities could accommodate and adapt to community expectations regarding extreme heat, if appropriate;
- Existing documents within Councils regarding extreme heat preparation and response and their visibility within Council;
- Actions to better prepare and direct Council employees; and
- Actions to better prepare community members to make the best decisions during extreme heat events, thus reducing possible pressure on Council facilities.

A range of steps were included in the project, including:

- Council facilities (building) audit
- Develop extreme heat scenarios
- Identify Stakeholders
- Using BoM data to better forecast extreme heat events
- Scenario Planning Workshop
- Reporting to assist extreme heat preparation and response planning and community engagement

The initial stages of the project sought to enable further discussions between emergency services professionals, Council personnel and other relevant stakeholders in a workshop, with discussions based around typical scenarios that consider extreme heat event scenarios and other possible events such as fire, evacuations and extended durations of power outage.

In undertaking these initial project steps, Seed was mindful to consider the recent regional experiences of the Pinery fire. It is acknowledged that dialogue and discussion regarding future extreme heat preparation and response must be had in the context of this experience and that risk associated with fire, emergency response and management are more likely in the event of future extreme heat scenarios.

Light Regional Council provided a Project Officer. A steering committee consisting of officers from the three contributing Councils plus RDA Barossa assisted Seed with review and management of the project.
3. Methodology

3.1. Facilities audit

A facilities audit was undertaken to assist in understanding the relationship between the provision of Council facilities and how the nature of these facilities may influence community use during periods of extreme heat. The audit has also been used to assist in determining which Council facilities could be suitable to act as heat refuges during extreme heat events, or present special issues or problems, should the Council’s seek to use these facilities as refuges or cooling centres in the future.

It must be stressed that the SES does not recommend the establishment of temporary cooling centres. They state that a more feasible and effective option may be to utilise existing facilities such as shopping centres, public swimming pools, movie theatres, libraries, and art galleries etc. where the public can seek refuge from extreme heat during the day.

It is important to recognise that this audit was not designed to consider the use of the facilities as emergency centres in the advent of regional disasters or bushfire events and that emergency management protocols are already well defined within the region.

Through consultation with Seed and the Project Officer a range of potential Council owned facilities were initially identified. Facilities open during the week to the public were a priority. Seed did not audit or consider facilities that were only open through booking or prior appointment.

Following the identification of Council facilities, each facility was subject to an audit by Seed (where possible) to collect basic information about the premises. Each audit considered the following facility characteristics:

- general construction envelope – building type and construction;
- opening hours and building access requirements e.g. alarms, entry points, disabled access, closing hours;
- facilities available or usable to public – bathrooms, kitchens, air-conditioning, water, open and protected space/s;
- services connections and security (water, gas and electricity);
- back-up power potential;
- facility usage data e.g. visitor numbers, library usage, annual visits;
- communications platforms e.g. phone, internet, wireless and UHF radio; and
- proximity to other services such as emergency services, hospital, fire, police and ambulance.

It was decided at this stage not to review energy consumption patterns (billing data) until the individual Councils had developed extreme heat preparedness and response plans because it was premature to assume that any building would be considered suitable as a cooling centre and that clear policy within each Council needed to be developed and approved before this more detailed level of assessment occurred.
Figure 2  Location of Council facilities audited. (Image sourced from Google maps 2016).
The audit included a review of Council facilities including offices, libraries, visitor information centres and community halls across the following townships:

**The Barossa Council**
- Mount Pleasant (Library);
- Nuriootpa (Library);
- Tanunda (Visitors Centre and Arts Centre);
- Lyndoch (Library); and
- Angaston (Hall)

**Light Regional Council**
- Kapunda (Library and Visitor Information Centre);
- Hewett (Hewett Community Centre);
- Freeling (Library); and
- Wasleys (Soldiers Memorial Hall)

**Adelaide Plains Council**
- Mallala (Council Chambers and Institute); and
- Two Wells (Library and Meeting Room)

Data was then collated and categorised and a simple scoring system used to rank the relative importance of aspects such as opening hours and site facilities including access to bathrooms, drinking water and air-conditioning that may influence the suitability of facilities for use by community members during extreme heat events.

The use of rankings enabled service provision at the facilities to be grouped into broad categories of High-Medium-Low capability to operate as a cooling centre.

It is important to recognise that there is a range of other critical aspects that influence the suitability of a facility for use as a cooling centre. These factors are raised in more detail in Section 4.5 (scenarios workshop) by key stakeholders such as Council and emergency management representatives.

Recommendations regarding cooling centres is expected to be a strong driver in policy development for the Councils and audit information is possibly more useful in identifying the risks associated with lack of capability of most facilities to fulfil such a role.
3.2. Developing extreme heat scenarios

Following the facilities audit the information collected was used to guide a discussion regarding potential workshop scenarios and selection of appropriate stakeholders for an extreme heat scenarios workshop.

The methodology for developing the scenarios was guided by the scenario planning framework approach outlined in the United Nations’ Environment Program IEA Training Manual and discussions between Seed and emergency management consultant Mr. Brad Flaherty.

Developing the scenarios involved the following stages and steps:

- Clarifying the purpose and structure of the scenario exercise
  - Establish the nature and scope of the scenarios
  - Consider likely stakeholders and how they will be selected
  - Identify the themes, targets, indicators and potential policies
- Laying the foundation for the scenarios
  - Identify the drivers
  - Select critical uncertainties
  - Create a scenario framework

An extreme heat scenarios briefing paper was subsequently prepared. A copy of the scenarios briefing paper is enclosed in Attachment B.

3.3 Identify Stakeholders

Seed worked with the Steering Group and members of each Council’s emergency planning staff to determine an appropriate list of stakeholders to attend a scenarios planning workshop. A full list of invitees is enclosed in Attachment C. The briefing paper referred to in Section 3.2 was subsequently distributed to all invitees.

3.4 Using BoM data to better forecast extreme heat events

A briefing by the BoM was originally intended to be delivered as part of the extreme heat scenarios planning workshop. Instead, a separate briefing session was conducted with staff of the Barossa regional Councils in February 2017. It was attended by BoM Senior Climatologist, Darren Ray. The presentation described general forecasting tools available from the BoM website with a focus on MetEye, followed by an overview of where to access forecasting information for severe thunderstorms, extreme heat and fire.

A similar briefing in the Riverland to Councils considering extreme storm preparation and response was considered extremely useful.
3.5 Scenario Planning Workshop

A Scenario’s planning workshop was conducted in October 2016 to test existing Council capacity to respond to extreme heat events.

The workshop consisted of a general idea followed by three escalating special ideas. The following heading summarise the information provided to workshop participants.

General Idea

It is November 2017. The Bureau of Meteorology 3-month outlook has advised that El Nino conditions are likely to continue into the summer of 2017-18, meaning that there is a higher than average chance of heat wave conditions.

Special Idea 1

On Monday 15 January 2018, the forecast daily maximum temperature is 41ºC. The Bureau of Meteorology advises that there is a high chance of heatwave conditions developing across all parts of the State during the course of the week.

On Wednesday 17 January 2018, the Bureau of Meteorology forecast is for temperatures in the Barossa region to reach 40ºC. This represents the third day in succession with daily maximum temperatures across the region exceeding 40ºC and daily minimums exceeding 24ºC.

Special Idea 2

The time is now 12.30 pm on Wednesday 17 January 2018. Temperatures across the Barossa region have already reached the forecast maximum of 40ºC.

An updated forecast from the Bureau of Meteorology advises that temperatures are likely to rise further with a revised forecast of 42ºC for later in the afternoon. Relief is on the way with a cool change arriving later in the evening. However, winds are expected to increase from the north in advance of the change before moving to the south.

The Tanunda War Memorial Hospital is reportedly treating several elderly people for heat stroke. Patients were reportedly at home but had not switched on the air-conditioning systems in order to save money.

Special Idea 3

The time is 4.30 pm on Wednesday, 17 January 2018. Temperatures have dropped slightly to 39ºC, however, northerly winds in advance of the cool change are approaching gale force. There are reports of smoke near Kapunda and CFS warnings have advised that several grass fires have been sparked as a result of dry lightning strikes.

A series of questions were posed for each special idea to stimulate discussion, identify gaps and better understand aspects such as chain of command, procedures and protocols, organisational structures and business continuity process. Responses were recorded and presented in summary within Section 4.4.
4. Results

4.1. Facilities audit

Through analysis of the facility audit data, facilities were grouped into three categories of suitability for possible cooling centre public access from high, medium to low.

A full list of all the facilities and assessment factors is provided in Attachment A.

Seed also considered lighting and energy use (lighting and HAVAC data was collected) which will assist Councils further in developing business cases for opening buildings or managing extended hours (energy consumption cost), should this be considered a future requirement of preparation and response plans.

Suitability of a facility was determined based primarily on the following:

- Opening hours;
- Open space and seating capacity;
- Facility amenities – air conditioning, toilets, drinking water, and kitchen facilities; and
- Proximity to emergency services.

In addition, consideration was given to the location of the potential refuge within the township in question with a focus on understanding its proximity to housing and travel distance for members of the community. These additional elements took into account the ability to walk to a particular facility or availability of transport options. Proximity of housing to a facility may be particularly important for the most vulnerable member of the community, who may be limited in ability to travel to a heat refuge.

This raises an important issue with respect to community engagement and advice provided to most vulnerable members of the community, who and how this advice is given and how Council’s adopt or direct provision of public information on extreme heat events.

High scoring facilities

The most important factor for high scoring facilities was opening hours. Facilities open regularly to the public (e.g. 5, 6 or 7 days a week) are most likely to already provide suitable facilities such as air-conditioning, bathrooms and kitchens and this was evidenced with all higher scoring facilities comprising these basic amenities with the only distinguishing factor between these facilities being the presence and quality of a kitchen (i.e. full commercial kitchen or not).

Selected examples of facilities in the high scoring category are provided below.

The Rex – Barossa Aquatic and Fitness

The Rex facility in Tanunda was considered one of the more suitable facilities. This facility is open every day of the week (Monday to Thursday - 6am-9pm, Friday - 6pm-7pm and Saturday and Sunday - 8am-5pm). The facility has large open space with a seating capacity for approximately 80 persons (seating capacity limited by reported number of chairs available – much more room available for further seating). The facility also had adequate air
conditioning, male, female and disabled toilets and drinking water amenities. The Rex is also located in relative close proximity to emergency services including the Tanunda Hospital and Tanunda CFS.

Distinguishing this facility from some of the others was the presence of a café including full commercial kitchen and pool facilities with associated amenities (change rooms, showers etc.). Staff have experience in serving the public and administration of first aid.

It is noted however that, the Rex is located to the north-east of the township and is therefore not readily accessible for those who may choose to walk.

The Barossa Council Public Library and Council Chambers and rooms (Nuriootpa Library)

The Nuriootpa Library is open throughout the week (Monday to Thursday - 9am – 6pm, Friday - 9am - 5pm) and operates with limited hours during the weekends (Saturday 9am – 12 noon and Sunday 12 noon – 3pm).

The facility has a reasonable amount of floor space with a reported seating capacity of 40 based on numbers of chairs available. In addition, there is further space and seating available in the adjoining the Council Chambers and rooms.

Amenities include male, female and disabled toilets, kitchen, drinking water for the public and adequate air conditioning.

The facility is located in the southern outskirt of the township, potentially limiting the ability of all community to walk to this facility.

The library and council chambers is further supported through the adjoining council administrative centre.

The Hewett Community Centre

Whilst a Council owned facility, the Hewett Community Centre is operated through a lease arrangement with the Hewett Community Church of Christ.

The Centre consists of several large open meeting spaces and a significant seating capacity for approximately 250. Added amenities include male, female and disabled toilets and showering facilities.

The café component consists of a commercial kitchen with seating space and with multiple water sources.

Opening hours differ depending on the amenity offered. The meeting spaces are available for hire Monday to Saturday and on Sunday a church service is held at the centre facilitated by the Hewett Community Church of Christ.

Kapunda Visitor Information Centre (and Library)

Kapunda Visitor Information Centre and Library is open all week, has toilet facilities and kitchen facilities and adequate air conditioning. It is located in the centre of town and as shown in Appendix A is in very close proximity to emergency facilities such as the Kapunda Police Station, Kapunda Hospital, SA Ambulance Service Station, Kapunda MFS and SES Kapunda Unit.
This facility however offers limited seating and open space apart from some seating in the library and common areas upstairs.

**Medium scoring facilities**

Facilities considered to have a medium suitability were assessed to be less appropriate than high scoring facilities in several aspects including lower seating capacity and available open space, reduced amenities mainly relating to the presence of toilets and kitchen facilities, and performance of air conditioning.

**Barossa Visitor Centre and Tanunda Library**

This facility has the convenience of being centrally located and in close proximity to other public facilities (shops, hotel etc.) and has adequate air conditioning. However, the audit confirmed that it has limited seating capacity and open space availability and no public kitchen provision. In addition, there are no toilets located in the facility, but public toilets are located adjacent to the building.

**Tanunda Soldiers Memorial Hall complex (including Gallery)**

This facility is located in the centre of town close to other public amenities and is open Wednesday to Monday from 11am-4pm.

The facility has toilet facilities, however only a small portion of the building is air conditioned.

**Two Wells Library**

Two Wells library offers drinking water and kitchen facilities however does not have toilet facilities located inside the building. Public toilets (open 24 hours) are located adjacent to the building.

**Low scoring facilities**

The major factor contributing to low scores for other facilities audited (see Appendix A for full list) was limited or no public opening hours. Other factors taken into account (albeit some with less weighting than others) were the amenities offered at each facility, particularly air-conditioning, toilets and drinking water or lack thereof and to a lesser extent the availability of kitchen facilities.

Selected examples of low scoring facilities include the Freeling Library, Mallala Council Chambers, Two Wells Council Chambers and the Mallala Institute. Each of these facilities were open a small number of hours each week on selected days, or by appointment only.

It is noted that the Mallala Institute, whilst not open to the public, has large open spaces with significant seating, 6 split system air conditioners, male, female disabled toilets and a commercial kitchen and bar facilities. The Mallala Council Chambers also has seating capacity for approximately 40 persons, toilet facilities and a small kitchen, though again the building would need to be opened specifically for use by the general public.
4.2. Developing extreme heat scenarios

Seed met with emergency management consultant Brad Flaherty to progress thinking around design of the scenarios to ensure they were practical and relevant to contemporary experience in South Australia.

The scenarios were carefully designed to include elements that were realistic and that stakeholders could relate to, whilst pushing people outside of their comfort zone to think about events that are not in the historical record.

Emerging from these discussions three action areas were considered to balance factors that represent a blend of current and potential operations and outcomes:

1. Extending the use and opening hours of existing Council facilities which are open to the public such as libraries and visitor centres in prolonged heat events – What are the existing policies and expectations?
2. Opening high capacity Council facilities (not currently open to the public) during extended heat events as refuges for vulnerable members of the community. What will be required?
3. Opening high capacity Council facilities during extended heat events as refuges for threatened members of the community during a major fire event. How will we respond?

A key factor however was that the SES does not recommend the establishment of temporary cooling centres. They state that a more feasible and effective option may be to utilise existing facilities such as shopping centres, public swimming pools, movie theatres, libraries, and art galleries etc. where the public can seek refuge from extreme heat during the day.

From these considerations a scenarios based approach was developed. A copy of the scenarios briefing paper distributed to workshop attendees is attached (Attachment B).

Key points included:

Background on extreme heat within the region, previous experience and questions relating to the scenarios that focused on:

- the chain of command,
- planning procedures and protocols,
- organisational structures during response and
- business continuity process.

The intent was to provide a workshop structure that enabled critical thinking on factors that influence information exchange, decision making and consistent engagement during events where stress, time response and availability of critical assets and people are likely to be challenged. The briefing paper and its structure (Attachment B) is a key outcome of the project that considers these aspects.
4.3 Stakeholders

A range of stakeholders were included and invited to the scenarios planning workshop. They included:

- representative from each participating Council;
- zone emergency management committee members;
- Local police;
- Local CFS;
- Local SES; and
- Regionally active businesses.

A number of stakeholders were also included in the drafting stage of the scenarios and the subsequent briefing paper, including the Steering Committee (representative of each Council), emergency management officer (Barossa) and the zone emergency management project officer. An attendance list is attached (Attachment C).

4.4 Scenario Planning Workshop

A scenarios planning workshop was conducted on Friday 30th October at the Hewett Community Centre to consider planning for regional extreme heat events. Participants were asked to consider plans and systems used by each of the participating Councils relating to extreme heat events.

The day of the workshop coincided with extreme weather events (28 to 30 October 2016) in the Adelaide region, in particular a flood event in the North Para and Gawler River (Barossa) catchments. This subsequently reduced participant numbers, particularly from Council employees directly engaged with emergency response activities. Nevertheless the consensus was that the process and information exchanged within the workshops was particularly valuable for future planning, coordination and response to extreme heat events, as well as for potentially all emergency response and business continuity planning activities.

Workshop participants were provided with a participatory exercise on the day, involving a series of fictional (but possible) escalating, extreme heat scenarios. The object was to determine actions taken by Councils as a consequence of these scenarios and identify any gaps in policy and planning processes necessary to ensure risk reduction.

A copy of the scenarios exercise is attached (Attachment B).

The following table is a synthesis of the discussion that occurred between workshop participants during each phase of the scenarios.

<table>
<thead>
<tr>
<th>Special idea</th>
<th>Comments</th>
</tr>
</thead>
</table>
| Special idea 1 – Preparation (Extreme Heat Event) | • General feel that this was a scenario encountered in most summers but the intensity seems to be growing.  
• Should the Town of Gawler also be included?  
• Barossa Co-Op chosen not to set a temperature, conditions reviewed on a daily basis – trade normal hours providing it is safe to do so. Strong focus on business continuity management plan.  
• Review and meet hourly if needed to address current conditions  
• delegated task to review BoM temperatures, conditions and |
<table>
<thead>
<tr>
<th>Special idea 2 – Response (Escalating Extreme Heat Event)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Local Council person is critical at the ZECC – local knowledge important.</td>
<td>• A very good communicator is needed with authority and ability to make decisions and spend money and access equipment.</td>
</tr>
<tr>
<td>• Who has responsibility on staff to attend to members of the public who may be unwell?</td>
<td>• Must have a deputy</td>
</tr>
<tr>
<td>• Need a organising committee who can regularly update others and be alert to changing circumstances</td>
<td>• Have a coordinator who is regularly (hourly) access information channels from formal entities such as BoM, SES, CFS, Police etc.</td>
</tr>
<tr>
<td>• Need to be a single point of authority – link to the persons position description.</td>
<td>• Need to be aware of the BCMP’s and have structures to supplement resources as needed.</td>
</tr>
<tr>
<td>• Strong need to be situationally aware.</td>
<td>• Have a process that empowers employees to help themselves e.g. knowing you have sufficient information to support you in making the correct decision.</td>
</tr>
<tr>
<td>• Staff need to be aware of the BCMP’s and have structures to supplement resources as needed.</td>
<td>• training and support important in developing these skills.</td>
</tr>
<tr>
<td>• Require strong coordination with emergency protocols i.e. once a bushfire starts, staff must know the chain of command</td>
<td>• Link to tool box meetings – ensure planning is in place early</td>
</tr>
<tr>
<td>• Need to be able to refer to the sources of information in an emergency i.e. SES/CFS/Police.</td>
<td>• Some perception from public that it is Council’s responsibility (and liability) to act on behalf of the public. Need to describe the middle ground between personal responsibility and the interface between legislative requirement and statutory responsibility.</td>
</tr>
<tr>
<td>• Can there be coordination with “Safer Place”</td>
<td>• Use available tools such as Heatsafe (SES)</td>
</tr>
<tr>
<td>• Need better understanding of the liability issues between Community Groups and Council in Council owned facilities</td>
<td>• Who is the discriminator for use of such tools? LGA?</td>
</tr>
<tr>
<td>• Use HeatSafe as the entry point for advice</td>
<td>• Review Risk V Perception V Opportunity – what are the “cooperative opportunities” between Councils?</td>
</tr>
<tr>
<td>• Deeper assessment of BCMP to see where the overlaps are regionally – can resources be shared?</td>
<td>• Can radio be used during power down periods to enable greater communications potential i.e. to visitor centres,</td>
</tr>
<tr>
<td>Special idea</td>
<td>Comments</td>
</tr>
<tr>
<td>--------------</td>
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</tr>
</tbody>
</table>
| libraries etc. | - Feel the process is not yet well documented.  
- Can LGA feedback to the Councils through the MLS i.e. update or LGA circular to help inform all on agreed best processes, then BCMPs can shape at the local Council level.  
- Consider cash availability for emergency purchases or hire of equipment, i.e. delegated authority through Senior Management.  
- This scenarios planning process could be used to wrap around and test all emergency processes i.e. fire/flood/heat together. |

It was evident from the discussions that consistency of information exchange was considered to be a critical step and where gaps currently exist. A representative from the Barossa Co-Op was able to describe how that company has very clearly defined processes and information sources in the way it considers continuity of its business, regardless of the emergency or event at hand.

### 4.5 BoM Data and briefing

The Bureau of Meteorology (BoM) store and manage a range of historical climate data sets, and weather forecasting tools.

A workshop was conducted at RDA Barossa on Friday 24 February 2017. Darren Ray, Senior Climatologist at the BoM explored the range of data sets and forecasting tools available from the BoM to assist in planning for and managing extreme heat events.

Observations from those attending the workshop was similar to those attending in other in other regions. The observed benefits included:

- awareness of the Weather Observations Website and local weather stations reporting data;  
- advice that the BoM could assist with planning and implementing a local network. This will have the benefit of improving forecasting in the region in the future;  
- awareness of the BoM’s MetEye and the difference between this information and automated model including demonstrations of MetEye the ‘MetEye User guide’;  
- advice regarding BoM’s new weather app and mobile website; and  
- having access to cell based information, seen as beneficial to aid in local forecasting.

Overall, workshop participants view that they have been operating with limited information compared to emergency services. There has been strong interest in investigating ways to improve the available information to Councils during significant extreme weather. It remains unclear whether this information gap will be reduced in the future given that nominated personnel from Councils now have an opportunity to participate in State Emergency Council briefings.
5 Key Findings

The audit of Council owned facilities demonstrated that there is not a well-defined or documented approach to understanding the needs of Council buildings as “cooling centres”.

The importance of the facilities audit was discussed in the scenarios workshops as it is anticipated that factors such as emergency zone planning, opening hours, capacity to manage and run facilities, extent to which facilities can cope with additional public demand, catastrophic fire day forecasts, possible evacuation, catering and hygiene requirements will all influence how, when and if facilities should be designated as cooling centres in extreme heat events. These factors and the risk surrounding them tended to support the SES’s position of not recommending cooling centres.

There is no single planned approach to extreme heat preparation and response and consistency of access and communication of information is required.

Information on extreme heat events such as forecasts, management information and subsequent lines of communication is managed in a variety of ways across the Councils depending on the needs of the Council and their BCMPs. Strong lines of communication across ZECCs, ZEMCs and access to up to date information through BoM into the Councils is required to ensure a consistency of message to the public and to enable the Council’s to develop strong internal and external chains of command.

Councils have a range of documents relating to management of extreme heat and emergency management, with the structure and documentation relating to extreme heat varying within each Council. An example (TBC) is included in Attachment D.

The scenario exercise was an effective format for assessing the preparedness of Councils to respond to extreme heat events.

Based on feedback from participants, the scenario exercise was found to be an effective way for Councils to assess their preparedness for an extreme heat event. The progressive scenarios with escalating special ideas presented an opportunity to explore how staff and systems would respond under increasingly worse conditions. While it validated that many of the systems in Councils were appropriate, several gaps and areas for improvement were also identified.

The format was seen as providing a fun and engaging way for Council staff to assess their preparedness. The general absence of emergency services personnel meant that participants could focus discussions on how they respond individually or collectively to maintain their own operations. It was suggested that the exercise could be repeated on a regular (e.g. annual) basis to test preparedness for other types of extreme events and as a way to build capacity amongst key personnel from each Council involved with emergency management and business continuity.
Further information could be shared on approaches to emergency management and business continuity management planning.

While there was awareness of the general approaches to emergency responses across Barossa Councils, there was recognition that this could be further enhanced. Developing an update or circular from MLS through the LGA could assist in advising of the best sources for extreme heat information in both the planning and response phases and help to standardise how BCMPs consider this information and then internal for individual Council needs.

Awareness of alternate forecasting tools could be increased and access to alternate forecasting data improved.

The workshop and BoM briefing has demonstrated to other (regional) Council staff involved with emergency management preparation and response who utilise the Elders website or other information sources instead of the BoM website for forecasting information that there is vital and accessible information available through the BoM. This is largely because of the ease of access to information on the Elders website and a preference for how the data is presented. By showing Council staff where to find forecasting data, such as on MetEye and through the BoM’s new App it is possible that there will be an increase in use of this data.

Potentially of greater interest is for Councils to inform future product development for the BoM. For example, other Councils have expressed a strong interest in being able to access lightning tracker information which is extremely useful for the CFS and Council operations. There was also concern expressed that emergency management services have access to forecasting information not currently available to Councils and as such Councils are not able to make the best possible decisions in relation to their own operations.

Continuing to build the relationship between Barossa Councils and the BoM may present a way to ensure the region is kept abreast of new forecasting tools as they become available. This could be achieved by inviting the BoM to provide forecasting briefings in association with extreme event scenario exercises on an annual basis.

Longer term forecasting tools exists and should be considered further for the role that can play in the preparation phase.

Councils currently use the multi-day forecast to identify potentially extreme heat conditions. However, there are also forecasting tools that can provide an insight into when conditions are more likely to become heat waves.

Communications before, during and after an extreme heat event are already well managed but areas for improvement exist.

Clear lines of communication already exist within Councils before, during and after extreme events. Weather forecasting websites are regularly monitored and when potentially high impact events are identified, relevant emergency management personnel within each Council are notified and response plans are initiated.

There were two potential areas for improvement identified following the extreme storm planning workshop:
• Use of social media platforms: Social media platforms such as Facebook already provide a valuable source of information about the impact of extreme events. This could be further enhanced with such platforms also used more extensively as a way to communicate key messages during and following an event about impacts to Council services; and

• VHF radio: The extreme storm exercise coincided with a major storm that resulted in the loss of mobile phone communications networks. During this event VHF radios were the primary source of communication. While it was recognised that they are likely to be used infrequently, they were also considered to be a low cost back up telecommunications solution.

The findings from this project can help to reduce mutual liability risk.

Managing core Council functions and services in a variable climate is at the forefront of a Council’s risk management framework. Adapting work practices and managing infrastructure to cope with long term climatic shifts and associated extreme weather patterns is important to ensure that Councils remain sustainable in the long term and that they can continue operating and servicing customers during extreme events.

This project helped to review and identify areas for improvement in current Council emergency management and business continuity planning processes. It also addressed priorities in the regional climate change adaptation plan for the Barossa Region (RDA Barossa, 2014) in relation to the increasing risk of extreme heat. In so doing it demonstrated that improving current best practice for Council operations can assist with building adaptive capacity.

If addressed, it is possible that a number of the findings from this project could reduce the risk of third party claims from extreme storms through better preparation and response.

Through combining modelled and building audit data analysis with an innovative scenario based workshop process, the project has developed an approach that could be repeated in other Council regions across the State. There are also risk mitigation benefits that can be transferred across the Local Government sector such as increasing awareness of alternate forecasting tools, greater use of social media platforms to acquire and distribute information during an extreme weather event, and improving record keeping to gain a better understanding of hotspots which can then assist with post event debriefs and reporting.
6 Recommendations

Based on the facilities audit, scenarios planning workshop and project investigations, there are a range of recommendations for consideration in the preparation and response to extreme heat events. These are:

1. Councils need to review where they (do) or can incorporate preparation and response for extreme heat within their business continuity management plans (BCMP's) in particular in the areas of risk assessment and business impact analysis.

2. Councils should consider a review of how information is gathered and distributed within their organisations regarding extreme heat forecasts, preparation and response.

3. Specific policies may need to be developed regarding individual Council facilities (buildings) and the capability of these buildings regarding extreme heat events. In particular this may require written procedures for staff regarding management of the building and the public during extreme heat events.

4. Familiarisation across management within Councils, with LGA and SASES circulars regarding extreme heat preparation and response, is recommended.

5. A wider range of communications methods could be considered, i.e. use social media and VHF radios as extreme heat may coincide with loss of electricity preventing normal communications methods.

6. Cross Council collaboration on aspects like sharing of extreme heat policy guidelines, communications and facilities could be considered as a way to assist each other in planning, preparation and response to extreme heat events.

7. Cross collaboration with BoM in developing specific forecasting tools and information to assist in planning, preparation and response to extreme heat would be useful.

8. Communicating (as best as is possible) where liability for Council starts and stops, specifically in relation to publically open facilities, would aid Council and their employees to respond to members of the public that may consider some responsibility to rest with Council, rather than the individual; and

9. Developing methods, including communications for advising the community on Council plans for and management of employees and facilities during extreme heat, such that vulnerable members of the community are aware of mechanisms to best manage their own situation.

It is considered that these recommendations could be captured principally through BCMP integration, but, in some cases through setting clearly communicated (within Council) procedures regarding access to information, communication of information and well defined employee roles prior to, during and after periods of extreme heat.
References


### Appendix A: Summary Table of facilities audited

<table>
<thead>
<tr>
<th>District Council</th>
<th>Location</th>
<th>Facility</th>
<th>Opening hours</th>
<th>Building Envelope</th>
<th>Air conditioning</th>
<th>Toilets</th>
<th>Drinking water</th>
<th>Kitchen facilities</th>
<th>Service connections (Water, gas, electricity)</th>
<th>Proximity to other services</th>
</tr>
</thead>
</table>
| Barossa          | Mount Pleasant  | Library                       | Monday to Friday       | Brick, timber, glass,   | yes              | yes     | yes            | yes               | water and electricity (not sure about gas)    | - 350 m to Mount Pleasant District Hospital  
- 160 m to Police Station  
- 1.5 km to Mount Pleasant CFS  
- volunteer ambulance service (pretty sure located in the CFS station) |
|                  |                 | The Barossa Council Public Library and Council Chambers and rooms | Monday to Friday and weekends | Brick, timber, glass, steel | yes              | yes     | yes            | yes               | water and electricity (not sure about gas)    | - 2.9km to Inner North Community Health Service location  
- 7km to Angaston Hospital  
-1.5 km to |
<p>| Location | Barossa | Tanunda | The Rex - Barossa Aquatic and Fitness | Monday to Friday and weekends | Steel cladding, decking, some brick | yes | yes | yes | water and electricity (not sure about gas) | - 2.7 km to Tanunda hospital | -6.1 km to Nuriootpa Police Station | - 1.4 km to Tanunda CFS | - 8.7 km to Angaston St John Ambulance Volunteer Division | - 23 km to SES Kapunda Unit |</p>
<table>
<thead>
<tr>
<th>Location 1</th>
<th>Location 2</th>
<th>Name of Place</th>
<th>Availability</th>
<th>Heating</th>
<th>Cooling</th>
<th>Water and Electricity</th>
<th>Nearby Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barossa</td>
<td>Tanunda</td>
<td>Barossa Visitor Information Centre and Library</td>
<td>Monday to Friday and weekends</td>
<td>yes</td>
<td>no</td>
<td>yes (not sure about gas)</td>
<td>450 m to Tanunda hospital</td>
</tr>
<tr>
<td>Barossa</td>
<td>Tanunda</td>
<td>Tanunda Soldiers Memorial Hall complex (including Gallery)</td>
<td>Wednesday to Monday</td>
<td>Stone, steel, brick</td>
<td>A/C but only in entry room</td>
<td>yes</td>
<td>water and electricity (not sure about gas)</td>
</tr>
<tr>
<td>Barossa</td>
<td>Lyndoch</td>
<td>Lyndoch Library</td>
<td>Monday to Friday and Saturday</td>
<td>Brick, timber, steel</td>
<td>yes 2x split reverse cycle</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

Seed Consulting Services, 106 Gilles Street, Adelaide, South Australia 5000
P:+61 8 8232 4823 W: www.seedcs.com.au E: info@seedcs.com.au
<p>| Barossa  | Angaston | Town Hall/Library | Monday to Friday | Stone, steel | yes | | | Ambulance Station | - 39.9 km to SES Kapunda Unit |
|----------|----------|------------------|------------------|-------------|-----| | | | |
| Light    | Kapunda  | Kapunda Visitor Information Centre (and Library) | Monday to Friday and weekends | Stone, steel | yes | yes | yes | yes | water and electricity (not sure about gas) | - 290 m to Kapunda Police Station | - 1.4 km to Kapunda Hospital | - 230m to Kapunda CFS | - 25m to Kapunda SA Ambulance Service Station | - 270 m to SES Kapunda Unit |
| Light    | Hewett   | Hewett Centre    | Monday to Friday | Brick, steel, glass | yes | yes | yes | yes | water and electricity (not sure about gas) | - 2.5 km to Gawler Police Station | - 2.9 km to Gawler Hospital | - 1.5 km to CFS region 2 | - 3.7km to Gawler |</p>
<table>
<thead>
<tr>
<th>Attachment A</th>
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<tbody>
<tr>
<td>Light</td>
</tr>
<tr>
<td>Adelaide Plains</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Adelaide Plains</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Location</td>
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<td>------------------</td>
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<tr>
<td>Adelaide Plains</td>
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</tbody>
</table>

- 1.6 m to Two Wells Police Station
- 27.5 km to Lyell McEwin Hospital
- 100 m to Two Wells CFS
- 16.9 km to Mallala Ambulance Service Station
- 22.3 m to SES Edinburgh Unit

- 1.7 m to Two Wells Police Station
- 27.5 km to Lyell McEwin Hospital
- 100 m to Two Wells CFS
- 16.9 km to Mallala Ambulance Service Station
<table>
<thead>
<tr>
<th>Station</th>
<th>- 22.3 m to SES Edinburgh Unit</th>
</tr>
</thead>
</table>

**Station - 22.3 m to SES Edinburgh Unit**
Barossa Region Extreme Heat Planning Project 2016
Barossa Region Extreme Heat Planning Project

Workshop briefing paper

Background
Climate change modeling and experience in the Barossa, Light and Adelaide Plains region to date indicates that future heat waves may be longer in duration and more intense. In rural areas this is exacerbated by the potential for more intense and catastrophic fire events and intense storms.

When these events occur concurrently the community is usually exposed to dramatic emergency situations, culminating in the need for clear emergency response plans and coordinated and effective services and assistance to the public.

With respect to extreme heat events and preparation, public facilities such as community and Council buildings, sporting club rooms and recreational facilities may become refuges and emergency hubs and collection points. In many cases, particularly rural areas, these facilities may simply be a more comfortable place to be or in some cases directly threatened or the only place for emergency refuge.

Having a well prepared and planned extreme heat response strategy is vital for local government to ensure that the community has the support it needs to respond effectively.

Workshop
A workshop has been designed to provide an opportunity for Light, Barossa and Adelaide Plains Councils to review their emergency management and business continuity plans in response to extreme heat events. This will require assessment of the response of individual plans and the potential for cross Council coordination.

The workshop consists of three parts: project overview and historical impacts of extreme heat events, extreme heat planning exercise and overview of applicable weather forecasting tools. The objectives of the extreme heat planning exercise are to:

1. Discuss how councils will respond and recover to location specific extreme heat events;
2. Discuss how councils can work together and share resources to manage extreme heat impacts impacting multiple councils at once;
3. Identify roles and responsibilities of the Councils compared with emergency service providers such as CFS and SES;
4. Identify opportunities for sharing resources across Councils;
5. Identify specific actions that can reduce the frequency and level of third party liability claims against Councils;
6. Coach staff members in their roles where required

The agenda for the workshop is at Attachment A.
Extreme heat planning exercise format

The extreme heat planning exercise will be conducted using a progressive discussion style, based on a **General Idea** and three escalating **Special Ideas**.

The exercise will be conducted with representatives of the three Councils (Light, Barossa & Adelaide Plains). It has been designed to inform council preparation, response and recovery from an extreme heat event. While informed by an understanding of emergency service provider responsibilities in the region, the exercise will focus on the needs of Councils to mitigate risk from such events.

Representatives will work in Council based teams. They will have an opportunity to present their response with reference to the special ideas and “key questions”, which will be made available on the day.

It is expected that a representative from each Council will outline an overall response to the event, operational structure, standard operating procedures and resources available. Human and equipment resources should be those available to Council on the day of the workshop (i.e. not what could be available in a years’ time).

Participants will be asked to take an active part in discussions and identify major issues at the conclusion of the exercise.

Decisions and opinions given should not set precedents and may not reflect your Council’s final position on any given issue.

On a future date the Bureau of Meteorology will provide an overview of the tools that are available to Councils to assist with forecasting extreme heat.

Timing and venue

The exercise will be conducted as part of a workshop being held at the Hewett Centre, 28 Kingfisher Drive, HEWETT SA 5118 on Friday 30th September 2016 commencing at 9:30am.

Business units involved

To be advised

Participants

Each Council has been asked to invite representatives involved with emergency management and business continuity planning. Representatives should be aware of the content of Council emergency management plans and business continuity plans.

Safety officer

Mark Siebentritt will ensure that safe practices are followed and acts as a check in the case of unsafe behaviour.

Rules

Participants to conform to standard communication processes as per a real situation for initial notification.
Health & safety
In the event of a real emergency, the term “NO DUFF” should precede and follow any real emergency transmission or notification.

Logistics
Any logistics matters are to be referred to Mark Siebentritt.

Evaluation
Evaluation will be undertaken in two phases.
• Phase One - Evaluation of the Exercise with the Facilitators post the workshop;
• Phase Two – Evaluation of the Exercise with Light, Barossa and Adelaide Plains Councils.
**Extreme heat in South Australia**

Extreme heat is defined as an extended period of very high temperatures, which is related but not confined to heatwave conditions. It has the potential to adversely affect urban and rural communities, infrastructure and the natural environment.

When temperatures spike for three or more consecutive days without an adequate drop in night-time temperature to cool the outdoor and indoor environments, there is a significant increase in the risk to vulnerable populations.

Extreme heat has a major impact on the economy and community in South Australia. Mortality and morbidity increase during extended periods of high temperatures, especially for people with non-communicable disease such as cardiovascular disease, some cancers, respiratory health, mental health disorders. Extreme heat also impacts livestock, transport services, power networks, public events, crop damage and food loss.

Heatwaves cause more deaths in Australia than any other natural hazard. With global warming resulting in rising temperatures and common extreme weather circumstances, heatwaves have become a part of life in Australia.

There is a greater likelihood of extreme heat events during El Nino conditions.

Climate projections show that extreme heat events are expected to occur more often and with greater intensity in the future.

**Responding to Extreme Heat**

The State Emergency Service (SES) is the Hazard Leader for Extreme Weather under State Emergency Management arrangements. Key South Australian Government departments, led by the SES, have worked together to prepare a whole of government Extreme Heat Plan. The plan ensures a coordinated approach to increasing community preparedness, awareness and response to extreme heat events.

The Extreme Heat Plan includes trigger points for various actions that are based on a formula using the average daily temperature [ADT].

When an ADT of 32C or above (for example, an average of 40C daytime and 24C overnight) is predicted for three or more consecutive days the SES will issue an extreme heat warning to the public via media release where practical up to 24 hours in advance of the event.

Extreme heat warning messages will be posted to the Bureau of Meteorology and SES websites.

**Cooling centres**

The SA SES does not recommend the establishment of temporary cooling centres. They state that a more feasible and effective option may be to utilise existing
facilities such as shopping centres, public swimming pools, movie theatres, libraries, and art galleries etc. where the public can seek refuge from extreme heat during the day. Discussions may need to occur with facility owners/operators to ascertain risk assessments for the potential increased number of the general-public seeking refuge within the facilities.

Where Local Government wishes to establish temporary cooling centre facilities in their jurisdictions this will be conducted under their own responsibility and financial accountability. It should be noted that they may be held both legally and financially responsible for this initiative. The SASES welcomes involvement in the consultation process to discuss associated risks and potential logistical issues associated with cooling centres.

There are various operational and logistical issues concerned with temporary cooling centres, such as, but not limited to:
- availability and sourcing of multiple suitable temporary facilities;
- accountability of associated expenditure for running the facilities;
- identification of appropriate locations to maximise efficiency for the community;
- access to and from facilities by public transport (if operational);
- logistics associated with management of the facilities such as staffing, security, medical assistance, public liability, infrastructure such as misting, air-conditioning hire, maintenance, cleaning, catering, amenities, hygiene etc; and
- the duration of operation and increased load on electricity requirements.

Other information
The SES has developed the Heatwave Information Guide which includes lots of helpful tips on how to reduce the impact of extreme heat. It also includes information about how to respond to heat stress so the community are prepared for heatwaves.

Copies of the Heatwave Information Guide are available at the SES State and all Regional Headquarters as well as Service SA Customer Service Centres state-wide.

Historical events and impacts

March 2008
Adelaide experienced a heatwave lasting 11 days in March 2008 when the record at the time for the longest number of days reaching 35 degrees Celsius was broken on Thursday 13th March when the city's temperature reached 35.1°C at 10:30am. The Bureau of Meteorology issued a summary of the March 2008 heatwave with key data consisting of: • 15 consecutive days with a maximum temperature in excess of 35°C, which was the longest heat wave recorded at the South Australian Regional Office. • 13 consecutive days with a maximum temperature in excess of 37.8°C at the South Australian Regional Office. This surpassed the heat wave of January 1939.

Jan/Feb 2009
A severe heat wave across south-eastern Australia in late January 2009 may have contributed to the sudden deaths of more than 20 people in South Australia. This
precipitated a breakdown of electricity distribution and public transport systems in the states of Victoria and South Australia. SA was officially in the grip of a heatwave, having on 12 January, experienced its fifth consecutive day of more than 35˚C. In Adelaide, residents endured six straight days of temperatures over 40 degrees Celsius (maximum of 45.7˚C reached on Jan 28), with the level remaining above 35˚C for a further 7 days. Ambulance paramedics were inundated with an unusually high number of heat related call-outs, treating more than double the summer daily average. Several sporting fixtures, including lawn bowls, junior cricket and surf lifesaving were cancelled.

On 30 January 2009, the SA Ambulance Service (SAAS) recorded its highest number of callouts for the third consecutive day, responding to more than 1400 calls. The calls led to 920 people receiving medical attention, with around 600 needing emergency care.

**December 2015**

Adelaide broke the record for its longest December heatwave on file as temperatures reached 40.9 ºC on 20 December just before 12:00pm. It was the city's fourth consecutive day over 40C. Several instances of heat stroke were treated in hospitals.

Councils have responsibility for preparing for, responding to and recovering from extreme events that impact on council assets and services. They also need to ensure that Council operations and infrastructure do not negatively impact on residents or businesses.
SPECIAL IDEA 1

It is November 2017. The Bureau of Meteorology 3-month outlook has advised that El Nino conditions are likely to continue into the summer of 2017-18, meaning that there is a higher than average chance of heat wave conditions.

On Monday 15 January 2018, the forecast daily maximum temperature is 41°C. The Bureau of Meteorology advises that there is a high chance of heatwave conditions developing across all parts of the State during the course of the week.

On Wednesday 17 January 2018, the Bureau of Meteorology forecast is for temperatures in the Barossa region to reach 40°C. This represents the third day in succession with daily maximum temperatures across the region exceeding 40°C and daily minimums exceeding 24°C.

The SES has issued an extreme heat warning to the public via a media release. The public are advised to exercise care during the hot weather and to take a range of precautions including the following:

- Keep homes cool by closing blinds and curtains during the day and making good use of fans or air conditioners (which are on the cool setting);
- Limit outdoor activities to mornings and evenings;
- Make use of air conditioned public facilities such as shopping centres, cinemas and libraries; and
- Be aware of the symptoms of heat stress and if they develop take cool baths or showers and use cool packs or wet towels to cool down.

Libraries and other council facilities open to the public have experienced high visitation rates on Monday and Tuesday by people looking to escape high daily temperatures.

Questions
1. How is your Council informed about the event and its potential impacts?

2. What do you do with this information (organisationally)?

3. What plans are in place for preparing for a heat wave?

4. What organisational structure will you put in place to deal with this?

5. What resources do you think you will need, especially in managing public facilities?

6. What coordination is there with neighbouring Councils?

7. Who is in charge?
SPECIAL IDEA 2

The time is now 12.30 pm on Wednesday 17 January 2018. Temperatures across the Barossa region have already reached the forecast maximum of 40ºC.

An updated forecast from the Bureau of Meteorology advises that temperatures are likely to rise further with a revised forecast of 42ºC for later in the afternoon. Relief is on the way with a cool change arriving later in the evening. However, winds are expected to increase from the north in advance of the change before moving to the south.

The Tanunda War Memorial Hospital is reportedly treating several elderly people for heat stroke. Patients were reportedly at home but had not switched on the air-conditioning systems in order to save money.

High numbers of visitors have been reported in the region’s libraries and in other public facilities such as swimming pools and council chambers. Some members of the public have presented with conditions symptomatic of heat stress, including thirst, tiredness, nausea and dizziness.

Questions

1. How do you ensure that your Council is informed about the event and its ongoing impacts?

2. What do you do with this information (organisationally)?

3. What plans are in place for responding to the event as it unfolds?

4. What ongoing coordination/management is in place at an organisational level?

5. What resources do you think that you will need? How long will you need them?

6. What issues do you foresee for this incident?

7. Where will your organisation manage this incident from?

8. What information are you communicating to residents and businesses?

9. What level of assistance are you providing to people presenting with heat stress symptoms?

10. What about business as usual?
SPECIAL IDEA 3

The time is 4.30 pm on Wednesday, 17 January 2018. Temperatures have dropped slightly to 39ºC, however, northerly winds in advance of the cool change are approaching gale force. There are reports of smoke near Kapunda and CFS warnings have advised that several grass fires have been sparked as a result of dry lightning strikes.

Given the fire risk, tourists visiting the wine region have been directed to seek shelter in public facilities. A number of tourists do not have English as their primary language.

A media release and social media tweet by SA Power Networks indicates that rolling power blackouts will occur throughout the Barossa region to reduce the risk of winds causing power lines to make contact with vegetation which could spark fires.

SAPOL has advised that due to high fire risk and smoke in the region, some roads between towns in the region have restricted access.

The library is set to close at 5 pm and preparations are now being made to advise people that they need to leave the facility.

Questions

1. What is the current situation? Describe the impacts in major towns for each Council.
2. Does the library close?
3. What information do you provide to people in the library who are now looking to head to their home? Do you have any liability for their safety if you send them home?
4. What plans are in place for back-up power generation? Can you continue to operate?
5. What ongoing coordination/management is in place at a cross-Council level?
6. What resources do you need? Where is the money coming from for overtime and plant acquisition?
7. What plans are in place for responding to and recovering from an extreme heat event?
8. What ongoing public information plans are in place? How does your Council deal with residents’ concerns?
9. Have your resources and assets been able to cope?
Extreme Heat Planning – Workshop Agenda

30 Sept 2016 – Hewett

**Facilitators:** Andy Chambers and Brad Flaherty

9:00 – 9:30  
**Arrival and coffee**

9:30 – 10:00  
**Introduction**
- Welcome
- Overview of the project to date
- Today’s workshop

10:00 – 10:10  
**Overview of the extreme heat planning exercise**

10:10 – 10:30  
**Extreme heat planning exercise – Special idea 1**

10:30 – 10:50  
**Morning tea**

10:50 – 11:20  
**Group presentation on special idea 1**

11:20 – 11:40  
**Extreme heat planning exercise – Special idea 2**

11:40 – 12:15  
**Group presentation on special idea 2**

12:15 – 12:45  
**Lunch**

12:45 – 13:10  
**Extreme heat planning exercise – Special idea 3**

13:10 – 13:30  
**Group presentation on Special idea 3**

13:30 – 14:00  
**Group debrief**

14:00  
**Close**
List of Invitees to Scenarios Planning Workshop, 30/9/16.

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Organisation and position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamie</td>
<td>Gladigau</td>
<td>JBG Architects</td>
</tr>
<tr>
<td>Simon</td>
<td>Taylor</td>
<td>Chair of the Southern Barossa Alliance (Community and Business)</td>
</tr>
<tr>
<td>Chris</td>
<td>Pfeiffer</td>
<td>Chair Tourism Barossa, Board of Tanunda Lutheran Homes.</td>
</tr>
<tr>
<td>Chris</td>
<td>Linden</td>
<td>Chair of Nuni Futures Association</td>
</tr>
<tr>
<td>Ian</td>
<td>Tooley</td>
<td>Climate Change Advocate and Ex Nuriootpa High School Principal</td>
</tr>
<tr>
<td>Tom and Rachel</td>
<td>Brdanovic</td>
<td>Climate Adoption Consultant and member of transition Gawler</td>
</tr>
<tr>
<td>Alex</td>
<td>Zimmermann</td>
<td>Pinery Fire Recovery Coordinator</td>
</tr>
<tr>
<td>Graeme</td>
<td>Longmuir</td>
<td>CEO - The Co-op Barossa</td>
</tr>
<tr>
<td>Greg</td>
<td>Mennie</td>
<td>SES Manager Community Engagement</td>
</tr>
<tr>
<td>Chris</td>
<td>Jones</td>
<td>Health S.A.</td>
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<td></td>
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<td>S.A. Ambulance Service</td>
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<tr>
<td>Matthew</td>
<td>Patterson</td>
<td>S.A. Police (Nuriootpa)</td>
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<tr>
<td>Helen</td>
<td>Hennessy</td>
<td>CFS Community Engagement Officer</td>
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<tr>
<td>Gerry</td>
<td>Dowling</td>
<td>Two Wells CFS</td>
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<td>MFS (Tanunda)</td>
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<tr>
<td>Beth</td>
<td>Reid</td>
<td>Barossa Zone Emergency Management Committee</td>
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<tr>
<td>Bridgett</td>
<td>Leopold</td>
<td>Zone Emergency Management Program Officer, SES</td>
</tr>
<tr>
<td>Anita</td>
<td>Bowen</td>
<td>Barossa Region Residents’ Association</td>
</tr>
<tr>
<td>Craig</td>
<td>Grocke</td>
<td>RDA Barossa</td>
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<tr>
<td>Dianne</td>
<td>Picard</td>
<td>Springfield Progress Association (Secretary)</td>
</tr>
<tr>
<td>Genevieve</td>
<td>Hebart</td>
<td>Mount Pleasant Inc (Secretary)</td>
</tr>
</tbody>
</table>

Light Regional Council

| Andrew     | Philpott  | Project Committee Member |
| Richard    | Dodson    | General Manager - Infrastructure and Environment |
| Megan      | Renzeilla | Properties and Facilities Manager |
| Lorinda    | Bayley    | Community Development Officer |
| Bill       | O’Brien   | Mayor |

The Barossa Council

| Gary       | Mavrinac | Project Committee Member |
| Tamara     | Paul     | Manager Library and Heritage Services |
| Alan       | Jackson  | Manager Risk |
| Bob        | Sloane   | Mayor |

Adelaide Plains Council

| Carol      | Musyk    | Project Committee Member |
| James      | Miller   | CEO |
| Paul       | Cleghorn | Acting General Manager Infrastructure and Assets |
| Lynnetter  | Seccafien| Community Development Officer |
| Angie-Marie| Fuss    | OH&S Officer |
| Tom        | Jones    | Acting Infrastructure Services Coordinator |

Consultants

<p>| Mark       | Siebentritt| Director, Seed Consulting Services |
| Andy       | Chambers   | Director, Seed Consulting Services |
| Paul       | Hughes     | Project Officer, Seed Consulting Services |
| Brad       | Flaherty   | Director, BNJ Group |</p>
<table>
<thead>
<tr>
<th>Attending</th>
<th>Name</th>
<th>Representing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Andy Chambers</td>
<td>Seed Consulting</td>
</tr>
<tr>
<td>Yes</td>
<td>Brad Fleherty</td>
<td>BNJ Consulting</td>
</tr>
<tr>
<td>Yes</td>
<td>Andrew Philpott</td>
<td>Light Regional Council</td>
</tr>
<tr>
<td>Yes</td>
<td>Craig Grocke</td>
<td>RDA Barossa</td>
</tr>
<tr>
<td>Yes</td>
<td>Tania Paul</td>
<td>Barossa Council Public Library</td>
</tr>
<tr>
<td>Yes</td>
<td>Helen Hennessy</td>
<td>SA Country Fire Service</td>
</tr>
<tr>
<td>Yes</td>
<td>Paul Amos</td>
<td>The CO-OP Barossa</td>
</tr>
<tr>
<td>Yes</td>
<td>Alex Zimmermann</td>
<td>Recovery Coordinator - Pinery Fire (DCSI)</td>
</tr>
<tr>
<td>Yes</td>
<td>Beth Reid</td>
<td>Zone Emergency Management Project Officer</td>
</tr>
<tr>
<td>Yes</td>
<td>Lorinda Bayley</td>
<td>Light Regional Council</td>
</tr>
</tbody>
</table>
The Barossa Council – Adverse Weather Process
1. Overview

The Barossa Council ("Council") as a Person Conducting a Business or Undertaking ("PCBU") has a Duty to ensure Council Workers are provided with safe systems of work which protect them from the Hazards posed by Adverse Weather.

This Process allocates accountabilities and defines the actions which shall be undertaken by all Council Workers to ensure that as far as is Reasonably Practicable, Workers required to operate in Adverse Weather conditions are provided with a safe and healthy system of work.

2. Core Components

The core components of Council’s Adverse Weather Process aims to ensure:

- Hazards associated with Adverse Weather conditions are identified;
- Risk Assessments are undertaken to determine controls for Adverse Weather conditions;
- Clear requirements are in place for operating under Adverse Weather conditions;
- Appropriate records are maintained and available.

3. Definitions

<table>
<thead>
<tr>
<th>Access</th>
<th>The method of gaining entry to a particular location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adverse Weather</td>
<td>Is severe weather conditions such as high ambient temperature, low temperature, frost, snow, hail, heavy rain, strong wind, electrical storms, fog, high to extreme ultraviolet radiation exposure or a high level bush fire danger.</td>
</tr>
<tr>
<td>CMT</td>
<td>Corporate Management Team (CMT) is comprised of the CEO, all Directors, the Manager Organisational Development (MOD) and the Manager, Strategic Projects (MSP)</td>
</tr>
<tr>
<td>Consultation</td>
<td>The sharing of information and the exchange of views between Council and the persons or bodies that must be consulted and the genuine opportunity for them to contribute effectively to any decision-making process to eliminate or control risks to health or safety.</td>
</tr>
<tr>
<td>Egress</td>
<td>The method of exiting from a particular location</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>EPF</td>
<td>Eye Protection Factor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Danger Rating</th>
<th>As determined by the South Australian Country Fire Service:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CATASTROPHIC</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Fire Ban</strong></td>
<td>- These are the worst conditions for a bush or grass fire.</td>
</tr>
<tr>
<td></td>
<td>- If a fire starts and takes hold, it will be extremely difficult to control and will take significant fire fighting resources and cooler conditions to bring it under control.</td>
</tr>
<tr>
<td></td>
<td>- Spot fires will start well ahead of the main fire and cause rapid spread of the fire. Embers will come from many directions.</td>
</tr>
<tr>
<td></td>
<td>- Homes are not designed or constructed to withstand fires in these conditions.</td>
</tr>
<tr>
<td></td>
<td>- The safest place to be is away from bushfire prone areas.</td>
</tr>
<tr>
<td><strong>EXTREME</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Fire Ban</strong></td>
<td>- These are very hot, dry and windy conditions for a bush or grass fire.</td>
</tr>
<tr>
<td></td>
<td>- If a fire starts and takes hold, it will be unpredictable, move very fast and very difficult for fire fighters to bring under control.</td>
</tr>
<tr>
<td></td>
<td>- Spot fires will start and move quickly. Embers may come from many directions.</td>
</tr>
<tr>
<td></td>
<td>- Homes that are prepared to the highest level, have been constructed to bushfire protection levels and are actively defended may provide safety.</td>
</tr>
<tr>
<td></td>
<td>- You must be physically and mentally prepared to defend in these conditions.</td>
</tr>
<tr>
<td></td>
<td>- The safest place to be is away from bushfire prone areas.</td>
</tr>
<tr>
<td><strong>SEVERE</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Fire Ban</strong></td>
<td>- These are hot, dry and possibly windy conditions for a bush or grass fire.</td>
</tr>
<tr>
<td></td>
<td>- If a fire starts and takes hold, it will be hard for fire fighters to bring under control.</td>
</tr>
<tr>
<td></td>
<td>- Well prepared homes that are actively defended can provide safety.</td>
</tr>
<tr>
<td></td>
<td>- You must be physically and mentally prepared to defend in these conditions.</td>
</tr>
<tr>
<td>Hazard</td>
<td>Anything that has the potential to cause injury or illness [as defined in the <em>Occupational Health, Safety and Welfare Regulations 2010</em>].</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| Hazardous Manual Task | Means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:  
  - repetitive or sustained force  
  - high or sudden force  
  - repetitive movement  
  - sustained or awkward posture  
  - exposure to vibration.  
These factors (known as characteristics of a hazardous manual task) directly stress the body and can lead to injury. |
| Health | Means physical and psychological health |
| Health and Safety Representative (“HSR”) | A Health and Safety Representative (“HSR”) is elected by a Designated Work Group (“DWG”) to represent Workers in the work group on matters affecting their health, safety and welfare.  
*Occupational Health, Safety and Welfare Regulations 2010* |
| Minimise | To reduce to the lowest level that is reasonably practicable to achieve.  
*Occupational Health, Safety and Welfare Regulations 2010* |
<p>| PCBU | Person Conducting a Business or Undertaking |
| Personal Protective Equipment (PPE) | Personal Protective Equipment is specialized clothing or equipment worn by Workers for protection against health and safety hazards. Personal protective equipment is designed to protect various parts of the body. |</p>
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
</table>
| Reasonably Practicable | Reasonably practicable in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:  
(a) the likelihood of the hazard or the risk concerned occurring; and  
(b) the degree of harm that might result from the hazard or the risk; and  
(c) what the person concerned knows, or ought reasonably to know, about:  
(i) the hazard or the risk; and  
(ii) ways of eliminating or minimising the risk; and  
(d) the availability and suitability of ways to eliminate or minimise the risk; and  
(e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk. |
<p>| Risk | The probability and consequences of occurrence of injury or illness [as defined in the Occupational Health, Safety and Welfare Regulations 2010] |
| Risk Assessment | The process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard or hazards. [as defined in the Occupational Health, Safety and Welfare Regulations 2010] |
| Risk Control | Means taking action to first eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard. [as defined in Code of Practice – Managing Noise and Preventing Hearing Loss at Work – December 2011] |
| Safe Work Instruction (“SWI”): | A Safe Work Instruction (SWI) is a document that records the process to be followed to conduct an activity safely (may have alternative names such as; Safe Operating Procedure or Safe Work Method Statement). The document should have the steps to be followed to complete the activity safely recorded in a logical progression along with any controls/safety measures that need to be used |
| Safety | The condition of being protected from or unlikely to cause danger, risk, or injury. |
| SOP | Safe Operating Procedure |
| SPF | Sun Protection Factor |</p>
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor/Supervision</td>
<td>A person with management and control such as any direct line supervisor, including Chief Executive Officer, Director, Team Manager, Line Manager, Coordinator, Supervisor or Leading Worker who are responsible for Worker(s) reporting to them.</td>
</tr>
<tr>
<td>TRIM</td>
<td>Council’s chosen Record Management System (TRIM - Total Records Information Management)</td>
</tr>
<tr>
<td>UPF</td>
<td>Ultraviolet Protection Factor</td>
</tr>
<tr>
<td>UV Index</td>
<td>Is a rating system adopted from the World Health Organisation that describes the amount of solar UVR at the earth’s surface. The values of the UV Index range from zero upward. The higher the number, the stronger the levels of solar UVR and the less time it takes for damage to occur. The UV Index has five categories: Low: UV Index of 1-2 Moderate: UV Index of 3-5 High: UV Index of 6-7 Very High: UV Index of 8-10 Extreme: UV Index of 11 and above. When the UV Index is at 3 or above, the amount of solar UVR reaching the earth’s surface is strong enough to damage the skin, which can lead to skin cancer.</td>
</tr>
<tr>
<td>UVR</td>
<td>Ultraviolet Radiation</td>
</tr>
<tr>
<td>Worker</td>
<td>A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person’s business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer; or (i) a person of a prescribed class.</td>
</tr>
</tbody>
</table>
### 4. Process

#### 4.1. Determination of Adverse Weather Conditions

4.1.1. Relevant Supervisors will determine the weather conditions at the beginning of each work period, where Adverse Weather conditions are present, using information sourced from the Bureau of Meteorology and the South Australian Country Fire Service. This information will also be provided via Council’s Record Management System. The relevant Supervisor will also monitor weather condition changes and adjust work allocations accordingly.

4.1.2. Upon the identification of Adverse Weather, the relevant Supervisor must implement control measures to ensure the Risk of exposure to Adverse Weather conditions is Minimised and to support Council decisions regarding alteration, re-deployment and cessation of work.

4.1.3. Whilst planning work schedules the relevant Supervisor shall consider the following Risk factors:

- The Fire Danger Rating as issued by the South Australian Country Fire Service;
- Access and Egress to areas of Total Fire Bans;
- Characteristics and terrain of the task and work site;
- UV Index:
  - For real time readings go to the Australian Radiation Protection and Nuclear Safety Agency website: [http://arpansa.gov.au/uvindex/realtime/adl_rtr.htm](http://arpansa.gov.au/uvindex/realtime/adl_rtr.htm);
- Air temperature, Humidity and Radiant Heat (including effects on plant operators in enclosed cabins with large glass areas);
- Precipitation (including effects of visibility, moisture, slips, soil stability, traffic and plant movement, communications);
- Storm activity such as electrical or hail;
- High wind conditions;
- Use of protective equipment, clothing and sunscreen SPF 30+; or
- Any other Hazards that are present which are not adequately dealt with by Safe Work Instructions (“SWI”) or Safe Operating Procedures (“SOP”).

#### 4.2. Adverse Weather Controls

4.2.1. Whilst scheduling work for specific locations/situations where Adverse Weather conditions are anticipated, the relevant Supervisor shall give consideration to the following controls:

- Provision of cool drinking water;
- Re-scheduling of work to cooler times of the day (the sun is most intense between 10.00am and 2.00pm (11.00am and 3.00pm when there is daylight saving);
- Provision of sun shades/shelters on work sites;
- Availability of air-conditioned buildings and vehicles;
- Modifying the rate at which work is performed and using unscheduled rest breaks;
- Rotation of Workers engaged in physical tasks;
• Altering the location of work;
• Where possible, providing alternative work indoors;
• Provision of appropriate protective safety clothing and Equipment;
• Provision of battery powered radio, torch and fire blanket.

4.2.2. UVR Exposure and Hot Ambient Conditions

Ultraviolet Radiation (“UVR”) is emitted by the sun. It can be divided into three types: UVA, UVB and UVC, two of which are known causes of skin cancer. Specific controls for Minimising UVR exposure include:

• Use of natural and artificial shade where possible during the work day;
• Modify reflective surfaces to reduce the effect of indirect solar UVR by either having soft and rough surfaces or painted surfaces with less reflective colours;
• Applying window tinting to the side windows of vehicles;
• Scheduling of work tasks to Minimise exposure during peak UVR exposure periods, usually between 10.00am and 2.00pm (11.00am and 3.00pm when there is daylight saving);
• Requirement for UVR protection also applies to indoor Workers whilst operating any more than 15 minutes (accumulatively in any one work period) in an outdoor environment;
• Checking the SunSmart UV Alert on a daily basis to indicate the sun protection measure requirements via www.bom.gov.au;
• Wearing PPE in relation to sun protection that includes:
  - Clothing
    When selecting clothing the following should be considered:
    (a) Selection of fabrics that carry a Ultraviolet Protection Factor (“UPF”) rating of 50+; and
    (b) Selection of long pants and shirts with a collar and long sleeves; and
    (c) Selection of materials that are suitable for climatic changes.
  - Hats
    When selecting hats the following should be considered:
    (a) Selection of hat fabrics that carry a UPF rating of 50+; and
    (b) Selection of broad brimmed, bucket or legionnaire style hat;
    (c) Selection of broad brimmed hats that have a brim of at least 7.5cm;
    (d) Selection of bucket hats that have a deep crown, sit low on the head and have an angled brim of at least 6cm;
    (e) Selection of legionnaire style hats that have a flap that covers the neck. The side of the flap should meet with the peak to provide protection to the side of the face;
    (f) Selection of attachable brims and neck flaps for hard hats or helmets.
  - Sunglasses
    When selecting sunglasses the following should be considered:
    (a) Selection of sunglasses that have a eye protection factor (“EPF”) Rating of 8 - 10 and complies with the sunglass standard AS/NZS 1067:2003: Sunglasses and Fashion Spectacles;
    (b) Selection of close fitting sunglasses;
(c) Selection of sunglasses that meet the impact standard for safety glasses AS/NZS 1337:1992: Eye protectors for industrial applications;

(d) Selection of fit-overs or insert ready sunglasses for eye prescription requirements.

- **Sunscreen**

Sunscreen should always be used with other sun protection measures. It is important to realise that no sunscreen offers 100% protection from solar UVR and that different skin tones/pigment will require different levels of protection.

When selecting and using sunscreen the following should be considered:

(a) Selection of sunscreen with a sun protection factor ("SPF") rating of 30+, broad-spectrum and water resistant;

(b) Sunscreen should be applied twenty (20) minutes before going outdoors to allow for active absorption into the skin. The first application may need to be prior to work time commencement;

(c) Sunscreen should be reapplied every two (2) hours or more often if perspiring;

(d) Apply sunscreen to clean, dry skin;

(e) Use a generous amount of sunscreen – 35ml of sunscreen for one full body application;

(f) Check the expiry date and store sunscreen in a cool place below 30 degrees Celsius;

(g) Lips also need to be protected with a lip balm containing SPF 30+.

4.2.3. **Wind Conditions**

- Consideration of flying particles, materials, tools and temporary signage or structures;

- Consider the need for alternative means of communication, whether visual or vocal, depending on noise and visibility at the time;

- Scheduling of work tasks to Minimise exposure;

- Ensure a vehicle is present to provide temporary shelter for breaks to be taken during the most extreme periods;

- Implement safe driving practice.

4.2.4. **Precipitation Conditions**

- Use wet weather clothing that permits bodily evaporative cooling;

- Use wet weather boots;

- Wear gloves;

- Implement safe driving practice;

- Consider the need for additional visibility for example, an observer to warn of traffic or other hazards;

- Consider the need for alternative means of communication, whether visual or vocal, depending on noise and visibility at the time;

- Scheduling of work tasks to Minimise exposure;

- Rotation of Workers where possible;

- Provision of temporary or permanent shelter such as buildings or vehicles for breaks or during the most extreme periods;

- Consideration of additional lighting – either personal or site;
4.2.5. Electrical Storms

- Getting indoors or to shelter that is an enclosed building with wiring and plumbing. Keep away from windows and refrain from using electrical equipment or telephone landlines. Avoid touching metal, brick or concrete;
- If unable to get indoors get into a hardtop vehicle. Do not touch the car frame, steering wheel, ignition, gearshift or radio;
- Keep clear of tall objects or metal objects such as trees and goal posts;
- Avoid wide open areas such as sports fields;
- If outside and unable to access shelter, move at least five (5) metres away from other people put your feet together, squat down, head tucked in and ears covered to protect your hearing from the noise. Do not lie on the ground or allow hands or knees to touch the ground.

4.2.6. Bush Fire Danger

On days where Extreme or Catastrophic fire ratings are issued by the South Australian Country Fire Service, Council services and duties may be affected. Services that present an unacceptable risk and generally require the attendance of Council Workers in the Mount Lofty Region Fire District may be postponed until the next appropriate day. However, any emergency matters will be assessed by CMT and may be attended to, based on risk level assigned to the emergency. The change to Council services and duties on days of Extreme and Catastrophic fire danger rating may impact on Council Workers and affiliated programs in The Barossa Council district. Council services that may be affected include:

- Library service, Council customer service and facilities;
- Waste collection;
- Animal management and other general compliance;
- Community Transport;
- Home and Community Care (HACC), Leisure Options and other social programs;
- Emergency assistance; and
- Appointments, meetings and general office operations.

4.3. Alteration of work due to Catastrophic Fire Danger Rating

4.3.1. CMT will instigate the Emergency Response Plan on days where a Catastrophic fire danger rating affects the Barossa Council district. Relevant Supervisors will be responsible for ensuring that Council’s planning requirements are implemented in relation to the scope, location or timings of the scheduled work. Through consultation with Workers, relevant Supervisors should determine the best work option for the work period with the last option being cessation of work. To provide direction and clarity for staff where possible work options are to be developed in advance of the announcement of a catastrophic day:

- Rotation between tasks;
- Modifications of the task;
- Change the location of work;
- Utilise additional rest breaks;
- Temporary cessation of task on site;
- Temporary cessation of task, return to Council;
- Re-deployment to other work out of the weather;

Any other relevant PPE.
• Remaining at a work site until it is safe to leave;
• Re-deployment to training or like activity;
• Cessation of work for the day.
• Where staff take leave to enact their fire plan, services may be reduced;
• Where staff take carers leave to care for children due to school closure on catastrophic days services may be reduced.

4.3.2. Once the decision is made to cease work Workers must ensure that the work site is left in a safe, tidy and secure state.

4.4. Cessation of unacceptable risk activities due to Hot Ambient Conditions

4.4.1. Workers carrying out work in extreme heat or cold must be able to carry out work without a Risk to their Health and Safety so far as is Reasonably Practicable. It is important to distinguish between a condition that threatens Health and Safety, and a feeling of discomfort. Heat strain/Heat stress can arise from working in high air temperatures, exposure to high thermal radiation or high levels of humidity.

4.4.2. The relevant Supervisor is responsible for regularly monitoring the ambient external air temperature for work sites within their control. This monitoring process will be undertaken by accessing the Bureau of Meteorology website www.bom.gov.au. When the temperature reaches 37 degrees Celsius alternative work options must be instigated for work being undertaken outdoors.

4.4.3. All Workers instructed to finish outdoor work under the direction of their relevant Supervisor must then return to their relevant Council facility to undertake programmed training or other predetermined duties.

4.4.4. In the case of weather conditions other than high temperatures, the relevant Supervisor may similarly decide to cease work where conditions make it unsafe to continue.

4.5. Essential Services

4.5.1. The operation of essential or emergency services shall continue as required so long as the appropriate controls allocated to the tasks remain effective. Priority shall be given to rostering Workers involved in essential or emergency services.

4.6. Emergency Services

4.6.1. In the event of Council Workers responding to an emergency, maintenance or repair situation, the Safety of those Workers must be the first consideration. Emergency situations in extreme or catastrophic fire danger days that require the attendance of Council Workers in The Barossa Council district will be assessed by the relevant Supervisor in Consultation with CMT.

Consideration is to be given to:

• Any known fire events, the location of the emergency, the distance of safer precincts, Access and Egress points and the urgency of the situation;
• The requirements of Council’s Involvement in Emergency Response Operations in Support of Country Fire Service Policy;
• Requesting South Australian Country Fire Service to send an appliance if possible to provide fire protection to Workers.

4.6.2. In every emergency situation, the relevant Supervisor must perform and document a Risk Assessment, which, in the case of Adverse Weather must include the Hazards of that weather, in addition to the Hazards of the emergency situation such as the danger or potential danger to life, property or the environment.
5. **Accountabilities**

5.1. The Corporate Management Team ("CMT") must exercise due diligence to ensure their duties as Officers under the *Work Health and Safety Act 2012* by:

5.1.1. Updating their knowledge of working in Adverse Weather; and

5.1.2. Understanding the nature of the operations and of the hazards and risks associated with operating in Adverse Weather; and

5.1.3. Ensuring that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or Minimise Risks to Health and Safety from work carried out during Adverse Weather; and

5.1.4. Ensuring that the PCBU has appropriate processes for receiving and considering information regarding Incidents, Hazards and Risks and responding in a timely way to that information; and

5.1.5. Ensuring that the PCBU has, and implements, processes for complying with any duty or obligation associated with working in Adverse Weather conditions; and

5.1.6. Verifying that the above requirements are resourced appropriately;

5.1.7. Recommending any additional Reasonably Practicable budgetary expenditure necessary for this Adverse Weather Process;

5.1.8. Checking that Supervisors have been provided with appropriate training to ensure they can effectively conduct Risk Assessments around working in Adverse Weather;

5.1.9. Checking that Workers who are required to work outdoors have been provided with training to ensure they understand and can apply this Process within the limits of their responsibility.

5.2. Supervisors are accountable for:

5.2.1. Regularly monitoring weather conditions including the ambient external air temperature;

5.2.2. Providing information to Workers via induction and ongoing training regarding Adverse Weather;

5.2.3. Conducting Adverse Weather Risk Assessments, in consultation with Workers;

5.2.4. Communicating regularly with the Worker throughout the day to assess conditions and actions;

5.2.5. Re-scheduling work around Adverse Weather conditions;

5.2.6. Controlling the rate at which work is performed;

5.2.7. Providing appropriate regular additional rest breaks;

5.2.8. Providing appropriate shelter;

5.2.9. Rotating Workers through tasks to reduce an individual’s exposure to Adverse Weather conditions;

5.2.10. Providing alternative work locations;

5.2.11. Retaining records;

5.2.12. Advising Workers in a timely manner of any decision to alter or cease work;

5.2.13. Organising and checking that appropriate PPE has been provided to all Workers under their supervision.

5.3. Workers are accountable for:

5.3.1. Taking reasonable care for his or her own Health and Safety; and

5.3.2. Taking reasonable care that his or her acts or omissions do not adversely affect the Health or Safety of other persons;

5.3.3. Complying, so far as reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with this Act;

5.3.4. Co-operating with this Adverse Weather Process including:
• Taking appropriate regular rest breaks as directed by their relevant Supervisor;
• Maintaining hydration by taking regular small drinks (avoiding caffeine drinks);
• Attending and participating in training when required;
• Participating in Adverse Weather Risk Assessments;
• Wearing and maintaining appropriate PPE or clothing as required;
• Applying and re-applying 30+ Sun Protection Factor water resistant sunscreen as required;
• Communicating with their relevant Supervisor any changes in the conditions;
• Informing their relevant Supervisor if experiencing any issues as a result of Adverse Weather.

6. Training

6.1. All Council Workers shall be provided with information and training regarding this Adverse Weather Process including, the Risks associated with Adverse Weather, the use of relevant PPE and any other Adverse Weather provisions provided.

7. Records Management

The following records shall be maintained in accordance with Council’s Records Management Policy:

7.1. Completed Risk Assessments;
7.2. Training Records;
7.3. Record PPE provided to Workers; and
7.4. Weather alert records.

8. Related Documents

TBCPO3800 - Hazardous Work Policy
TBCPR3810 - Remote or Isolated Work Process
TBCPOC2050 - Records Management Policy
TBCFO3315 - Risk Assessment Form

9. References

Work Health and Safety Act 2012
Work Health and Safety Regulations 2012
Safe Work Australia Codes of Practice
SAI Global – Australian Standards
Country Fire Service website
Bureau of Meteorology website
WorkCoverSA Performance Standards for Self-Insurers
10. Review

This Council Adverse Weather Process shall be reviewed by Council’s WHS Committee within three (3) years of Issued Date (or on significant change to legislation or aspects included in this Process that could affect the Health, Safety or welfare of Workers).

SIGNED: ………………………………. ………………………………
Chief Executive Officer Chairperson, WHS Committee

Date: _____/_____/_____ Date: _____/_____/_____
EXECUTIVE SUMMARY

- A draft Stormwater Management Plan (SMP) was prepared for Two Wells in 2007, prior to the Local Government (Stormwater Management) Amendment Act 2007 being assented to in April 2007. With Two Wells identified as a growth area in the Plan for Greater Adelaide in 2010, updates to the SMP were required.

- In late 2014, an amended SMP was endorsed by Council and subsequently lodged with the Adelaide and Mount Lofty Ranges Natural Resources Management Board (AMLR NRM Board) for information, and the Stormwater Management Authority (SMA) for review.

- Further amendments requested by the SMA and AMLR NRM Board on separate occasions have been made from 2015 - 2017. The final SMP can now be endorsed by Council and lodged with the NRM for formal recognition, and the SMA for review and approval for gazittal.

RECOMMENDATION(S)

“that Council, having considered Item 12.3.2 – Two Wells Stormwater Management Plan for Two Wells – Final version, dated 18 April 2017, receives and notes the report and in doing so:

1. Adopts the Two Wells Stormwater Management Plan (April 2017) as presented in Attachment 1 to this Report”
2. Authorises the General Manager Development & Community to submit the Two Wells Stormwater Management Plan (April 2017) to the Adelaide and Mount Lofty Ranges Natural Resources Management Board and Stormwater Management Authority for approval and subsequent gazettal”.

**BUDGET IMPACT**

The final SMP describes a set of actions that are considered priority responses for improved stormwater management in Two Wells. This is currently not budgeted for and works required will be subject to the success of future grant applications and staging. For estimated costs and priorities refer to Table 6-2 in the SMP. Ongoing operating costs will also need to be considered at time of lodging grant applications.

Is this Budgeted? Yes, but future capital works are not

**RISK ASSESSMENT**

Should Council not adopt the recommendations, it will be exposed to significant risk. Council has an obligation to ensure it provides appropriate flood mitigation measures. The SMP will assist Council to recognise the impacts activities within and around Two Wells may have and provide best practice management strategies and a program to manage or mitigate identified impacts.

**Attachments**

1. Local Government (Stormwater Management) Amendment Act 2007
2. Two Wells Stormwater Management Plan – Final version report
DETAILED REPORT

Purpose

An SMP is a tool that can assist councils and other catchment management authorities to recognise the impacts activities may have for stormwater management within their boundaries, develop best practice management strategies and programs to manage or mitigate those impacts, prioritise same and source external funding.

Further to Council resolution 2014/389 on 8 September 2014 and subsequent amendments requested by the SMA and NRM, Council endorsement of the final SMP is sought. Submission to NRM for formal recognition and the SMA for approval can then occur.

Background/History

An earlier draft SMP was prepared for Two Wells in 2007 (pre-Version 1), prior to the Local Government (Stormwater Management) Amendment Act (the Act) (Attachment 1) coming into force. The Act requires stormwater management plans to be done in accordance with the Stormwater Management Authority (SMA) and their guidelines. These changes combined with Two Wells being identified as a growth area in the 30 Year Plan for Greater Adelaide in 2010, required further amendment to the SMP.

In April 2013, Council engaged Australian Water Environments (AWE) to review the draft SMP for Two Wells so that it was compliant with SMA’s Stormwater Management Planning Guidelines (Version 1). AWE updated the SMP further and a consultation version of the draft SMP was presented to Council for endorsement in December 2013 (Version 2).

Council administration undertook a concurrent agency and public consultation on the draft SMP in early 2014. Feedback on the draft SMP was sought from:

- SMA
- AMLR NRM Board
- Department of Environment, Water and Natural Resources
- Environment Protection Authority of South Australia (EPA)
- Gawler River Floodplain Management Authority (GRFMA)
- Light Regional Council
- Wakefield Regional Council
- Town of Gawler
- City of Playford.
Five submissions were received, from the EPA, GRFMA, SMA and two community members. SMA highlighted a number of further issues that were required to be addressed for the plan to be compliant with the SMA’s guidelines.

The SMA required the following:

- More detailed description of the catchment area
- More detail of existing stormwater assets (pipe network, sizes and pump capacities)
- Inclusion of flood hazard mapping
- Ground truthing of the modelling proposed
- Damage assessments to economically justify the works
- Maps to show the increase in flood levels due to all levees/floodplain filling
- List of benefits from the proposed mitigation works
- More specific goals in terms of planning outcomes
- Clearer links between the SMP objectives, opportunities and proposed works
- Proposals to ensure that runoff volumes and rates from new development is reduced
- Further information on treatment measures proposed for each catchment
- More direction on floor levels in flood prone allotments
- Further information on evacuation plans and trafficable evacuation routes
- Identification of allotment scale planning policies to manage flood risk
- Identification of projects eligible for SMA funding
- Review of budget estimates for works based on amendments to the draft SMP.

By August 2014, AWE had addressed these issues, including those of the SMA. In September 2014, Version 3 of the SMP was endorsed by Council and subsequently lodged with AMLR NRM Board and GRFMA for information, and the SMA for review and approval for gazettal.

Discussion

From late 2014 and throughout 2015, liaison with the SMA revealed that further amendments were required for the SMP to be approved. AWE completed this work for Council, to SMA’s satisfaction (Version 4).

On presentation to the AMLR NRM Board in 2016, environmental values and promotion of reuse, water quality management and water treatment were requested to be included. This was completed to AMLR NRM Board’s satisfaction in late 2016 (Version 5).

However on final checking, formatting, name change and typographical changes were required, which have now been completed (Version 6) (Attachment 2). No substantive
changes have been made to the recommendations or proposed works in the final SMP (Version 6) from Version 3, so there is no requirement to repeat the public consultation process. However, it is pertinent to bring this final version back to Council for endorsement.

The changes have all been around making it clearer that Council has a limited budget and many of the works are long term initiatives that will not be implemented in the short term. Estimates of flood damages, 2015 flood mapping and reference to Section 21 of the Act on how to access and maintain proposed levee banks, existing watercourses, etc. under private ownership; have also been included. As long as an approved and gazetted SMP is in place, this Act (Attachment 1) supersedes legal advice from 2005 provided to Council and early 2007 to the GRFMA ie Council powers and controls over rivers and creeks on private land.

Flooding levels from Salt Creek to several Hayman Road properties south-east of the creek will not be exacerbated by the proposed southern flood protection levee. Levee heights to provide protection from 1 in 200 ARI flooding, in addition to 1 in 100 have also been included.

In accordance with the SMA’s guidelines, the final SMP includes a set of key actions that are required for improved stormwater management in Two Wells, as follows:

- Flood preparedness program including community education and awareness raising
- Temby Road Swale Diversion System – Liberty (by the developer)
- Raised land for flood protection north of Gawler Road - Eden (completed by developer)
- Southern levee adjacent Salt Creek to protect the existing township (by Council)
- Existing township stormwater drainage issues (some already addressed by Council)
- Review of planning controls in Development Plan to manage infill development and incorporate water reuse and water treatment management objectives (Council)
- Water treatment in wetlands for selected catchments in the 30 Year Growth Area
- Water treatment and water reuse utilising Managed Aquifer Recharge in selected catchment in the 30 Year Growth Area
- Promote the installation and effective use of rainwater tanks as secondary water supply at the allotment level.

Once endorsed by Council, the SMP can be lodged simultaneously with the AMLR NRM Board for formal recognition, and the SMA for review and approval for gazettal. This simultaneous process will assist with a smoother final approval by the SMA (and AMLR NRM Board), with the aim to receiving gazettal by mid 2017.

The final SMP has been prepared in accordance with SMA guidelines. Compliance with the Act and gazettal is necessary when seeking funding opportunities from the SMA and AMLR NRM Board to implement the plan.
Conclusion

While Council endorsed the 2014 version (Version 3), further amendments requested by the SMA and AMLR NRM Board on separate occasions have been made from 2015 - 2017. The final SMP (Version 6) can now be endorsed by Council, without the need to undergo public consultation again. It should be lodged with the AMLR NRM Board for formal recognition, and the SMA for review and approval for gazettal, as soon as possible.

Compliance with the Act is required in order to seek funding from the SMA and the AMLR NRM Board. This external funding will be required to help supplement various components of the SMP, to be funded by Council.

References

Legislation

The Local Government (Stormwater Management) Amendment Act 2007 provides statutory powers to the SMA to apply funding out of the stormwater management fund.

The Local Government Act 1999 requires Council to form long term strategic and asset management plans.

Council Policies

Consultation on the draft SMP was previously undertaken in accordance with Council’s Community Consultation Policy in 2014.

The recommendations of the SMP will need to be incorporated into Council’s Asset Management Plans.
Attachment 1

to report 12.3.2 – Two Wells Stormwater Management Plan – Final version report

Dated 18 April 2017

Local Government (Stormwater Management) Amendment Act 2007
South Australia

Local Government (Stormwater Management) Amendment Act 2007

An Act to amend the Local Government Act 1999; and to make related amendments to the Natural Resources Management Act 2004.

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5 Amendment of section 128—Certain uses of water authorised
6 Amendment of section 146—Licences
7 Amendment of section 223—Evidentiary

The Parliament of South Australia enacts as follows:

**Part 1—Preliminary**

1—Short title

This Act may be cited as the *Local Government (Stormwater Management) Amendment Act 2007*.

2—Commencement

This Act will come into operation on a day to be fixed by proclamation.

3—Amendment provisions

In this Act, a provision under a heading referring to the amendment of a specified Act amends the Act so specified.
Part 2—Amendment of *Local Government Act 1999*

4—Insertion of Schedule 1A

After Schedule 1 insert:

**Schedule 1A—Implementation of Stormwater Management Agreement**

**Division 1—Preliminary**

1—**Interpretation**

(1) In this Schedule—

*approved stormwater management plan* means a stormwater management plan that has been approved by the Authority in accordance with clause 15;

*Authority* means the Stormwater Management Authority established under clause 4;

*Fund* means the Stormwater Management Fund established under Division 5;

*infrastructure* includes associated devices and works;

*Metropolitan Adelaide* has the same meaning as in the *Development Act 1993*;

*metropolitan council* means a council whose area is wholly or partly within Metropolitan Adelaide;

*public authority* means—

(a) a Minister; or

(b) an agency or instrumentality of the Crown; or

(c) a council or council subsidiary;

*regional NRM board* means a regional NRM board within the meaning of the *Natural Resources Management Act 2004*;

*Stormwater Management Agreement* means the Agreement on Stormwater Management entered into by the State of South Australia and the LGA on 14 March 2006 and applying throughout the State;

*stormwater management plan*—see Division 3.

(2) A reference to the *Minister* in a provision of this Schedule is a reference to—

(a) if the Governor has, by notice in the Gazette, assigned the functions of the Minister for the purposes of that provision to a Minister specified in the notice—the Minister so specified; or
(b) in any other case—the Minister responsible for the administration of this Act.

2—Approval of Stormwater Management Agreement and statement of objects

(1) The Stormwater Management Agreement is approved.

(2) The objects of this Schedule are as follows:

(a) to ensure the proper operation of the Stormwater Management Agreement—

   (i) by the creation of the Stormwater Management Authority referred to in the Agreement; and

   (ii) by putting in place administrative and funding arrangements, and conferring powers, necessary for the proper discharge of State and local government responsibilities relating to stormwater management as stated in the Agreement;

(b) to ensure that environmental objectives and issues of sustainability are given due consideration in the discharge of State and local government responsibilities relating to stormwater management as stated in the Agreement.

3—Interaction with other Acts

This Schedule is in addition to and does not limit or derogate from the provisions of any other Act.

Division 2—Stormwater Management Authority

4—Establishment of Stormwater Management Authority

(1) The Stormwater Management Authority is established.

(2) The Authority—

   (a) is a body corporate with perpetual succession and a common seal; and

   (b) is capable in its corporate name of acquiring, holding, dealing with and disposing of real and personal property; and

   (c) is capable of acquiring or incurring any other rights or liabilities and of suing and being sued in its corporate name.

(3) The Authority may borrow money or accept other forms of financial accommodation but only in accordance with the written approval of the Treasurer.
5—Functions of Authority

The Authority has the following functions:

(a) to liaise with relevant public authorities with a view to ensuring the proper functioning of the State's stormwater management system;

(b) to facilitate and co-ordinate stormwater management planning by councils;

(c) to formulate policies and provide information to councils in relation to stormwater management planning (including policies and information promoting the use of stormwater to further environmental objectives and address issues of sustainability including the use of stormwater for human consumption, for the maintenance of biodiversity and other appropriate purposes);

(d) to facilitate programs by councils promoting the use of stormwater to further environmental objectives and address issues of sustainability including the use of stormwater for human consumption, for the maintenance of biodiversity and other appropriate purposes;

(e) to undertake functions in accordance with Division 3 in relation to stormwater management plans;

(f) to administer the Fund in accordance with Division 5;

(g) to ensure that relevant public authorities co-operate in an appropriate fashion in relation to stormwater management planning and the construction and maintenance of stormwater management works;

(h) to undertake stormwater management works in circumstances provided for by this Schedule;

(i) to provide advice to the Minister in relation to the State's stormwater management system.

6—Board of Authority

(1) The board of the Authority will consist of 7 members appointed by the Governor of whom—

(a) 1 is to be a representative of a northern metropolitan council appointed on the nomination of the LGA; and

(b) 1 is to be a representative of a southern metropolitan council appointed on the nomination of the LGA; and

(c) 1 is to be a representative of a council other than a metropolitan council appointed on the nomination of the LGA; and

(d) 3 are to be members appointed on the nomination of the Minister; and
Part 2—Amendment of Local Government Act 1999

(e) 1 is to be appointed from a panel of 3 persons nominated by the LGA (and this member is to be appointed as the presiding member of the board).

(2) A person nominated under subclause (1)(a), (b), (c) or (d) must have appropriate qualifications or experience in public administration, water resources, stormwater management, environmental management or infrastructure development.

(3) At least 1 member of the board must be a woman and at least 1 member must be a man.

(4) The Minister may grant a member of the board leave of absence from the board and appoint a suitable person to act as a member of the board during that period of absence (provided that if the member being granted leave was appointed on the nomination of the LGA, the person appointed to act as a member in his or her absence must also be appointed on the nomination of the LGA).

(5) In this clause—

northern metropolitan council means a metropolitan council whose area is wholly or partly north of the River Torrens;

southern metropolitan council means a metropolitan council whose area is wholly or partly south of the River Torrens.

7—Terms and conditions of office

(1) A member of the board will be appointed on conditions determined by the Governor for a term, not exceeding 3 years, specified in the instrument of appointment and, at the expiration of a term of appointment, is eligible for reappointment.

(2) The Governor may remove a member of the board from office—

(a) for breach of, or non-compliance with, a condition of appointment; or

(b) for misconduct; or

(c) for failure or incapacity to carry out official duties satisfactorily.

(3) The office of a member of the board becomes vacant if the member—

(a) dies; or

(b) completes a term of office and is not reappointed; or

(c) resigns by written notice to the Minister; or

(d) is removed from office under subclause (2).
8—Remuneration

A member of the board (other than a member who has been appointed as an officer or employee of a public authority) is entitled to remuneration, allowances and expenses determined by the Minister.

9—Validity of acts

An act or proceeding of the board is not invalid by reason only of a vacancy in its membership or a defect in the election or appointment of a member.

10—Proceedings of board

(1) A quorum of the board consists of 5 members.

(2) The member appointed as the presiding member of the board will preside at meetings of the board or, in the absence of that member, a member chosen by those present will preside.

(3) A decision carried by a majority of the votes cast by the members present at a meeting of the board is a decision of the board, provided that at least 4 of the members present vote in favour of the decision.

(4) Each member present at a meeting of the board has 1 vote on any question arising for decision.

(5) A conference by telephone or other electronic means between the members of the board will, for the purposes of this clause, be taken to be a meeting of the board at which the participating members are present if—

(a) notice of the conference is given to all members in the manner determined by the board for the purpose; and

(b) each participating member is capable of communicating with every other participating member during the conference.

(6) A proposed resolution of the board becomes a valid decision of the board despite the fact that it is not voted on at a meeting of the board if—

(a) notice of the proposed resolution is given to all members of the board in accordance with procedures determined by the board; and

(b) a majority of the members express concurrence in the proposed resolution by letter, facsimile transmission, email or other written communication setting out the terms of the resolution.

(7) The board must have accurate minutes kept of its meetings.

(8) Subject to this Schedule, the board may determine its own procedures.
11—Delegation

(1) The Authority may delegate a function or power—
   (a) to a specified person, committee or other body; or
   (b) to a person occupying a specified office or position.

(2) However, the Authority may not delegate—
   (a) power to issue an order under clause 16; or
   (b) power to make a recommendation to the Minister under clause 23.

(3) A delegation—
   (a) may be made subject to conditions and limitations specified in the instrument of delegation; and
   (b) if the instrument of delegation so provides, may be further delegated by the delegate; and
   (c) is revocable at will and does not prevent the Authority from acting in a matter.

12—Use of facilities

The Authority may, by arrangement with the relevant body, make use of the services of the staff, equipment or facilities of—

(a) an administrative unit in the Public Service; or
(b) an agency or instrumentality of the Crown; or
(c) a council; or
(d) the LGA.

Division 3—Stormwater Management Plans

13—Preparation of stormwater management plans by councils

(1) The Authority must issue guidelines for the preparation of stormwater management plans by councils.

(2) The guidelines—
   (a) must set out objectives to be reflected in stormwater management plans; and
   (b) must set out appropriate public consultation processes to be followed by councils in the preparation of stormwater management plans; and
   (c) must be approved by the Natural Resources Management Council established under the Natural Resources Management Act 2004; and
   (d) once approved, must be published in the Gazette.
(3) The objectives set out in the guidelines must—
   (a) be consistent with the objectives of the Stormwater Management Agreement; and
   (b) include—
       (i) environmental objectives; and
       (ii) objectives addressing issues of sustainability,
   that are consistent with the objects of the Environment Protection Act 1993, the Natural Resources Management Act 2004 and other relevant legislation aimed at protection or enhancement of the environment, the maintenance of biodiversity and the sustainable management of natural resources.

(4) A stormwater management plan prepared by a council or group of councils must—
   (a) comply with the guidelines issued by the Authority; and
   (b) be prepared in consultation with the relevant regional NRM board or boards; and
   (c) be prepared in accordance with any other procedures or requirements prescribed by the regulations.

(5) A regional NRM board must consider any stormwater management plan prepared by a council or group of councils in respect of an area that falls within the region of the board and must, by notice in writing given as expeditiously as practicable, advise the Authority whether, in the opinion of the board, the stormwater management plan contains appropriate provisions.

14—Authority may require preparation of stormwater management plan

(1) The Authority may, of its own motion or at the request of a regional NRM board, by notice in the Gazette require a specified council, or specified councils, to prepare a stormwater management plan.

(2) A notice under subclause (1) must specify—
   (a) the areas in respect of which the stormwater management plan is to be prepared (whether described as hydrological catchment areas, towns, regions or otherwise); and
   (b) the time within which the plan is to be prepared.

(3) A notice under subclause (1) may be varied or revoked by the Authority by subsequent notice in the Gazette.

(4) A stormwater management plan required to be prepared by a council or councils in accordance with this clause is only taken to have been so prepared when approved by the Authority in accordance with clause 15.
15—Approval of stormwater management plans

(1) The Authority may approve a stormwater management plan prepared by a council or councils.

(2) However, the Authority must not approve a stormwater management plan unless it has received advice in respect of the plan from the relevant regional NRM board or boards in accordance with clause 13(5).

(3) The Authority must publish notice in the Gazette of the approval of a stormwater management plan.

Division 4—Orders

16—Authority may issue order

(1) If—

(a) a council fails to comply with a notice under clause 14(1); or

(b) a council fails to comply with an approved stormwater management plan prepared by the council (or prepared by the council and another council or other councils); or

(c) the Authority is satisfied that action by a council is necessary to provide for the management of stormwater by the provision of infrastructure or the performance of any work or to preserve and maintain the proper functioning of any stormwater infrastructure that the council has the care, control and management of,

the Authority may serve on the council an order under this clause.

(2) The Authority must not serve an order on a council under subclause (1)(c) unless the Authority has (not less than 5 days before serving the order) given the council written notice of its intention to serve the order.

(3) An order issued by the Authority—

(a) must be in the form of a written notice; and

(b) must specify the council to whom it is issued; and

(c) must—

(i) in the case of an order issued under subclause (1)(a)—specify the notice and set out the particulars of the alleged failure; or

(ii) in the case of an order issued under subclause (1)(b)—specify the plan and set out particulars of the alleged failure; or

(iii) in the case of an order issued under subclause (1)(c)—specify the action that, in the opinion of the Authority, should be undertaken by the council; and
(d) may impose any requirement reasonably required for the purpose for which the order is issued.

(4) If a council to whom an order is issued fails to comply with the order, the Authority may—

(a) take any action required by the order; and

(b) apply monies from the Fund to cover the costs and expenses incurred by the Authority in taking the action or recover such costs and expenses (or any portion of them) from the council as a debt, as the Authority thinks fit.

(5) However, the Authority must, before taking any action under subclause (4), give the council a reasonable opportunity to make submissions to the Authority in relation to the matter.

(6) If costs and expenses are to be recovered from a council as a debt, the Authority and the council may enter into an agreement for the debt to be repaid over a period of time, subject to the payment by the council of interest on the debt (at a rate agreed by the Authority and the council).

**Division 5—Stormwater Management Fund**

**17—Establishment of Stormwater Management Fund**

(1) The Stormwater Management Fund is established.

(2) The Fund must be kept as directed or approved by the Treasurer.

(3) The Fund is to consist of the following money:

(a) any money appropriated by Parliament for the purposes of the Fund;

(b) any money contributed to the Fund by regional NRM boards;

(c) any money received from the Local Government Disaster Fund;

(d) any money paid into the Fund at the direction or with the approval of the Minister or the Treasurer;

(e) any money received by way of grant, gift or bequest or any other contribution for the purposes of the Fund;

(f) any income from investment of money belonging to the Fund;

(g) any money paid into the Fund under any other Act.

(4) The Authority may, with the approval of the Treasurer, invest any of the money belonging to the Fund that is not immediately required for the purposes of the Fund in such manner as is approved by the Treasurer.
18—Payments out of Fund

(1) The Authority may apply any part of the Fund (without further appropriation than this subclause) for any of the following purposes:

(a) the preparation of stormwater management plans;
(b) the carrying out of works or the acquisition of land (including by a council or some other entity) in accordance with an approved stormwater management plan or otherwise for the purpose of stormwater management;
(c) community education and awareness programmes related to stormwater management;
(d) projects or measures relating to water quality or pollution abatement;
(e) investigations, research, pilot programmes or other projects relating to stormwater management;
(f) payment of the operational costs or expenses of the Authority;
(g) the making of any payment required or authorised by or under this Schedule or any other Act or law.

(2) If the Authority is satisfied that a council has failed to comply with an order under clause 16, the Authority may refuse to make, or may cancel or suspend, a payment that would otherwise have been made to the council from the Fund in respect of the matter to which the order relates.

19—Accounts and audit

(1) The Authority must cause proper accounts to be kept of money paid to and from the Fund.

(2) The Auditor-General may, at any time, and must at least once in each year, audit the accounts of the Fund.

20—Annual reports

(1) The Authority must, within 3 months after the end of each financial year deliver to the Minister and to the President of the LGA a report on the operation of the Fund during that financial year.

(2) The report must include an assessment by the Authority of the adequacy of the Fund to meet claims on the Fund under this Schedule and the Stormwater Management Agreement.

(3) The Minister must cause a copy of the report to be laid before each House of Parliament within 12 sitting days after his or her receipt of the report.

(4) A report required under this clause may be incorporated into the annual report of the Authority required under section 33 of the Public Corporations Act 1993.
Division 6—Miscellaneous

21—Special powers in relation to land

(1) Without limiting any other provision of this Act, the Authority may, for the purpose of taking action required by an order in accordance with clause 16 and a council may, for the purpose of taking action consistent with the provisions of an approved stormwater management plan or required by an order under clause 16—

(a) enter and occupy any land; and
(b) construct, maintain or remove any infrastructure; and
(c) excavate any land; and
(d) inspect, examine or survey any land and for that purpose—
   (i) fix posts, stakes or other markers on the land; and
   (ii) dig trenches or sink test holes in the land to determine the nature of the top soil and underlying strata; and
   (iii) remove samples for analysis; and
(e) alter water table levels, stop or reduce the flow of water in a watercourse, divert water flowing in a watercourse to another watercourse or to a lake or control the flow of water in any other manner; and
(f) hold water in a watercourse or lake or by any other means; and
(g) divert water to an underground aquifer, dispose of water to a lake, underground aquifer or the sea, or deal with water in any other manner; and
(h) deepen, widen or change the course of a watercourse, deepen or widen a lake or take action to remove any obstruction to the flow of water; and
(i) undertake any other form of work (including work undertaken for the purposes of stormwater management or flood mitigation); and
(j) undertake any testing, monitoring or evaluation; and
(k) undertake any other activity of a prescribed kind.

(2) A council or the Authority must not exercise a power under subclause (1)(b), (c), (h) or (i) in relation to private land with the intention that any infrastructure will be permanent unless—

(a) it is intended that the owner of the private land will undertake the care, control or management of any relevant infrastructure and the council or the Authority (as the case may be) is acting with the agreement of the owner; or
(b) the council or the Authority (as the case may be) has first acquired an easement or other appropriate interest over the relevant land by agreement with the owner or in accordance with the Land Acquisition Act 1969 and any other applicable laws.

(3) Subclause (2) does not limit or affect the ability of a council or the Authority to acquire land by agreement for the purpose of constructing any infrastructure or performing any work.

(4) In this clause—

Lake and watercourse have the same meaning as in section 31 of the Natural Resources Management Act 2004.

22—Entry and occupation of land other than council land

(1) This clause does not apply to or in relation to land the use, or the care, control and management, of which is vested in a council.

(2) The Authority or a council must give reasonable notice of an intention to enter, or to enter and occupy, land in accordance with clause 21 to the occupier of the land.

(3) The period of the notice must be at least 2 business days except—

(a) where the occupier has given his or her consent; or

(b) in an emergency, in which case the Authority or council must give such notice (if any) as it considers is reasonable in the circumstances.

(4) If the Authority or a council enters or occupies land to which this clause applies, the Authority or council (as the case may be)—

(a) must cause as little harm and inconvenience as practicable; and

(b) must not occupy the land for any longer than is reasonably necessary; and

(c) must leave the land as nearly as possible in the condition in which it found the land; and

(d) must co-operate as far as practicable with any owner or occupier of the land.

23—Vesting of infrastructure etc

(1) Subject to this clause, the Minister may, by notice in the Gazette made on the recommendation of the Authority, vest in a public authority the care, control and management of any stormwater infrastructure.
(2) Subject to this clause, the Minister may, by notice in the Gazette made on the recommendation of the Authority, vest in a public authority the care, control and management of any public land that is specified in an approved stormwater management plan as being land that should be under the care, control and management of the public authority.

(3) The Minister must, before publishing a notice vesting the care, control and management of infrastructure or land in a public authority under subclause (1) or (2), give the public authority a reasonable opportunity to make submissions to the Minister in relation to the proposed notice.

(4) If the care, control and management of infrastructure or land is vested in a public authority under subclause (1) or (2), the public authority is responsible for the maintenance and repair of the infrastructure or the maintenance of the land.

(5) A public authority is not liable to pay compensation to another public authority in respect of a notice under this clause.

(6) Subject to this clause, the Minister may, by subsequent notice made on the recommendation of the Authority, vary or revoke a notice under this clause.

(7) In this clause—

public land means land vested in, or under the care control and management of, a public authority.

24—Immunity from liability

(1) No civil liability attaches to a member of the Authority or an officer or employee of a council for an act or omission in the exercise or performance, or purported exercise or performance, of powers or functions under this Schedule.

(2) An action that would, but for subclause (1), lie against a person lies instead against—

(a) in the case of a member of the Authority—the Authority; or

(b) in the case of an officer or employee of a council—the council.

(3) This clause does not prejudice rights of action of the Crown, the Authority or a council in respect of an act or omission not in good faith.

(4) No liability attaches to the Crown, the Authority or a council in respect of the preparation or approval of a stormwater management plan in accordance with this Schedule.
25—Assessment of reasonable costs and expenses

For the purposes of this Schedule, the reasonable costs and expenses that have been or would be incurred by the Authority in taking any action are to be assessed by reference to the reasonable costs and expenses that would have been or would be incurred in having the action taken by independent contractors engaged for that purpose.

26—Evidentiary

(1) In any proceedings, a certificate executed by the Authority or the Minister certifying as to a matter relating to—

(a) an order of the Authority under clause 16; or

(b) a notice under clause 23; or

(c) a delegation or authority under this Schedule, constitutes proof, in the absence of proof to the contrary, of the matters so certified.

(2) In any proceedings against a council for the recovery of reasonable costs and expenses incurred by the Authority under this Schedule, a certificate executed by the Authority detailing the costs and expenses, the purpose for which they were incurred and (if relevant) the proportion payable by the council constitutes proof, in the absence of proof to the contrary, of the matters so certified.

(3) An apparently genuine document purporting to be an authorisation, order or other document, or a copy of an authorisation, order or other document, issued or executed by the Minister, the Treasurer or the Authority under this Schedule will be accepted as such in the absence of proof to the contrary.

27—Regulations

Without limiting section 303, regulations may be made—

(a) empowering the Authority to require the provision of reports, statements, documents or other forms of information for the purposes of carrying out its functions under this Schedule or otherwise in connection with the administration or operation of this Schedule;

(b) requiring the Authority to disclose information or provide records to the Minister or the Treasurer or otherwise providing for Ministerial supervision of the operations of the Authority;

(c) imposing performance obligations on the Authority or requiring the preparation of a charter or performance statements in relation to the operations of the Authority;

(d) setting out the duties and liabilities of the board of the Authority and members of the board of the Authority;
(e) making any provision in relation to the financial arrangements or corporate governance of the Authority;

(f) prescribing penalties (not exceeding a fine of $20 000) for contravention of a regulation made in accordance with this clause.

Schedule 1—Related amendments to \textit{Natural Resources Management Act 2004}

1—Amendment of section 3—Interpretation

(1) Section 3(1)—after the definition of \textit{State NRM Plan} insert:

\begin{quote}
\textit{stormwater infrastructure} means infrastructure established for the purposes of stormwater management;
\end{quote}

(2) Section 3(1), definition of \textit{surface water)—after paragraph (b) insert:

\begin{quote}
(c) water of the kind referred to in paragraph (a) that is contained in any stormwater infrastructure;
\end{quote}

(3) Section 3(1), definition of \textit{surface water prescribed area)—after "section 125" insert:

\begin{quote}
(including, if relevant, any stormwater infrastructure within that area)
\end{quote}

(4) Section 3(1), definition of \textit{to take)—after paragraph (b) insert:

\begin{quote}
(ba) to stop, impede or direct the flow of water in any stormwater infrastructure for the purpose of collecting the water, or to extract any water from stormwater infrastructure;
\end{quote}

2—Amendment of section 89—Amendment of plans without formal procedures

Section 89(1)(b)—after "this Act" insert:

\begin{quote}
, or to give effect to the provisions of a stormwater management plan under Schedule 1A of the \textit{Local Government Act 1999} (including by incorporating the whole or any part of that plan into the plan under this Part)
\end{quote}

3—Amendment of section 124—Right to take water subject to certain requirements

(1) Section 124—after subsection (2) insert:

\begin{quote}
(2a) Subject to this Act, any other Act or law to the contrary, any provision made by the regulations, or the provisions of a stormwater management plan incorporated into a regional NRM plan under section 89(1)(b), a person who has lawful access to any stormwater infrastructure may take water from the infrastructure for any purpose.
\end{quote}

(2) Section 124—after subsection (6) insert:

\begin{quote}
(6a) Subsection (3) does not apply—

(a) to the taking of water from stormwater infrastructure in circumstances prescribed by regulation; or
\end{quote}
(b) to the taking of water from stormwater infrastructure, or a part of stormwater infrastructure, brought within the ambit of this paragraph by regulation.

4—Amendment of section 125—Declaration of prescribed water resources

Section 125—after subsection (4) insert:

(4a) A regulation under subsection (2) or (3) may operate (wholly or in part) by reference to particular stormwater infrastructure (or a part of stormwater infrastructure).

5—Amendment of section 128—Certain uses of water authorised

Section 128(3)—after "surface water prescribed area" insert:

(including as to particular stormwater infrastructure (or a part of stormwater infrastructure) or stormwater infrastructure of a particular class)

6—Amendment of section 146—Licences

Section 146(1)(a)—after "surface water prescribed area" insert:

or the part of the surface water prescribed area

7—Amendment of section 223—Evidentiary

Section 223(2)—after paragraph (c) insert:

(ca) specified infrastructure—

(i) was, or was not, stormwater infrastructure;

(ii) was, or was not, stormwater infrastructure forming part of a surface water prescribed area; or
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1 Introduction

1.1 Background and Purpose

Australian Water Environments (AWE) was engaged by the Adelaide Plains Council (formerly the District Council of Mallala) to prepare an updated Stormwater Management Plan (SMP) for Two Wells so that it is compliant with the requirements of the Stormwater Management Authority (SMA) and the Adelaide and Mount Lofty Ranges Natural Resources Management Board (NRM). Compliance with these bodies is particularly relevant when seeking their funding.

Two Wells is a regional hub located on the Northern Adelaide Plains approximately 38km north of Adelaide. The Light River is situated to the north of Two Wells and the Gawler River is to the south. The location of Two Wells within these river catchments and associated drainage areas (Gawler Basin) is shown in Figure 1-1.

Two Wells and its surrounding area is experiencing substantial development pressure, especially of a residential nature. This trend is likely to continue and it is having ramifications on infrastructure and flooding issues. Two Wells has no formalised minor (underground piped drains) drainage system, with virtually all urban stormwater runoff directed along the roads via kerb and gutter systems. Further expansion of the present rural living areas and associated infill developments within these areas will need to address the constraints imposed by flooding, stormwater management and lack of infrastructure provision.

A Stormwater Management Plan for Two Wells was first prepared in November 2007 but that plan was prepared before the introduction of the SMA’s Stormwater Management Plan Guidelines and as such cannot be considered nor endorsed by the SMA. In addition, there have been changes to regulatory requirements and development planning strategies. These changes have resulted in the need to update the existing SMP to cover the extended area of interest (the 30 Year Growth Area) and to meet the SMA’s guideline requirements.

1.2 Scope of Work

A review of the 2007 SMP identified the following issues that the updated SMP needed to address:

- Provide greater background details on issues and constraints;
- Review existing township modelling and integrate with the 30 Year Growth Area information along with floodplain mapping data recently prepared;
- Develop integrated drainage standard maps for the existing and new areas;
- Identify private and public assets at risk, such as the number of properties and essential services;
- Determine benefits of stormwater strategies to the above risks;
- Determine water quality and potential benefits;
- Determine environmental enhancements as a result of strategies;
- Identify social impacts and benefits;
• Undertake additional water balance modeling to determine technical feasibility of stormwater harvesting, storage and reuse options for both the 30 Year Growth Areas and the existing township;
• Review and possibly revise the costings provided in the 2007 SMP for each strategy;
• Consult with community and stakeholders (e.g. SMA, NRM Board, Council staff and elected members) to seek their concerns about stormwater and their expectations (e.g. prevent flooding, desire to reuse stormwater), and to confirm technical methodologies;
• Identify any new legislation, policies and plans since 2007 that need to be considered, e.g. Adelaide and Mount Lofty Ranges NRM Plan (2008);
• Prepare an implementation table of the actions and responsibilities identified in the Plan (over no more than a 10 year planning horizon);
• Prepare the SMP document.

1.3 Legislative Context

There are several key legislative requirements, policies and plans that the SMP is to have regard to, as listed below. This includes a description of several changes to legislation and policies since the 2007 SMP was prepared.

Legislation -
• Local Government Act 1999 (requires local government to form long term strategic and asset management plans);
• Water Resources Act 1997;
• Development Act 1993 and Development Regulations 2008
  An Act to provide for planning and regulate development in the State; to regulate the use and management of land and buildings, and the design and construction of buildings; to make provision for the maintenance and conservation of land and buildings where appropriate; and for other purposes.
• Northern Adelaide Plains Prescribed Wells Area Water Allocation Plan (WAP) (2000);
• Environment Protection Act (1993);
• Environment Protection (Water Quality) Policy 2003;
• Natural Resources Management Act (2004);
• Environment Protection and Biodiversity Conservation Act (1999);
• Development Act (1993) and the associated Development Plan for the Adelaide Plains Council (consolidated 21 April 2016);
• South Australian Local Government (Stormwater Management) Amendment Act 2007
  An Act to amend the Local Government Act 1999; and to make related amendments to the Natural Resources Management Act 2004. The Act established a statutory authority, the Stormwater Management Authority, to give effect to the Stormwater Management Agreement entered into by the Government of South Australia and the Local Government Association. The Stormwater Management Authority was given power to apply funding out
of the Stormwater Management Fund, which is also established by the Amendment Act for various purposes.

- Crown Land Management Act 2009 and the Crown Land Management Regulations 2010;

- Natural Resources Management (Review) Amendment Act 2010

  *Natural Resources Management (Review) Amendment Act 2010, which will refine, simplify and clarify a number of key sections of the original NRM Act (2004). The changes aim to help the State’s NRM Boards to improve their operations and activities.*

**Policies, Strategies, Guidelines, Plans -**

- Stormwater Management Strategy, Local Government Association of South Australia (June 2003) - Strategy was prepared to provide a constructive means to address the significant challenges and opportunities in relation to stormwater management in metropolitan Adelaide.

- Urban Stormwater Management Policy for South Australia, Local Government Association (June 2003) – Policy to facilitate the delivery of outcomes for stormwater management in Adelaide and regional cities and towns. The Policy applies in all incorporated areas and provides a forward looking, multi-objective management framework for stormwater in the urban setting through local and state government.

- The Adelaide Coastal Waters Study, Final Report, Volume 1 Summary of Study Findings, November 2007


  *The Local Government Authority (LGA) and the Stormwater Management Authority (SMA) aim to achieve more consistent management of stormwater across South Australia, and in the process ensure they address existing problems and capitalise on opportunities for providing a range of benefits through multi-objective planning, including reuse where feasible.*

  *The Stormwater Management Planning Guidelines (2007) provide a consistent framework within which planning and implementation of stormwater management projects and measures are able to occur that provide for community and environmental benefits.*

  *Support funding from the SMA for stormwater works and measures will not be available unless a Stormwater Management Plan for the catchment has been prepared and approved under Stormwater Management Planning Guidelines, including formal endorsement by the relevant Natural Resources Management Board.*

- Adelaide and Mount Lofty Ranges NRM Plan (2008)

  *Two Wells sits within the Adelaide and Mount Lofty Ranges NRM Plan. The Plan provides information on the state of the natural resources of the region and the threats to these resources. It provides a vision and goals for natural resource management and guides action for protecting the resources.*

  *The objectives of Two Wells SMP will have consideration of goals/actions of the NRM Plan.*

- Guidelines for the Implementation of Water Sensitive Urban Design, Department of Planning and Local Government (July 2009)
Water Sensitive Urban Design (WSUD) is an important component of the integrated management of water resources because it incorporates all aspects of water management into the planning and design of urban requirements. This ensures development takes appropriate regard of the total water cycle and can provide a mechanism that allows for the management of water issues associated with urban infrastructure to commence at their source.

The development of stormwater strategies for the Two Wells SMP will seek opportunities for applying WSUD.

- 30-Year Plan for Greater Adelaide (2010)

The Plan is a long-term vision for the future and sets out the land-use policies to manage the growth and change that is forecast to occur in the region, such as housing and the protection of natural resources. The township of Two Wells has been identified as one of the areas that can meet the future housing growth in the State Government’s 30 year Plan for Greater Adelaide.

The SMP will need to understand the implications of growth in Two Wells, such as increased urban development, stormwater runoff and greater demand on stormwater infrastructure.

- Two Wells Township Expansion, Connor Holmes (2011)

Report was prepared to inform the preparation of a future Development Plan Amendment (DPA) for the Two Wells Study Area by recommending planning directions to achieve the objectives set out in the 30 Year Plan for Greater Adelaide.

- Two Wells – Structure Planning and Rezoning Investigations – Hydrology, AWE (2011)

Development of flood and stormwater management associated with potential future housing developments to the northwest and north of Two Wells.

2 Description of the Study Area

2.1 Township and Catchment Description
The township of Two Wells is located approximately 38 km north of Adelaide. Whilst the existing township is relatively small, a substantial expansion of the township is expected over the next 30 years.

2.1.1 Potential for Urban Growth
Two Wells is a regional hub and has been identified as a future urban growth area in the 30-Year Plan for Greater Adelaide. The 30-Year Plan has a large portion of land at Two Wells which is anticipated to be developed within the next 15 years. The location and general layout of the township and proposed 30-Year Growth Areas (as of December 2011) is illustrated in Figure 2-1.

Of particular interest to this SMP are the proposed growth areas north of Gawler Road and south of Temby Road. The area contained within the magenta coloured boundary in Figure 2-4 is the proposed land affected and is under the control of Hickinbotham Group. The Hickinbotham Group is proposing to create a major residential development of approximately 418 hectares.
The location and general layout of the development proposed by the Hickinbotham Group is illustrated in Figure 2-2 below. Whilst also important, the remaining growth areas are designated as being of lesser intensity development (rural living) or industrial and the expectation for these areas is that any stormwater impacts associated with those areas would be managed on site.
2.1.2 Study Area

Selection of Study Area Boundary

Given the nature of future residential development within Two Wells and in consultation with the Adelaide Plains Council (Council), the study boundary was agreed to align with the proposed 30 Year Growth Area boundary (HELP 2010) with the exception of the area to the east of Secomb Road.

The area to the east of Secomb Road (Salt Creek) was not been included in the SMP boundary because it lies within the flood flow path of both the Light and the Gawler Rivers. It is considered unlikely that this flow path can be effectively managed within the timeframe of the SMP. Hence further intensification of residential development in this area with is considered problematic and should not be encouraged.

Whilst the study area boundary follows land use planning rather than topographical features the key existing and future hydrological catchments in the urbanised area in and surrounding Two Wells have been included.

The study area covers 10.4 km² and is shown in Figure 2-3.

Description of Drainage

The general topographical fall of the land of the study area is from the north east to the south west with a general grade of <1%. There is a ridge running through the Two Wells township.

The main river systems which are situated in and/or located near Two Wells are the Gawler River and Salt Creek. Whilst remote from the township, floodwaters from the Light River would also encroach on the township during a large flood event on the Light River.

Runoff created during storm events from areas south and east of the ridge eventually enters Salt Creek. Salt Creek flows through private land and hence Council has no formal management measures in place for this important drainage path. (Note this is not unusual in South Australia and is also that case for the Gawler and Light Rivers and Templers Creek all of which feed floodwaters towards Salt Creek).

The area north and west of the central ridge drains west, towards Port Wakefield Road. There is no formal discharge point for this water; it simply flows into private property.
2.2 Land Use

The general region has been largely cleared with a mix of land uses such as cropping, horticulture and livestock grazing. However there is some scattered remnant vegetation contained within small isolated pockets, road reserves and watercourses, such as Salt Creek. The receiving environment is mainly Salt Creek, which flows to Middle Beach then into Gulf St Vincent.

2.3 Gawler River

The Gawler River is also a physical feature of the region whose characteristics, and propensity for flood, demand closer investigation regarding the effect on hydrology of the Two Wells area. The Gawler River and its floodplain are subject to flooding to various degrees when the Gawler River overflows. Flooding has been recorded many times since settlement, the largest flood being in 1889, which has been estimated to be of similar magnitude to the 1 in 100 Annual Recurrence Interval (ARI) flood. The 1889 flood claimed two lives. Stock and property losses over the years have been considerable. The most recent major flooding occurred in the Two Wells area in 1992 and this also resulted in significant damage to property. There have been other more recent floods that have caused the closure of the Port Wakefield Highway south of Two Wells near Virginia and Buckland Park.

2.4 Climate

The study area has a Mediterranean type climate with dry summers (low rainfall), and rainfall generally occurring in the winter months.

The long term average rainfall information is based on information provided by Bureau of Meteorology (BOM) and is approximately 400 mm/year. The average precipitation and evaporation for each month is shown in Figure 2-4.

![Monthly Rainfall and Evaporation](image)

**FIGURE 2-4 : RAINFALL AND EVAPORATION AT TWO WELLS**
3 Stormwater Management Objectives

3.1 Public Consultation and Engagement

Council recognises the importance of public involvement in planning, which should, in theory, provide several practical advantages. First, where the public is properly informed, opportunities for misconceptions can be minimised and any unfounded negativity within communities can be addressed. Second, where communities become involved in planning, this can foster shared responsibility between the relevant authorities and the public. Finally, by engaging with the planning process, members of the public can play an active role in decision-making. When the voice of the local community is heard and respected, this engenders the very real sense that it can contribute to the success of a programme. Public consultation is therefore an important step in the acceptance and implementation of the Two Wells Stormwater Management Plan.

Earlier consultation

Community consultation was undertaken on behalf of the Hickinbotham Group as part of investigations into the Two Wells township expansion and a future Development Plan Amendment (Conner Holmes, 2011). Although the community was not directly asked to comment on stormwater and flooding issues, the community expressed aspirations for wetlands and open space linkages.

Consultation on the draft SMP

The draft SMP was made available for agency and public comment during February and March 2014. During this time letters were sent by Council to the following agencies to seek feedback on the draft SMP:

- Stormwater Management Authority;
- Environment Protection Authority;
- Department of Environment, Water and Natural Resources;
- Gawler River Floodplain Management Authority;
- City of Playford;
- Town of Gawler; and
- Light Regional Council.

Hard copies of the SMP were made available at the Adelaide Plains Council offices in Mallala and Two Wells, and the Council library in Two Wells. The draft SMP and a Fact Sheet were made available on Council’s website. Advertisements were lodged in the Plains Producer and the Bunyip regional newspapers to advise people of the opportunity to review and comment on the draft SMP, as well as to provide information on historical flood events and on-going stormwater issues in Two Wells.

Feedback was received, such as from the SMA and the EPA, and this has been taken into account when finalising this report.

The final SMP is to be lodged by Council to the NRM Board for review, then lodged with SMA for review and approval for gazettal. Council is then in a position whereby it can approach the SMA and NRM Board for funding to support the implementation of recommendations contained within the SMP.
3.2 Social, Environmental and Economic Benefits of Effective Stormwater Management

Managing urban runoff in a water sensitive manner not only resolves problems associated with stormwater, but it enhances the social and environmental amenity of the urban landscape.

3.2.1 Better Management of Flood Hazard

Effective stormwater management mitigates community distress that is often associated with extreme flood events and creates a sense of security and well being due to improved infrastructure that considers public safety, protecting property and ensuring continuity of community services. Effective and efficient stormwater management and flood mitigation can:

- Help to improve amenity of a township;
- Reduce demands on financial assistance required post flooding;
- Reduce demand on emergency services;
- Help to retain property values; and
- Potentially reduce capital and maintenance costs of drainage infrastructure.

Social impacts of flooding and poor stormwater management are often difficult to quantify in monetary terms. These impacts are related to the physical and mental health of individuals, environmental impacts and disruption to essential community services and operations. They include:

- Loss of life;
- Personal injury and associated losses and expenses;
- Destruction of memorabilia (e.g. family photos);
- Loss of heritage and cultural features;
- Increased medical costs and reduced life expectancy associated with increases in levels of sickness in a community following a disaster;
- Emotional stress and mental illness that can stem from a number of experiences associated with damage to family homes and businesses, including:
  - Replacement of damaged property, particularly if there is no flood insurance or it is insufficient;
  - Living in temporary accommodation;
  - Children attending a different school;
  - Death of pets; and
  - Loss of business goodwill.

In monetary terms poor stormwater management and localised flooding can lead to:

- Damage to buildings and infrastructure;
- Reduced access to properties and services;
- Disruption to traffic flow in, out and around the township; and
- Disruption to businesses.
3.2.2 Enhanced Public Open Space

Stormwater management and stormwater reuse may help to improve the amenity of a locality through the creation of open green spaces and a reduction poorly managed and often odorous low lying stormwater pools.

Given that water plays a significant role in supporting the social fabric of small regional towns such as Two Wells, the potential reuse of stormwater for improved maintenance of parks, ovals and other recreational areas adds value and minimises the need to depend on limited resources such as mains water or groundwater. If planned correctly, areas for stormwater detention may also be used for passive recreational open space and habitat corridors.

3.2.3 Water Quality and Ecological Health

The protection of the region’s natural resources, including the agricultural land and watercourses surrounding Two Wells as well as the estuarine and marine environments further downstream are important for supporting the ongoing social, economic and environmental wellbeing of the Two Wells region.

The primary receiving environment for stormwater flows from the existing township of Two Wells is Salt Creek. Runoff from the study area flows through the highly modified drainage lines of this watercourse to finally enter estuarine and then marine environment at Middle Beach and Gulf St Vincent.

A formal process to determine the ecological values of Salt Creek and its estuary has not been completed. However, despite its currently poor state, it is understood that Council and its community value Salt Creek and wish to see its condition improved.

Stormwater management planning has the potential to improve the condition of receiving environments by increasing public awareness, education, and accountability; and improving compliance with stormwater regulations.

Works to improve stormwater management have the potential to provide benefits to the health of Salt Creek by changing the hydrological regime of and reducing the pollutant loads from urban runoff entering the watercourse. Works associated with regional and local flood management also have the potential to facilitate a change in land use along Salt Creek from private to public.

3.3 Objectives

Objectives for stormwater management have been developed for Two Wells through the consultation process described above and technical assessments.

These objectives are aspirational. Achievement of these objectives will require efforts far exceeding the life (10 years) of this SMP. These objectives have nonetheless guided the development of stormwater management criteria and actions for this SMP to ensure these long term aspiration goals are not impeded by shorter term initiatives.

The objectives include:

- Manage flood waters so as to minimise the risks and potential for damage from flooding;
- Manage the catchment to improve the condition of receiving environments;
- Minimise the impact development has on flooding and water quality within developed areas and on receiving environments;
• Council to lead and advocate the sustainable use of water, and in particular the sustainable management of stormwater infrastructure, including maintenance;
• Desirable planning outcomes associated with new development, open space, recreation and amenity;
• Manage water use to benefit the community; and
• Maximise the opportunity for private and partnership investment in and management of infrastructure and the natural systems.

The following sections describe the stormwater management criteria used to the direct investigations that ultimately inform the SMP.

3.3.1 Local Flooding

The drainage design criteria adopted for this SMP are intended to cater for all design storms, up to and including a 1 in 100 ARI event. The following criteria were adopted:

• All roads are required to be trafficable. (This requires as a minimum 2.5 m wide clear lane width for 1 in 5 ARI, depth no greater than 300mm in 1 in 100 ARI event).

The road was assumed to be trafficable when small conventional vehicles can safely traverse the sections of deepest flowing water. The deepest water is expected to occur in the road side swales. A small vehicle is expected to be able to safely traverse flows that are less than or equal to 0.3 m deep.

The velocity of the flowing water is also important in determining whether the flow can be safely traversed. The combination of depth and velocity (i.e. DxV) reflects the hazard of the flows. To provide safe access for small conventional vehicles the hazard must be low (SCARM, 2000). Low hazard has previously been defined for floodplain mapping projects in South Australia as flows with a depth less than 0.3 m and a velocity less than 0.3 m/s i.e. a maximum DxV of 0.09 m²/s. This value of the DxV relationship is also supported by the data in SCARM (2000) which specifies low hazard flows to have a DxV value of less than or equal to 0.09 m²/s.

• Stormwater flows should be contained in the road reserve.
• Stormwater flows should not inundate and cause damage to areas outside of the road easement. If significant flows leave the road reserve there is potential for damage to private property.
• Formal infrastructure to remain effective.
• Formal infrastructure (i.e. pits, culverts and pipes) should be functional and not cause nuisance (e.g. through up welling).
• Informal infrastructure to remain effective.
• The informal infrastructure should remain effective with only standard maintenance activities.
• New development should not increase peak flow rates above those associated with predevelopment conditions.

3.3.2 Regional Flooding

Ideally properties within the identified township boundary and developed growth areas should be protected from flooding arising from a 1 in 100 ARI event.
The SMP can assist with achieving this by providing guidance to developers on appropriate finished floor levels to prevent flooding as well as identifying flood management strategies that Council should pursue in partnership with other beneficiaries and potential funding partners.

3.3.3 Water Quality
Stormwater runoff from new development should meet state government pollutant removal targets. Where possible runoff from existing development should be managed to improve the condition of downstream receiving environments. The SMP can assist this by:

- Providing guidance to Council on the type and magnitude of works that would be required to achieve pollutant removal targets in existing development areas. This may be helpful targeting funding for these works when the opportunities arise;
- Providing guidance to Council on the type and magnitude of works required to achieve pollutant removal targets for new development;
- Identifying opportunities where water quality improvement works can be incorporated in stormwater network upgrades; and
- Providing information on infrastructure options which integrate stormwater quantity, quality and public amenity (WSUD).

The South Australian Government (Water Sensitive Urban Design, 2013) reduction targets are provided below:

- 80% reduction in Total Suspended Solids;
- 60% reduction in Total Phosphorous; and
- 45% reduction in Total Nitrogen.

3.3.4 Stormwater Harvesting and Reuse
Harvesting of stormwater is desirable to provide water for irrigating public open space, including the proposed recreation facilities within the 30 Year Growth Area. One of the objectives in Council’s Development Plan is to maximise the harvest and use of stormwater. In line with this objective are principles of development control to promote reuse (refer to section 7 of this SMP).

The SMP promotes stormwater harvesting so that as a minimum 75% of water generated by existing and new urban development is captured and reused.

Whilst harvesting of stormwater is to be promoted, any scheme should also have regard to water dependent ecosystems (surface water catchments and groundwater), the economic feasibility of the scheme, the potential to attract funding for capital works and the community’s priorities for investment in stormwater management.

The development of any stormwater harvesting or reuse schemes should have regard to the Water Allocation Plan for the Western Mount Lofty Ranges (Department of Environment, Water and Natural Resources, 2013) and the Water Allocation Plan for the Northern Adelaide Plains Prescribed Wells Area (Northern Adelaide and Barossa Catchment Water Management Board, 2000)

3.3.5 Summary of Primary SMP Objectives and SMP Objective Criteria
The primary SMP objectives and SMP objective criteria are summarised in Table 3-1.
<table>
<thead>
<tr>
<th>Primary SMP Objective</th>
<th>SMP Objective Criteria</th>
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| Manage flood waters.                                           | • Local Flooding:  
  - All roads are required to be trafficable, (2.5 m wide lane width for 1 in 5 ARI, depth no greater than 300mm in 1 in 100 ARI event).  
  - Stormwater flows should be contained in the road reserve.  
  - No increase in peak flows as a result of development.  
  • Regional Flooding:  
  - Existing and new properties to be protected from the 1 in 100 ARI event.                                                                                                                                 |
| Manage the catchment to improve the condition of receiving environments. | • Water Quality:  
  - Achieve the following reductions in pollutant loads from newly developed areas:  
    - 80% reduction in SS  
    - 60% reduction in TP  
    - 45% Reduction in TN  
  - Identify opportunities for works to reduce pollutant loads from existing areas to meet the above criteria.  
  • Biodiversity:  
  - Improve the condition of Salt Creek.  
  - Stormwater harvesting to have regard to water dependent ecosystems downstream, as well as the ongoing wellbeing of the groundwater resources beneath Two Wells. |
| Manage water use to benefit the community.                     | As a minimum 75% of water generated by existing and new urban development is captured and reused.                                                                                                                     |
| Council to lead and advocate the sustainable use of water, and in particular the sustainable management of stormwater infrastructure, including maintenance. | Infrastructure to remain effective.                                                                                                                                                                                    |
| Desirable planning outcomes associated with new development, open space, recreation and amenity. Minimise impact of new development on stormwater and receiving environments. | Provide guidance to developers on appropriate finished floor levels to prevent flooding. Require developers to meet SMP targets for local drainage, water quality and reuse. |
| Maximise opportunity for private and partnership investment in and management of infrastructure and natural systems. | Identify flood management strategies that Council should pursue in partnership with other beneficiaries and potential funding partners.                                                                 |

TABLE 3-1 : SUMMARY OF PRIMARY SMP OBJECTIVES AND SMP OBJECTIVE CRITERIA
4 Assessment of Local and Regional Stormwater

4.1 Introduction

There are no specific existing water quality treatment or stormwater harvesting systems within the Two Wells SMP area and hence this section focuses primarily on flooding issues. Strategies for dealing with stormwater on a holistic basis are outlined in subsequent sections.

This assessment of flooding and drainage deficiencies addresses the risk from flooding from regional flood waters associated with the Light River, Gawler River, and Salt Creek as well as deficiencies in the local drainage systems within Two Wells. The latter assessment is complicated by the expected expansion of Two Wells as identified in the 30 Year Growth Plan for Greater Adelaide.

There is limited information available for the expansion area. High level structure planning has been undertaken that covers the whole area but this only provides generalised information on the nature and from of the proposed stormwater system. Whilst more detail information is available for parts of the expansion area, the areas to which this applies are small and cannot be readily extrapolated across the whole area. The approach applied therefore was to:

- Update the deficiency information for the existing township area in recognition of development that has taken place since the initial modelling work was completed;
- Determine if there are any impacts on the existing infrastructure that might be associated with the expansion area development; and
- Establish performance standards for the expansion area so as to ensure these areas are afforded suitable levels of protection whilst also protecting the integrity of the existing infrastructure where there are any interfaces.

4.2 Existing Township Stormwater Infrastructure

4.2.1 Description of Key Infrastructure

Two Wells has very limited stormwater drainage infrastructure. The main stormwater conveyance device for the town is the roadways themselves.

Kerb and gutter systems are located throughout most parts of the town however these systems are not connected to a stormwater network and appear to purely serve the purpose of acting as a boundary between the road and adjacent property and pedestrian footpaths. The kerbs do however act to contain the stormwater runoff within the roadway to the equivalent level of the kerb system. There are also several areas where there is a direct transition from the road to the verge. The limited stormwater infrastructure components aside from the roads and associated features consist of:

a) Old Port Wakefield Road box culvert system;

b) Tangari Estate (Stage 1) stormwater system;

c) Tangari Estate Stage 2 (Gullaci Development);

d) Donaldson Road Development;

e) Chapman Street spoon drain; and

f) Drew Street intersection pit.
In addition to these systems is Salt Creek. Salt Creek is a natural, highly ephemeral stream that runs along the eastern and southern side of Two Wells. This stream receives some runoff from the township but its primary hydrological function is to transfer flood waters from upstream catchments to the east, past Two Wells, and out to the sea.

**KEY INFRASTRUCTURE ASSETS ARE DESCRIBED BELOW AND SHOWN IN FIGURE 4.1.**

(a) **Old Port Wakefield Road Box Culvert**

A box culvert (900 mm x 450 mm) exists at the intersection of Old Port Wakefield Road and the Two Wells – Gawler Road. Stormwater runoff enters the culvert at the northern side of the intersection on the Two Wells – Gawler Road through a double bay stormwater entry pit. The culvert passes under Old Port Wakefield Road and discharges into an equivalent sized concrete lined open channel that runs along the entire length of Windmill Road.

(b) **Tangari Estate (Stage 1) Stormwater System**

The stormwater management of Tangari Estate was designed to be fairly autonomous from the rest of Two Wells. Roads on the estate had a traditional kerb and gutter system that feeds stormwater into a limited number of double bay stormwater entry pits.

Comparable with stormwater management practices throughout the rest of Two Wells, the roads are used as the principal collection and conveyance device for stormwater runoff with the pits used as part of the stormwater disposal mechanism. Stormwater is discharged into a retention basin on the western side of the development or into an open channel along the eastern side of the development. The retention basin collects stormwater from the houses on the western side of Gameau Road. The water collected in this basin dissipates over time through infiltration into the soil or evaporation. An overflow facility is provided that connects to the retention basin that was recently constructed as part of the Tangari Estate Stage 2 (Gallaci) Development. The houses on the eastern side of Gameau Road discharge their stormwater to the back of block open channel running parallel to the fence line. This open channel eventually feeds into Salt Creek via a small detention basin.

The internal road drainage design meets Council’s design standard whereby 1:100 ARI flows are contained within the road reserve and depth and velocities criteria are also met.

(c) **Tangari Estate Stage 2 (Gallaci Development)**

The Gallaci Development is located immediately east of the railway line and north of Gawler Road. It consists of a 43 residential allotment development. Stormwater drains from the subdivision via a formal pit and pipe system to a detention basin to the far south of the development near Gawler Road. The detention system has a pump out arrangement that discharges to Salt Creek. House site areas are located above the 1 in 100 ARI flood level but the blocks are terraced down towards the railway line to allow flood waters from the Gawler River to push up behind the properties adjacent the railway line.

The internal road drainage design meets Council’s design standard whereby 1:100 ARI flows are contained within the road reserve and depth and velocities criteria are also met.

(d) **Donaldson Road Development**

The Donaldson Road Development is located immediately east of the railway line and south of Gawler Road. It consists of a 60 residential allotment development. Stormwater drains from the subdivision via a formal pit and pipe system to a detention basin towards the southern end of the...
development. The detention system has a pump out arrangement that discharges to Salt Creek via a rising main along Wilson Road. House site areas are located above the 1 in 100 ARI flood level but the internal roads are lower in level and would allow flood waters from the Gawler River to inundate them to a depth of up to 300 mm. A major flow path would also persist along the Donaldson Road alignment adjacent the railway line.

The internal road drainage design meets Council’s design standard whereby 1:100 ARI flows are contained within the road reserve and depth and velocities criteria are also met.

(e) Chapman Street Spoon Drain to Oval

A spoon drain runs across Chapman Street approximately 85 m from the Drew Street intersection. The spoon drain feeds into a covered drain that runs past two properties out to a box culvert drain on Old Port Wakefield Road near the Commercial Hotel. This drain goes under Old Port Wakefield Road to an open drain between the cemetery and football oval grounds where it runs around the oval to the rear of the community centre and towards the Highway where the water sits until it dissipates.

(f) Drew Street Intersection Pit

A pit is located to the west of the intersection of Two Wells – Gawler Road and Drew Street, refer to Figure 4-1. The stormwater collected by this pit feeds into a box culvert system that discharges the water to a parcel of land adjoining the railway line to the east of the intersection.

Recently the road shoulders at this intersection have been sealed, increasing the amount of runoff generated at this location.
Data Source:
Road surveyed by AWE.
Major road of the location plan - Geoscience of Australia Series 3.
Cadastre - District Council of Mallala

Job No. 12197 - 026
131204

Two Wells SMP
Existing Stormwater Infrastructure

Figure 4.1
4.2.2 Existing Township DRAINS Modelling

The DRAINS modelling platform (www.watercom.com.au) was used to undertake the hydrological/hydraulic modelling and analysis of the study area. DRAINS is a windows-based program for designing and analysing urban stormwater drainage systems. DRAINS utilises the time-area hydrological method.

DRAINS uses a visual display to model the components of the system, as such the model can be set out spatially as it would be seen in real life. DRAINS models traditionally consist of nodes and drainage links. The nodes represent infrastructure such as stormwater entry pits, grates and junction boxes. The drainage links represent items such as pipes, channels and overflow paths.

Catchments are used to designate the inflow of water into the nodes. Catchment data required by the model includes percentage pervious and impervious area, times of concentration, lag time and total catchment size.

The ARIs selected for analysis were 1, 2, 5, 10, 20, 50, and 100 years with storm durations ranging between 5 minutes and 6 hours. The modelled ARIs comply with the Guidelines for Stormwater Management (Planning SA, 2001). The intensity and duration of the storms were determined using standard Australian Rainfall & Runoff (Engineers Australia, 2001) methods. Storm Intensity, Frequency and Duration (IFD) calculations were undertaken in AUS-IFD Version 2.0.1 following the methods prescribed in Australian Rainfall & Runoff (Engineers Australia, 2001), and included in the development of the storm models.

For the Two Wells case the main stormwater conveyance devices were the roads themselves. Therefore an analysis of the overland flow paths was undertaken for the township. The road centreline survey and additional data points collected during the survey were used to develop a model of the surfaced road network in the study area. The extra data points were taken at locations where there was deemed to be a notable change in the road morphology, for example where there was a change in road width. Typical cross sections were developed using these extra data points and then applied to the appropriate sections of the hydrologic model. For the purposes of the model, vertical walls were added at the extremes of the cross sections. This is a requirement of the modelling program, and is typical in these applications. As such water is contained in the overflow paths and the model does not indicate lateral flooding outside of the designated cross section. Therefore the model may indicate some deficiencies that may not represent a hazard to the public due to dissipation of flows from the road over open paddocks, for example.

Detailed catchment analysis was undertaken using aerial imagery from Google Earth to determine the percentage of impervious area in the sub catchments. Sub catchments were defined using the topographic and built environment constraints of the town.

4.2.3 Summary of Existing Township Drainage Deficiencies

The model of the existing township was constructed and calibrated using anecdotal evidence gathered from on-ground Council staff. Therefore drainage deficiencies identified by the hydrological model tend to be supported by the anecdotal evidence. A drainage standard map highlighting the identified deficiencies and the hydrological model results is presented in Figure 4-2.

The key criteria used in this map (Figure 4-2) centred around identifying where the road cross section capacity would be exceeded (as the road was the main flow conveyance mechanism) and water could spill into adjoining properties. A second map was subsequently developed to also consider road traffic ability requirements (refer Section 4.2.5 and Figure 4-3).
4.2.4 Council Identified Drainage Problems

Council identified drainage problems are described below.

(a) Old Mallala & Two Wells – Gawler Road Intersection

In the past stormwater runoff from Hart Reserve and Old Mallala Road tends to pond against the western kerb of the road and the adjacent brick fence. The ponded stormwater runoff extends to the crown of Old Mallala Road and the edge of seal on the Two Wells – Gawler Road. Council has undertaken works at this location including the construction of a 300 mm underground drain from this intersection to Old Port Wakefield Road to the west. This site should be monitored to determine if the works undertaken have successfully addressed this issue.

(b) Two Wells – Gawler Road & Drew Street Intersection

Stormwater runoff holds on the road verges with possible intrusion into surrounding dwellings. Recent sealing and grading the road shoulders may have compounded the problem by increasing the impervious surface area and reducing storage capacity.

Council has since undertaken additional works to increase the volume that can be ponded adjacent to the intersection and incorporated a concrete spillway to direct overflow water into the Drew Street drainage system (via a grated inlet pit on the western side of the intersection). Council has also reviewed an option to extend the drain along rail reserve but that was opposed by ARTC. No further works are proposed by Council for this location. Council estimated frequency of the deficiency is 2 year ARI.

(c) Chapman Street Spoon Drain

Stormwater runoff holds in and around the spoon drain on Chapman Street until the capacity of the downstream system allows dissipation. There was evidence of flooding on Chapman Road and Drew Street as a result of a heavy rain event in November 1992, however inundation of private residences has not been recorded in the past. Infill development in the area will result in more capacity pressure on the system. Council estimated the frequency of the deficiency is 2 year ARI.
4.2.5 Hydrological Modelling Results

The earlier floodplain mapping project for the Light River (AWE, 2011) determined that the appropriate level of flood protection is the 1 in 100 ARI and assumed that the Light River and the Gawler River are two independent systems.

That same mapping project (2011) determined the drainage standard as based on the safe depth and safe flow rates for stormwater conveyance along the roadways. Safe depth of 0.3m was selected based on the Hazard Zone definitions of the Gawler River Floodplain Policy Area in the Adelaide Plains Council Development Plan (consolidated 21 April 2016) and supported by the recommended default values for road sections in the DRAINS modelling program. Safe flow rates vary depending on the section under consideration and are controlled by a function of the user defined Safe Depth x Velocity (m2/s). The value of Safe Depth x Velocity selected for the Two Wells analysis was 0.4 m2/s, in line with the default values suggested for use in the modelling package.

Drainage deficiencies were identified by the hydrological modelling where the safe flow and/or the safe depth of stormwater across the overland flow paths (i.e. roads) were exceeded for ARIs of 5 years or less.

The required road drainage (flood protection standard) includes a 2.5m trafficable lane width in the 1 in 5 ARI event, and no more than 300mm depth in the 1 in 100 ARI event. This standard of road drainage is achieved in the newly developed areas. Exceptions are limited to the older areas of Two Wells which are highlighted in this report. It is recommended that Council carries out a series of infrastructure inspections during storm events to identify and verify drainage problems.

A description of each deficiency identified by the modelling process follows.

Old Port Wakefield Road (optwkfld70)

The deficiency occurs at the end of the modelled extent of Old Port Wakefield Road to the south eastern end of the road. A frequency of 1 year ARI was estimated from the model for exceeding both safe depth and safe flow rate. This result was due to the change of gradient and very small slope value at this location, encouraging ponding of upstream flows at this point in the model. It was expected that any flow shown to accumulate at this location in the model would likely in reality drain into Salt Creek, but was prevented from doing so in the model by the boundary conditions. Nevertheless this should be checked in the field during storm events to ensure stormwater is effectively dissipated at this location.

(b) Two Wells – Gawler Road (gawler19)

A deficiency was noted on the Two Wells – Gawler Road west of the intersection with Drew Street. This deficiency was also noted by Council Officers and was used as one of the calibration locations in the development of the model. A frequency of 5 year ARI was estimated for this deficiency from the model for exceeding both safe depth and safe flow rate.

(c) Two Wells – Gawler Road & Old Port Wakefield Road Intersection (gawler43, gawler46)

The hydrological modelling indicated deficiencies at the intersection of the Two Wells – Gawler Road and Old Port Wakefield Road. This area had been identified by Council as a nuisance due to ponding of stormwater at this high traffic intersection. These locations were used as a part of the calibration process. A frequency of 5 year ARI was estimated for this deficiency from the model for exceeding both safe depth and safe flow rate for section gawler43 and for exceeding safe flow for gawler46.
(d) Chapman Street (chapman21)

A drainage deficiency was detected by the hydrological modelling to the north east of the William Street intersection on Chapman Street. The model indicated that water ponds on the verge of the southern side of Chapman Street. A frequency of 5 year ARI was estimated for this deficiency from the model for exceeding both safe depth and safe flow rate.

It should be noted that inherent limitations with the 1 dimensional modelling approach may cause some overestimation of the flooding depth and extent where stormwater network geometry such as the overflow routes in this location occur. However, anecdotal information from Council (section 4.2.4) indicating a deficiency in this area generally supports the modelling outcome.

Site inspections indicated that the deficiencies noted at this location could be the result of the poor condition of the infrastructure. The empty paddock adjacent the drain was densely covered in exotic weeds. If the infrastructure has been infiltrated by the vegetation growth it is possible that the capacity of this system has been reduced from its original design. There may also be sediment build up at the box culvert which may affect drainage performance of the infrastructure.

(e) Old Port Wakefield Road (optwkfld58)

The modelling identified drainage deficiency on Old Port Wakefield Road north west of the Elizabeth Street intersection. The model indicated the ponding of water on the road verges. A frequency of 5 year ARI was estimated for this deficiency from the model for exceeding both safe depth and safe flow rate. This was due to the low gradient of the area around the intersection causing the water to collect. The assumptions required in the development of the model have in this case overemphasized the collection of water at this point.

The model is very sensitive to changes in slope along the overland flow paths and indicates the ponding of water backing up at locations where there is little slope. This is exacerbated by the model boundary conditions which assume that water does not spread out laterally outside of the road cross section. Therefore it is unlikely that there is a drainage deficiency at this location, but the area should be monitored in storm events to check that stormwater is dispersed rather than ponding.

(f) Old Port Wakefield Road (optwkfld64)

A drainage deficiency was identified at the intersection of Old Port Wakefield Road with Brooks Road. The model shows water collecting on the road shoulders. A frequency of 5 year ARI was estimated for this deficiency from the model for exceeding both safe depth and safe flow rate. This result was due to the change of gradient and very small slope value at this location, encouraging ponding of upstream flows at this point in the model. The assumptions required in the development of the model have in this case overemphasized the collection of water at this point.

Similar to the situation described above for the Old Port Wakefield Road north of the Elizabeth Street intersection, the model is very sensitive to changes in slope along the overland flow paths and indicates the ponding of water backing up at locations where there is little slope. This is exacerbated by the model boundary conditions which assume that water does not spread out laterally outside of the road cross section. Therefore it is unlikely that there is a drainage deficiency at this location, but the area should be monitored in storm events to check that stormwater is dispersed rather than ponding.
4.3 Existing Township Infill Development

The effect of infill development on the hydrology of Two Wells was assessed using three infill development scenarios:

- Scenario 1: 5% increase in catchment imperviousness;
- Scenario 2: 10% increase in catchment imperviousness; and
- Scenario 3: 60% maximum catchment imperviousness (the upper limit of surface coverage specified in the Development Plan).

The catchment analysis undertaken in the development of the base model was used as the basis for the scenarios. For Scenarios 1 and 2, the appropriate percentage increase was added to the base model impervious area to a maximum of 100%, except in cases where the sub catchment was already completely impervious. For Scenario 3 all sub catchments were set to have a maximum of 60% imperviousness unless the sub catchment imperviousness exceeded this value in the base model.

The results of these assessments are illustrated in Figure 4-4 below. The statistics in the figure use the term number of occurrences in relation to the number of occurrences of flow paths with a particular ARI drainage standard.

The existing Two Wells township has a significant capacity for infill development. However, a comparison of the drainage standards for safe flow and safe depth conducted for the various infill development scenarios showed a noted impact on the hydrology of the catchment. Figure 4-4 illustrates the shift in the drainage standard of the system with the increase in runoff across the catchment seen in the form of increased peak flows and depths. This was demonstrated by the decreased occurrence of overflow paths with a drainage standard of 20, 50 and 100 year ARIs for the increased development cases, and further reflected in the increase of the number of occurrences in the below 5 year ARI drainage standards.

These findings indicate that for the infill of the town to continue proper procedures and planning need to be in place now to reduce the occurrence of future drainage issues and deficiencies in the stormwater system. This includes ensuring that the provisions in Council’s Development Plan are adhered to, particularly in relation to principles of WSUD, the use and maintenance of rainwater tanks, ensuring land is not over-developed, and looking into ways to ‘green’ the township.
4.4 Stormwater Management within the 30 Year Growth Area

Modelling of the urban growth areas was also undertaken using the modelling software program ‘DRAINS’. This model was firstly used to estimate the predevelopment runoff rates and then the post development no mitigation runoff rates based on assumed development densities (as outlined in Table 6-1).

These results were then used to guide the assessment of areas and volumes of detention required to ensure post development flows did not exceed the predevelopment flow rates over a range of ARI flood events.
4.5 Review of Regional Flooding Issues

Flooding of Two Wells can arise from long duration storm events over many hours in the upper portions of the Gawler and Light River catchments. Flood waters are expected to take up to a day or more to reach Two Wells and the extent of flooding is heavily influenced by the volume of the floodwaters that breach the river banks, many kilometres away from Two Wells.

The flood analysis for Two Wells indicates that the critical maximum flood depths south of Gawler Road are associated with the Gawler River flows whereas north of Gawler Road the Light River tends to be more critical.

Constrictions at the railway line and at Port Wakefield Road influence the flow of floodwaters causing them to push northwards from Salt Creek into the existing township and beyond into the northern industrial area and the area to the north of Two Wells within the nominated 30 Year Growth Area.

A description of the flooding mechanism for each river system follows.

The extent of flooding from either the Light River or the Gawler River for the 1 in 100 ARI flood event is illustrated in Appendix A (in the form of composite flood maps). Composite flood maps are provided which assume that the flood peaks from the Gawler River and Light River will not coincide. There is sufficient historical evidence to support this assumption and furthermore the critical storm durations and travel times are different for the two river systems (AWE 2008, 2011a).

4.5.1 Gawler River

Floodplain mapping of the Gawler River (AWE, 2008) demonstrated that in large flow events major breakouts from the Gawler River near Wingate Road, Hillier can be expected. These flood waters would flow towards Two Wells and into Salt Creek.

Flood events exceeding the 1 in 50 (2%) Annual Exceedance Probability (AEP) event from the Gawler River are expected to flood portions of the residential area of the existing Two Wells township as well as portions of the proposed 30 Year Growth Area.

Flood waters from the Gawler River enter and then flow along Salt Creek until they come to the railway line crossing. This has insufficient capacity to cater for the full flood flow in a 1 in 100 ARI event and flood waters backup and push north and south along the railway line embankment. Overtopping of the railway embankment to the north is to be expected, primarily as a result of the railway line ballast material being displaced by the flood waters and effectively reducing the effective height of the embankment (by as much as 500 mm). This then causes flooding of the township. Flood waters that can pass through the railway line crossing are then likely to be impeded by the Port Wakefield Road crossing because the culverts under the main highway are not of sufficient capacity to convey the floodwaters. This then causes floodwaters to backup and either push south, but mainly northwards and into the existing township, the industrial area north of Two Wells and into the 30 Year Growth Area south of Temby Road. In fact, the highway creates a significant impediment to flow and a substantial flow rate is to be expected to the north (approximately 90 m$^3$s$^{-1}$) at its peak.

The same flooding mechanism is to be expected for the 1 in 50 ARI event but to a lesser extent with overtopping of the railway line less likely but still possible. Flood waters are still expected to push northwards along Port Wakefield Road into the industrial area but are less likely to impact on the 30 Year Growth Area south of Temby Road. The impacts on the existing township are also less severe.
A 1 in 100 ARI flood map for the Gawler River in the vicinity of Two Wells is provided in Appendix A (Figure A1).

4.5.2 Light River

Floodplain mapping has also been completed for the Light Right (AWE, 2011 (a,b)). This mapping indicates that flood events of magnitude greater than the 1 in 20 (5%) AEP event may cause floodwaters to enter the Two Wells residential areas as well as the areas proposed for urban expansion. These flood waters would emanate from a series of breakouts from the Light River near the Mallala to Gawler Road, downstream of the bridge crossing near Redbanks.

The Light River is perched along much of its length across the northern Adelaide Plains and its conveyancing capacity diminishes as the river travels from east to west. As a consequence, by the time the peak flow in the main channel arrives at Port Wakefield Road, a large proportion of flow will have surcharged out of the main channel and spilt out onto the floodplain. These floodwaters flow in a south to south westerly direction away from the main river channel and across the floodplain.

The passage of floodwaters is influenced by the railway line that traverses the Light River floodplain in a north-south orientation. The railway is raised above the surrounding floodplain and it is known from previous flood events that this embankment acts as a significant obstruction to flows. Along several localised drainage paths, floodwaters pond upstream of the railway embankment. At these locations floodwaters either pass through culverts under the railway line or continue southwards towards Two Wells.

Water that passes through the railway line culverts then flows to the south west towards Two Wells. Some of these waters would cross Temby Road and flood portions of the 30 Year Growth Area eventually passing through the industrial area north of Two Wells via the culverts under the Port Wakefield Road. Over topping of Port Wakefield Road is also to be expected at that location.

The water that does not pass through the railway line stays to the east and joins other floodwaters flowing southwards towards Two Wells (but not influenced by the railway line) ending up in Salt Creek. This water would pass through the 30 Year Growth Area north of Sharpe Road and East of the railway line. This water then flows along Salt Creek (via the existing Secomb Road alignment) continuing around to the south of the township where it behaves in similar fashion to floodwaters of the Gawler River with its passage being impeded by both the railway line and Port Wakefield Road crossings.

Over topping of the railway embankment is not expected but overtopping of the Port Wakefield Road is likely. Again flood waters are expected to push northwards along Port Wakefield Road to flood the industrial area to the north of Two Wells. The industrial area is expected to be flooded from both the north (directly from the Light River) and the south (via Light River flows that enter Salt Creek). The 30 Year Growth Area between Temby Road and Two Wells is not expected to be significantly impacted by flood waters from Salt Creek that originate from the Light River.

A set of culverts under the railway line at Sharpe Road allows a small volume of flood water to pass through the railway line at this point causing minor flooding in the 30 Year Growth Area west of the railway line.

A 1 in 100 ARI flood map for the Light River in the vicinity of Two Wells is provided in Appendix A (Figure A2).
4.6 Private and Public Assets at Risk

1 in 50 ARI event from either the Gawler or Light River

There are approximately 135 properties directly affected by a 1 in 50 ARI flood event from either the Light or Gawler River. This figure includes council buildings and infrastructure, such as pump stations and park facilities (eg playgrounds, toilets etc). Approximately 8 km of Council roads could be expected to be impacted including 3 km with kerbing and 1 km of formal footpaths.

The railway bridge crossing at Salt Creek would be impacted by flood waters and unlikely to be able to be used, whilst both the Old and main Port Wakefield Road crossing would be overtopped and both these roads would also be impassable. The Main Port Wakefield Road and railway line both form part of the national transport network. Hence the national transport network’s serviceability requirements are compromised by flooding from the Light River and Gawler River.

1 in 100 ARI event from either the Gawler or Light River

There are approximately 370 properties directly affected by a 1 in 100 ARI flood event from either the Gawler or Light River. This figure includes council buildings and infrastructure, such as pump stations and park facilities (eg playgrounds, toilets etc). Approximately 21 km of council roads could be expected to be impacted including 7.5 km with kerbing and 2.5 km of formal footpaths. The railway bridge and bridge crossings of Old and main Port Wakefield Road would be overtopped and impassable.

4.7 Conjunctive Probability Implications

The design standard for communities and major public infrastructure such as that associated with the railway and Main Port Wakefield Road (both of which form part of the national transport network) is normally a 300mm of free board above the estimated flood level for the 1 in 100 ARI flood event. These key infrastructure and the township of Two Wells are at risk of inundation from a 1 in 50 ARI event from either the Gawler River or Light River. However, given that there is a flooding threat from two separate (and assumed to be independent) rivers the effective standard for these key infrastructure and the community of Two Wells is likely to be closer to 1 in 25 ARI than 1 in 50 ARI because they can be overtopped twice at that frequency, once from each river. The level of protection and standard of service provided is hence very low and in most instances elsewhere would be considered unacceptable.

Whilst a comprehensive conjunctive probability assessment was well beyond the scope of the project budget, it was considered important for the implications of there being two separate flooding mechanisms causing an elevated risk exposure at the 1 in 100 ARI flood level to be considered. This was done by reviewing the flood extents from both rivers at the 1 in 200 ARI flood level. The process involved interpolating between the flood extents of the 1 in 200 ARI flood to estimate the joint probability at the 1 in 100 ARI flood event. An interpolation process was adopted because simply adopting one flood extent or the other at the 1 in 200 ARI level would either over or under estimate the true joint probability. Simply adopting the larger of the two values was also considered to be overly simplistic and conservative. Hence a weighted average of the 1 in 200 ARI flood extents of the two river systems was calculated. The weighting (62% : 38%) was biased towards the higher of the two values.

The resultant weighted composite map is presented in Appendix A (Figure A3), along with the individual maps for flooding from the Gawler River and the Light River (Figures A1 and A2).
5 Local and Regional Stormwater Management Strategies

This SMP has been developed utilising a combination of new investigations and a compilation of existing data from previous reports and investigations.

Local flooding issues within the existing township were investigated in detail in the original SMP. Some works but not all have been undertaken since that plan was developed. Hence this updated SMP carries forward the original recommendations where the works have yet to be undertaken and acknowledges areas where works have been completed.

Furthermore, since that initial SMP work there have been a number of significant developments approved. The drainage designs associated with these have been reviewed as part of this more recent SMP and where appropriate this information has been included.

The Gawler River Floodplain Management Authority and Adelaide Plains Council have also undertaken major flood investigations for the Gawler River and Light River since the original SMP. These regional flood studies assessed a wide range of potential flood mitigation measures for Two Wells.

Those measures recommended in their previous reports as having highest priority for implementation at Two Wells have been carried forward into this updated SMP. An outline of these measures follows.

5.1 Regional Flood Management

5.1.1 Introduction

Council’s Development Plan (updated in April 2106) includes principles of development control in relation to flood protection, such as:

Principle 5: Development should not be undertaken in areas liable to inundation by tidal, drainage or flood waters unless the development can achieve all of the following:

(a) it is developed with a public stormwater system capable of catering for a 1-in-100 year average return interval flood event

(b) buildings are designed and constructed to prevent the entry of floodwaters in a 1-in-100 year average return interval flood event.

A number of alternative flood mitigation measures were investigated and documented in AWE 2011 (c). Those investigations identified three primary strategies that collectively would provide protection from flooding for the existing township as well as for the 30 Year Growth Area. These are:

- A flood protection levee around the east and south of Two Wells to protect the town from flood flows approaching the township along Salt Creek from either the Gawler River or Light River;
- The construction of a diversion channel north of Two Wells to protect the town (and growth area) from flood flows from the Light River approaching the township from the north; and
• The implementation of non-structural measures such as flood warning, flood preparedness and planning controls.

Of these measures the non-structural ones are considered to have highest priority and should be implemented as soon as practicable. Whilst not preventing flooding, they provide effective mechanisms to ensure the consequences from flooding do not worsen and also provide existing landholders with the capacity to minimise the impacts to them in the event of a flood. They are also relatively inexpensive and are likely to have the highest benefit cost ratio of all measures assessed.

A description of the preferred strategy elements is provided in the sections that follow.

5.1.2 Regional Flood Management Recommendations

The regional flood management recommendations have been assigned a reference name (RFM#) to assist with identifying references to the actions in the following sections of the report.

5.1.2.1 RFM1: Flood Protection Levee East and South of Two Wells

The construction of a flood protection levee around the eastern and southern extent of Two Wells would prevent floodwaters passing through the urbanised areas of Two Wells Township. The levee would prevent flows from the design flood event passing through the railway culvert adjacent to Gawler Road and similarly would eliminate floodwaters that would otherwise move north along Port Wakefield Road.

The function of the levee is to provide flood protection for the township and existing flood prone areas situated to the north of Two Wells. The levee is not intended to protect new (yet to be approved) development as protection for new development should be established by setting minimum finished floor levels above the 1 in 100 ARI flood level (without the levee).

**Alternative Strategies to Levees Considered**

Alternative flood mitigation options for protection of the Two Wells township have been considered during the preparation of this SMP. Most recently the GRFMA have reviewed options to construct a new larger flood control dam upstream of Gawler, or to enlarge the existing Bruce Eastick North Para Flood Control Dam. Enlarging the existing dam was the preferred alternative of these two options. However, both options were found to be very expensive and to have long time frames for implementation.

Furthermore, at present there are no regional proposals to address flooding of the Light River other that flood preparedness measures. Hence the levee system proposed for Two Wells was considered to be the most cost effective structural solution for the prevention of damage in the existing township of Two Wells. It is the only measure within the Adelaide Plains Council area considered capable of addressing flooding from both the Light and Gawler Rivers.

**The Limitations of Levees as a Flood Management Approach**

It is important to recognise that flood mitigation approaches that rely on levees are sub-optimal. Levees require ongoing, regular maintenance and their integrity can be threatened if maintenance activities are compromised. Furthermore, they can actually exacerbate flooding once overtopped if allowance and management strategies are not in place to deal with this outcome. It is important to recognise that levees, as with any other structure mitigation strategy, are designed for a specific level of service. When this design standard is exceeded the protection measure will fail and hence strategies must be developed that consider the implications of such a situation.
A further drawback with a levee system as opposed to some other mitigation strategies is that there can be rapid change in flood behaviour from when before and after a levee is overtopped. Thus they can create a rapidly changing emergency situation if their design standard is exceeded.

Nevertheless, in some situations they remain the most viable and practical solution to improve the level of flood protection for existing developed areas. This is the case for Two Wells.

**Preliminary Levee Alignment and Height**

A preliminary levee alignment was defined based on recent aerial photography and cadastral boundaries to provide a solution that would maximise the benefit and minimise the impact on existing landholders. The alignment follows an existing road reserve to the south of Two Wells and also to the east.

It was determined that the location of the flood protection levee around Two Wells would need to extend from Gawler Road through to Port Wakefield Road via the northern bank alignment of Salt Creek. To avoid floodwaters travelling northwards along Port Wakefield Road, the levee would need to extend a short distance north, parallel with Port Wakefield Road. A potential alignment for the flood protection levee around Two Wells is shown in Figure 5-1 along with approximate top of levee elevations for either a 1 in 100 or 1 in 200 ARI level of protection. (The final choice in level of protection should be finalised through the detailed design process).

The outcomes indicate a significant variance in the required height of the proposed levee due to the difference in ground elevation. It has been assumed that a freeboard of 300 mm would be required to prevent overtopping due to wave action.

The levee would need to extend a short distance north of Gawler Road and Gawler Road would need to be raised at the cross over point (or a removable levee system installed) to a level of 12.9 m AHD to provide protection from the 1 in 100 ARI flood with allowance for 300 mm freeboard. This level is approximately 0.75 m above the natural ground level at present.

Further along the levee, adjacent to the termination of Wilson Street, the levee would be approximately 2.6 m above the natural ground level. The length of levee exceeding 2 m above the natural surface would be approximately 600 m. At the railway line, the levee will be slightly higher than the top of the sleeper level and be approximately 2.0 m above the natural ground level. An impermeable barrier would need to be installed within the railway embankment to prevent flood waters from flowing through the ballast and thereby tunnelling through the levee.

The railway would need to be closed during a 1 in 100 ARI or larger flood event.

The levee height would be approximately 1.7 m above the natural ground level at Port Wakefield Road and between this location and the railway the levee height would need to range from 1.5 m to 2.4 m above the natural ground surface.
Potential Adverse Impacts of a Levee Implementation

As a consequence of providing improved flood protection to Two Wells there may be some minor increase in flood depth outside of the levee and small areas of new flooding may develop. These new areas of flooding will only be on the fringe of the existing flood extent and field assessment indicated that there is unlikely to be any significant impact on existing dwellings (that are not otherwise protected by the levee). No new properties would be subjected to flooding as a result of the levee.

Maintenance Requirements

Should the works proceed, it will be important that Council maintains the levee in good working order and establishes a regular maintenance program. Such a program should include an annual visual inspection with a check survey conducted every five years (for example).

Further Design Considerations

Arrangements would need to be made to ensure that stormwater runoff from Two Wells itself would not be impeded in an adverse way by the levee (e.g. pipes through the levee with non return systems such as flap gates). An assessment of the likely outlet points for the existing drainage system through the levee has been undertaken. These locations are identified in Figure 5-2, along with culvert sizes and flood detention volumes and areas based on a 1 in 5 ARI flood event on the Township coinciding with a 1 in 100 ARI flood event on the Gawler River (or Light River).

Provision would therefore be made for the temporary storage of stormwater runoff from the township in the unlikely event that local runoff becomes trapped behind the levee when the Gawler River, and as a consequence Salt Creek, is in flood. The times of concentration for these two scenarios are vastly different and hence it is extremely unlikely that there would be a coincidence of peak flows. Nevertheless provision needs to be made for managing local stormwater runoff during a
major regional flood event. The design criteria considered appropriate for this scenario was the coincidence of a 1 in 5 ARI local runoff event and a 1 in 100 ARI flood of the Gawler River.

**Consideration of a Greater then 1 in 100 ARI Design Standard**

Typically it is considered best practice to ensure that development within a floodplain is managed to achieve a flood immunity of 1 in 100 ARI flood event or greater, which is the basis used for the flood protection levee. However, it was considered appropriate to also investigate the works necessary to increase the standard of flood protection to the 1 in 200 ARI flood event which would provide greater protection against unexpected events, such as a possible breach in the railway embankment, and provide an additional factor of safety against levee failure.

To retain the existing 300 mm of freeboard above the design flood level the height of the levee around Two Wells would need to be raised by between 100 – 200 mm. The larger increases of around 200 mm would need to occur along the northern end of the levee. The levee would also need to extend a very short distance further north to prevent floodwaters spilling around the northern end. Towards Port Wakefield Road the levee height would only need an increase in the order of 100 mm to achieve the 200 year ARI flood immunity standard.

A plan showing the water surface elevation comparing the 100 ARI and 200 ARI events with the proposed levee is provided in Appendix B.

A levee designed for the 1 in 100 ARI with a freeboard allowance of 300mm would therefore also provide protection against a 1 in 200 ARI event, but with a smaller freeboard and hence lower factor of safety.

A final decision on any additional works to raise the levee to achieve the a full 300 mm freeboard allowance and minor additional works to extend the levee along Port Wakefield Road for the 1 in 200 ARI level of protection should be made during the final design phase based on a detailed cost benefit assessment for the works. This is considered a reasonable way forward given that the footprint of the levee is essentially the same for the 1 in 100 or 1 in 200 ARI events.

A further consideration is the impact of the levee on properties that are not afforded protection by it. When changes are made to the flow of water across a flood plan there are invariably those who benefit and those who do not. In some cases some properties can be worse off. A critical design consideration is ensuring that the number of properties adversely affected is minimised and also that the scale of any individual adverse impacts are minimised.

There are a small number of properties (up to 10) where flood depths could be increased by between 150 to 200 mm. Whilst this is considered to be a significant increase in depth for these properties, site inspections indicate that there are no additional properties are likely to suffer over floor flooding, than otherwise would be the case (without a levee).

A plan showing the flood depth difference as a result of the levee is provided in Appendix B.

**Benefits of Implementation**

The positive outcomes of this mitigation approach are that it will effectively prevent floodwaters passing through the existing urbanised areas of the Two Wells township. Protection would be provided for up to the 1 in 100 ARI flood event from either the Gawler River or Light River. It would prevent flows through the railway culvert adjacent to Gawler Road and similarly could prevent floodwaters that would otherwise move north along Port Wakefield Road.

Flooding of approximately 182 allotments would be prevented in a 1 in 100 ARI event due to the implementation of levee system. The direct tangible flood damage cost of over floor flooding of a
residential property is estimated to be $33,212 (Bureau of Transport Economics (2001), escalated to 2016)).

The potential benefit of reducing flood inundation through the construction of the levee proposed would there be approximately $6 million of direct tangible flood damage costs. In addition to these direct costs there are also the indirect tangible costs such as emergency response, clean up and emergency accommodation as well as intangible costs such as household disruption and trauma.

**Open Space and Watercourse Improvement**

The proposed levee system alignment follows the Salt Creek channel from the eastern end of Wilson Street through to Port Wakefield Road. The construction along this alignment provides opportunity for the levee to be formed such that, areas of open space for public recreation can be provided. Landscaping of the levee will provide opportunities for local revegetation of the Salt Creek channel.

The provision of public open space centred around the Salt Creek channel has the potential to raise the profile of Salt Creek as a watercourse with the local community.

Making a community feature of areas of the levee system may aid the Council in maintaining flood awareness in the community and provide additional impetus to sustain investment in maintenance in the future.
Excavate to provide additional storage in case of coincident local and regional flooding.

**LEGEND**
- Elevation Point
- Swale
- Proposed Culvert
- Culvert / Bridge
- Roads
- Railway
- Water Environment
- Stormwater Management
- Through Proposed Levee

**Data Source:**

**Figure 5.2**

**Q_{100} = 2.35 m³/s**

Culvert Details:
- Size: 2x600Hx600W + 1 link slab
- Level: U/S 9.7m, D/S 9.6m

**Q_{50} = 1.2 m³/s**

Culvert Details:
- Size: 2x450x1200W + 1 link slab
- Level: U/S 9.7m, D/S 9.7m

**Q_{20} = 1.2 m³/s**

Culvert Details:
- Size: 2x450x1200W + 1 link slab
- Level: U/S 9.7m, D/S 9.7m

Minor earthworks around headwall

Excavate to provide additional storage in case of coincident local and regional flooding.
5.1.2.2 RFM2: Flood Diversion Channels North of Two Wells

Floodwaters associated with breakouts from the Light River main channel currently have the potential to result in widespread, but shallow, flooding to the area immediately north of Two Wells. Much of this area has been identified for future urban development in the 30 Year Plan for Greater Adelaide. AWE 2011(c) considered a number of mitigation options. The most cost effective alternative, and the one with the least impacts of those assessed, was the construction of a swale collection system along the alignment of Temby Road.

**Proposed Alignment**

The proposed alignment for the main diversion swale is immediately to the south of Temby Road. Flood waters from the north would be collected by the diversion channel and directed to the west. The flow is split midway along Temby Road with a “central” north south orientated channel/swale transferring a portion of these flood waters directly to existing sets of culverts under Port Wakefield Road. The central north south swale would be approximately 30 m wide and carry a peak flow of approximately 10 m$^3$/s. The alignment of this swale is to the east of the Warren Road reserve. This central swale serves the purpose of keeping water levels adjacent the main Port Wakefield Road below the level of the road seal. The balance of flows (11 m$^3$/s) continues along to the west just south of the Temby Road in a 60 m wide swale before being directed along the edge of Port Wakefield Road to also meet up with existing culverts under the highway. The swale widens in the west to accommodate an inflow of additional flood waters from the north.

Floodwaters, also from the Light River to the north, flow along the eastern side of the railway line to a set of culverts near Sharpe Road. Flood waters pool at this point and flow through the culverts to the west. A small swale (10 m wide) is required to carry these flows (peak of 5 m$^3$/s) across to the west to the culverts under Port Wakefield Road. The time of travel of these flows is much longer than the flows that are collected via the Temby Road system and hence these flow peaks are not expected to coincide.

Floodwaters are effectively transferred across the floodplain to existing culverts through Port Wakefield Road and thereby into existing flow paths downstream of the highway. A schematic of the Temby Road diversion system is provided in Figure 5-3.

The diversion channel system also reduces the extent of over topping of the Port Wakefield Road.
5.1.3 Combined Regional Flood Management Measure Benefits
If both the levee arrangement south of Two Wells (RFM1) and the flood diversion channels north of Two Wells (RFM2) were implemented the extent of overtopping of Port Wakefield Road between Salt Creek and Temby Road would be reduced from 2100 m down to 800m. The remaining 800m would be confined to the immediate area associated with overtopping of the Salt Creek crossing. The bulk of the reduction in overtopping is achieved by the levee preventing flow pushing north along Port Wakefield Road and causing overtopping of the road.

5.2 Local Drainage Management

5.2.1 Existing Township
Strategies for managing the stormwater deficiencies identified for the existing township are discussed in the following sections. The list has been ordered in rank of priority for completion of the works. The local drainage management actions have been assigned a reference name (eg. LDM#).

5.2.2 LDM1: Chapman Street Spoon Drain
Further investigation should be undertaken by Council to develop an understanding of the drainage infrastructure connected to the Chapman Street spoon drain.

It is possible that the deficiencies noted at this location could be the result of the poor condition of the infrastructure (vegetation growth and sediment build up). Council has removed debris and silt in the past from this drainage system. The ongoing strategy required to deal with this deficiency may be as simple as continuing with the sediment removal and making sure that any vegetation growth and/or sediment around the infrastructure is minimised using standard Council methods.
The benefit of undertaking further investigations and potentially maintenance actions at this location include reduced frequency and extent of inundation of the road verge. Conducting regular maintenance in this area may also reduce the expected negative impacts of increasing impervious area due to development pressure in the catchment.

5.2.3 LDM2: Potential Drainage Deficiencies Identified by the Model that Require Verification

A number of potential drainage deficiencies within the existing township were identified through the modelling process. It is possible that the deficiencies identified may be as a result of overestimates of inundation due to inherent limitations in the modelling approach.

It is proposed that Council monitor these areas during storm events to gather more anecdotal information on the performance of drainage infrastructure in these areas.

The locations that fall into this category are listed below (along with their model reference code):

- Old Port Wakefield Road (optwkfld70);
- Old Port Wakefield Road (optwkfld58);
- Old Port Wakefield Road (optwkfld64); and
- Chapman Street (chapman21).

Through actively collecting anecdotal information on these areas identified as potentially deficient Council may be able to take corrective action before these areas become issues for the community.
5.2.4 LDM3: Infill Development

The findings presented in Section 4.3 indicate that infill development within the existing township areas could have a significant impact on the Two Wells drainage system if not well managed. The introduction of best practice WSUD procedures as standard across the region can provide comprehensive solutions for the reduction of runoff generation and the attenuation of peak flows.

The degree to which future development will impact runoff rates and volumes, and hence the capacity of the current stormwater conveyance devices also depends on the development, introduction and successful implementation of policies that deal with the detention or retention of stormwater from properties.
The benefits of successfully managing infill development of Two Wells include:

- Preserve the historical, “rural” character of the town;
- Ensure public safety by preventing dangerous stormwater flows through the township that may result in limited road access and inundation of private property;
- Reduce the cost of infrastructure development required to cope with increased stormwater loads, e.g. piped stormwater network may be necessary to ensure public safety under increased infill development scenario; and
- Through the use of WSUD techniques multi benefits are often achieved including increased quality of public spaces and improvement in runoff quality.

**Recommendation for Implementation of Policies for Onsite Stormwater Detention**

Where infill development is undertaken, it is proposed Council enforce a requirement for the developed site to retain the stormwater leaving the site at the pre-developed level using on-site management techniques. Rainwater tanks and rain saver gutters that are plumbed into in-house demand, such as toilet flushing, are likely suitable measures for residential development. Assessment of stormwater flows off-site should be investigated during the planning application stage.

**Recommendation for Council to use WSUD techniques for its own Works and Measures.**

Council can then also contribute to the management of infill development impacts by utilising WSUD techniques for its own works and measures, in a similar fashion to that suggested below for the 30 Year Growth Area.

### 5.2.5 30 Year Growth Area- Options for Distributed Stormwater Management System Elements to Meet WSUD Principles of Development Control

The drainage systems for the new urban growth areas should be designed with the aim of achieving the stormwater management objectives of Council, which include principles of development control through WSUD.

There are a range of distributed measures that can be used within new developments to assist with this process. Distributed water management systems create more localised smaller scale systems that can be equally effective as an end of system approach but possibly at a higher cost. Localised WSUD features are also an effective means of visually highlighting the ability to achieve sustainable stormwater management within the urban setting. However, they can be more challenging to maintain and less space efficient in achieving the desired treatment outcomes. This is mostly due to difficulties in locating the system to capture the majority of runoff.

It is envisaged that the stormwater management system would incorporate some distributed elements and that the number and nature of these will evolve through the design process to optimise the landscape and systems benefits along with implementation costs.

Some systems that may be considered as part of the WSUD drainage approach include buffer strips, swales, rain gardens and bioretention systems. Propriety products such as gross pollutant traps may be adopted in some instances while rainwater tanks are assumed to be installed to meet the current legislative requirements and Council’s existing Development Plan.
A brief description of the key landscape related elements of a distributed stormwater management system that could expect to be incorporated within the final detailed system designs on an opportunistic basis follows.

5.2.5.1 Buffer Strips
Buffer strips are usually provided in areas adjacent to impervious surfaces such as roads. The intent is that runoff traverses these areas and the grassed finish provides a higher resistance which allows for course sediment to be deposited and for infiltration losses to occur. These are only suitable for sheet flow as opposed to along a concentrated flow path.

FIGURE 5-5: BUFFER STRIP ADJACENT TO ROAD

5.2.5.2 Swales
A swale is an earthen channel generally planted out with vegetation or protected with a stabilised base. These are designed to convey concentrated flow while still providing for infiltration and deposition of course sediment. These are often utilised along roads but less so in high density developments where there may be numerous driveway crossovers required. Swales are also limited to sites with gentle longitudinal grades (<4%) to prevent scouring velocities from occurring.

Swales are ideally suited to the Two Wells area given the flat topography of the region. It is envisaged that the bulk of the floodways will be of the swale form, and the internal drainage lines will also be of this form.

FIGURE 5-6: SWALE AT PINE LAKES, CITY OF SALISBURY (SOURCE: CITY OF SALISBURY)
5.2.5.3 Rain Gardens and Bioretention Systems

Rain gardens and bioretention systems are essentially similar systems with the exception that bioretention systems include subsurface drainage which collects water towards the base of the system and conveys to the stormwater drainage network. Meanwhile, rain gardens are reliant on infiltration to the groundwater system and uptake by vegetation. Rain gardens may also be planted with larger shrubs and trees which are inappropriate for a bioretention system due to potential damage to the drainage system.

Bioretention systems usually require the importation of a suitable filtration media which is typically a sandy loam with moderate hydraulic conductivity. These are appropriate for installation in parks and may even be installed directly adjacent to roads and car parks. Examples of bioretention systems are shown in the figures below. Both rain gardens and bioretention systems can be prone to clogging with fine sediment if there are not suitable protection measures upstream. This can ultimately result in more frequent maintenance and reinstatement of the system.

FIGURE 5-7: KERB INLET DESIGN WITH BIORETENTION SWALE (SOURCE: GOLD COAST CITY COUNCIL)

FIGURE 5-8: KERB INLETS TO SMALL SCALE BIORETENTION SYSTEM (SOURCE: CITY OF KINGSTON)
5.3 Non-Structural Flood Mitigation Measures

Whilst this SMP promotes the establishment of structural measures to protect the township, this should not diminish the importance of non-structural measures such as flood warning, flood preparedness and planning controls. These measures are low cost and typically can be implemented over much shorter timeframes. They could be initiated almost immediately and thereby provide the people of Two Wells with an improved risk profile in the interim period whilst the structural measures are being developed and arrangements being made for funding.

Opportunities for better managing flood risk using non-structural flood mitigation measures are described below.

5.3.1 NSFM1: Flood Preparedness

Flood preparedness is a cost effective non-structural means of reducing damages as a result of a flood. Flood preparedness programs in this context are considered in four phases: flood awareness, warning, response (including access) and recovery.

Flood Awareness

A flood awareness program for people in Two Wells is an important aspect of reducing the risk of flood damage. A community awareness program, such as the SA State Emergency Service’s (SES) highly successful community education and awareness raising ‘Floodsafe’ program which assists the community in being better prepared and able to respond to flood risks and events is recommended. A program such as this may include awareness activities such as informing the community through discussions with individual households, the Council’s newsletters, public presentations, articles in local media, information included on Council’s website, and information about a flood emergency kit.

A coordinated education program is one means of ensuring this information is effectively disseminated. The development of such programs is essential for ensuring that landholders can take full advantage of flood warnings.

Flood Warning

Research has demonstrated that flood warning can substantially reduce the damage costs associated with flooding. Generally, the greater the warning time, and the more prepared the community are then the greater the savings may be. A well informed community can reduce the costs associated with a flood by around 20% with only 2 hours warning whilst with 12 hours warning costs can be reduced by around 60% (BTE, 2001).

A sophisticated and effective flood warning service is provided by BOM for the Gawler River. However, real time rainfall and flow data is only available for the Light River well upstream of its junction with Gilbert River. No flow information on the Gilbert River is currently collected. An additional gauging station on the Gilbert River and/or downstream of the junction with Light River would significantly improve the ability to warn the people of Two Wells of an impending flood. As such, another flow gauge station at Red Banks is recommended to extend the Gilbert River warning system. Additional rain gauges further upstream would also improve flood warning.
**Flood Response**

The response phase (and to a lesser extent the recovery phase) is highly influenced by the experience or knowledge of people of the likely behaviour and nature of a flood event. There are a range of actions people can do with their property before and during a flood that can substantially reduce the damage costs. Many of these measures are very simple and easily implemented. To be effective landholders potentially affected by flooding need to be aware of their options and response strategies. A coordinated education program is one means of ensuring this information is effectively disseminated. The development of such programs is essential for ensuring that landholders can take full advantage of flood warnings.

The response of emergency services during a flood is obviously also a key factor in reducing flood damages and threats to public safety. Integrated disaster response plans are an important means for helping to ensure emergency services can effectively respond. Whilst not wishing to suggest that current response services are deficient (because they are not), the regular review of these plans and the conduct of “dry run” flood response exercises can be effective ways of ensuring emergency response staff and volunteers are aware of the issues, hazards, and opportunities that might be presented to them during a real flood event. Such initiatives should be effectively supported.

**Access**

Providing safe effective access to flood prone areas is important to reduce the risk to residents and emergency workers. Effective access means a high level exit route that remains trafficable for sufficient time to evacuate the population at risk (i.e. evacuation can be undertaken solely by motor vehicle) (SCARM, 2000).

The levels of damage and disruption caused by a flood are also influenced by the difficulty of evacuating flood-affected people and property. Evacuation may be difficult due to a number of factors, such as the following (SCARM, 2000):

- Number of people requiring assistance;
- Depth and velocity of floodwaters;
- Wading problems, which can be exacerbated by, for example, uneven ground, fences, debris, localised high velocities;
- Distance to flood-free ground;
- Loss of traffic ability on evacuation routes because of rising floodwaters;
- Bottlenecks on evacuation routes (i.e. roads cannot cope with the increased volume of traffic, the large number of people and great volume of goods that have to be moved);
- Inability to contact evacuation services; and
- Unavailability of suitable evacuation equipment such as boats, heavy trucks and helicopters.

In assessing the safety of wading, factors other than depth and velocity need to be taken into account such as evenness of the ground surface or presence of depressions, potholes, fences or deep major stormwater drains (SCARM, 2000).

The suitability of access should be investigated for a range of flood events. Initial analysis usually focuses on the 1% AEP (1 in 100 ARI) flood event but the 0.5% or 0.2 % AEP events should also be considered to ensure that in larger events the flood conditions do not deteriorate significantly.
To determine the safety of access the criteria for which flood conditions are considered safe to traverse for both people and vehicles needs to be considered.

**Flood Recovery**

The recovery phase post flood is critical to reducing social disruption and long lasting health issues associated with trauma (and in extreme cases disease) as well as ensuring communities can get back to “normal” as soon as possible and thereby contain the overall damage costs.

**Summary of Recommended Flood Preparedness Actions**

It is recommended that a Total Flood Warning System be developed for Two Wells. This would involve implementing a Flood Preparedness Program including community education and awareness raising, and consideration of installing additional gauging stations, e.g. river gauges on the Gilbert River and/or downstream of the junction with Light River, and rain gauges further upstream.

5.3.2 NSFM2: Development/planning controls

The Development Plan is a statutory document that controls and manages all forms of development within the Council area. It sets out a range of development zones, maps and rules to guide development in a well managed way and to take into account relevant environmental, infrastructure, urban design, heritage and community issues.

Planning controls within Council’s Development Plan provide a framework to plan and build in a manner that incorporates stormwater management.

Council’s Development Plan currently does not include specific water quality treatment objectives however it does include principles of development controls that aim to manage the quality of stormwater runoff, which are described in section 6.1 of this report.

**Recommended Changes to Development Plan**

To improve the effectiveness of the Development Plan, Council should consider including specific water quality and reuse targets identified in the State Government’s targets and the NRM Board’s resource condition targets.

The Development Plan should also provide information on the required finished floor levels for development in flood prone areas. This SMP provides direction on finished floor levels by providing a 300 mm freeboard above the expected water surface elevation for a 1 in 100 ARI flood. A flood inundation map is provided in Appendix A. A flood hazard map is provided in Figure 5-9.
6 Water Quality Assessment

6.1 Overview

The SMA’s multi-objective planning approach to preparing stormwater management plans includes seeking opportunities to improve stormwater quality. The aim of improving stormwater quality is also supported by Council and state government, as described below.

Council’s Development Plan does not include specific water quality treatment objectives however it does include principles of development controls that aim to manage the quality of stormwater runoff, such as:

Principle 9: Water discharged from a development site should:

(a) be of a physical, chemical and biological condition equivalent to or better than its pre-developed state;

(b) not exceed the rate of discharge from the site as it existed in pre-development conditions.

Principle 11: Development should have adequate provision to control any stormwater over-flow runoff from the site and should be sited and designed to improve the quality of stormwater and minimise pollutant transfer to receiving waters.

6.2 Water Quality Targets for this SMP

As described in section 3.3 the overarching aim of this SMP with respect to water quality is that stormwater runoff from new development should meet state government pollutant removal targets and where possible runoff from existing development should be managed to improve the condition of downstream receiving environments.

The South Australian Government (Water Sensitive Urban Design, 2013) reduction targets are provided below:

- 80% reduction in Total Suspended Solids;
- 60% reduction in Total Phosphorous; and
- 45% reduction in Total Nitrogen.

6.2.1 New Development: 30 Year Growth Area

The stormwater generated as result of the 30 Year Growth Area will require a treatment system to improve water quality and to ensure that the above water quality targets can be achieved and the water quality objectives of the plan can be supported.

There are a number of areas that have been designated as future development areas. Based on the 30 year growth boundary, the anticipated urban growth potential in the region equates to approximately 418 ha for potential future development (Connor Holmes 2011), with an estimated dwelling yield of 7.1 and 9.5 dwellings per hectare for low and medium density predictions respectively.

Council requires that future development reflects best practice to minimise impacts on the receiving environments, both during the course of development; and into the future (e.g. in order to ensure adverse impacts on the environment are minimized during new land development, a range of
measures and strategies could be implemented, including the provision of specific soil, erosion and sediment management strategies that would need to be evaluated and approved by Council).

6.3 Water Quality Modelling

Water quality modelling was undertaken in the computer software program MUSIC (Model for Urban Stormwater Improvement Conceptualisation). This program enables the user to quantify stormwater volumes and quality as well as to develop conceptual designs for treatment systems.

Preliminary modelling was undertaken in MUSIC to determine the treatment area required to meet the water quality objectives. This assessment process assumed that all treatment would be carried out in “end-of-line” treatment systems such as in wetlands or biofiltration systems. The relevance of this is that no provision has been made for any treatment that may occur as water is conveyed via a swale or other system mechanism which in reality would provide additional treatment. In some cases, sufficient treatment may be able to be provided within the conveyance system itself and in such cases there would be no need for any further end-of-line treatment. Therefore it is likely that the areas required for treatment identified in this analysis will be conservative.

6.3.1 Catchment Delineation

The catchment for Two Wells SMP water quality assessment was divided into eight sub catchment areas (See Figure 6-1 on the following page).

6.3.2 MUSIC Parameters

A daily time series for rainfall and evaporation data for Two Wells Rainfall Station (023028) (BOM) was used as the primary input parameters of the model. Each catchment was assigned an impervious percentage factor, as shown in the table below.

**TABLE 6-1 : INITIAL CATCHMENT PARAMETERS**

<table>
<thead>
<tr>
<th>Catchment</th>
<th>Catchment Area (ha)</th>
<th>Impervious (%)</th>
<th>Pervious (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hickinbotham West</td>
<td>260</td>
<td>60</td>
<td>40</td>
</tr>
<tr>
<td>Hickinbotham East 1</td>
<td>36</td>
<td>60</td>
<td>40</td>
</tr>
<tr>
<td>Hickinbotham East 2</td>
<td>14</td>
<td>60</td>
<td>40</td>
</tr>
<tr>
<td>Station Rd Parkland</td>
<td>22</td>
<td>60</td>
<td>40</td>
</tr>
<tr>
<td>Salt Creek</td>
<td>53</td>
<td>57</td>
<td>43</td>
</tr>
<tr>
<td>Secomb Rd</td>
<td>34</td>
<td>57</td>
<td>43</td>
</tr>
<tr>
<td>Southern Catchment</td>
<td>58</td>
<td>60</td>
<td>40</td>
</tr>
<tr>
<td>Two Wells Football Oval</td>
<td>61</td>
<td>57</td>
<td>43</td>
</tr>
</tbody>
</table>

The MUSIC model was run over a 50 year time sequence to understand the seasonal variability of the wetland and how long sequences of dry or wet periods could affect water yields, aesthetics and water quality treatment performance of the wetland.
6.4 Water Quality Improvement Options Investigated

A range of alternative approaches and configurations were considered to identify and investigate water quality improvement strategies. Two approaches were considered most appropriate for either retrofitting water treatment systems for the existing township or for adoption in newly developed areas. The two approaches presented involve either an end of pipe approach using wetland systems or by utilising biofiltration systems.

Council may elect to evaluate a wider range of potential approaches during further detailed design phases but either a biofiltration system or wetland treatment system at the end of each sub-catchment was considered to be the options that would most easily be installed and be the most cost effective.

Both approaches should provide Council with multiple benefits in the following areas:

- Improved water quality (and thus beneficial outcomes for receiving environments);
- Opportunities for water harvesting;
- Flood mitigation; and
- Parklands for aesthetical and recreational purposes.

The biofiltration approach offers an opportunity to adopt a more distributed approach, where treatment systems can be distributed throughout the catchment.

6.5 Indicative Areas Required for Treatment

6.5.1 30 Year Growth Area

The final selection of treatment system configuration within the 30 Year Growth Area will need to be resolved during the detailed design phases of the project but the information presented below should assist Council in reviewing the detailed design proposals being put forward for approval.

6.5.2 Existing Township

Consideration was given to constructing a single or a series of consolidated treatment systems in Salt Creek. Salt Creek is the main receiving water body in the immediate vicinity to Two Wells and a single treatment system downstream of the Port Wakefield Road or a series of treatment systems east and west of the railway line could conceivably perform a similar function. However, the proposed sub-catchment by sub-catchment approach was considered to be a superior option because that approach would enable staging of works.

6.5.3 Treatment Area Estimates

The treatment systems (wetlands and biofiltration areas) were adjusted iteratively in MUSIC until they achieved the % reduction objectives for Total Suspended Solids (TSS), Total Phosphorus (TP) and Total Nitrogen (TN).

Modelling for the biofiltration system approach was based on a standard vegetated biofilter with effective nutrient removal plants, extended detention depth equivalent to 0.3 m and a filter depth of approximately 0.7 m.

The analysis considered further development to the east of Two Wells which would ultimately drain into Salt Creek and the future development east of Secomb Road and north of Sharpe Road.
The indicative treatment areas for each of the catchments modelled are presented in Table 6-2.

**TABLE 6-2: INITIAL CATCHMENT TREATMENT AREA ESTIMATES**

<table>
<thead>
<tr>
<th>Catchment</th>
<th>Catchment Area (ha)</th>
<th>Wetland Treatment Area (ha)</th>
<th>Biofiltration Treatment Area (ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hickinbotham West</td>
<td>260</td>
<td>4.5</td>
<td>5.0</td>
</tr>
<tr>
<td>Hickinbotham East 1</td>
<td>36</td>
<td>1.0</td>
<td>0.9</td>
</tr>
<tr>
<td>Hickinbotham East 2</td>
<td>14</td>
<td>0.2</td>
<td>0.5</td>
</tr>
<tr>
<td>Station Rd Parkland</td>
<td>22</td>
<td>0.9</td>
<td>1.0</td>
</tr>
<tr>
<td>Salt Creek</td>
<td>53</td>
<td>0.9</td>
<td>1.0</td>
</tr>
<tr>
<td>Secomb Rd</td>
<td>34</td>
<td>0.9</td>
<td>1.0</td>
</tr>
<tr>
<td>Southern Catchment</td>
<td>58</td>
<td>0.9</td>
<td>1.5</td>
</tr>
<tr>
<td>Two Wells Football Oval</td>
<td>61</td>
<td>0.9</td>
<td>1.0</td>
</tr>
</tbody>
</table>

A comparison of the expected pollutant reductions against the State Government targets is provided in Table 6-3.
### TABLE 6-3: EXPECTED STORMWATER TREATMENT PERFORMANCE FOR ESTIMATED TREATMENT AREAS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hickinbotham West</strong></td>
<td>Total Suspended Solids</td>
<td>80%</td>
<td>97</td>
<td>99</td>
</tr>
<tr>
<td></td>
<td>Total Phosphorous</td>
<td>60%</td>
<td>90</td>
<td>63</td>
</tr>
<tr>
<td></td>
<td>Total Nitrogen</td>
<td>45%</td>
<td>75</td>
<td>84</td>
</tr>
<tr>
<td><strong>Hickinbotham East 1</strong></td>
<td>Total Suspended Solids</td>
<td>80%</td>
<td>98</td>
<td>99</td>
</tr>
<tr>
<td></td>
<td>Total Phosphorous</td>
<td>60%</td>
<td>89</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>Total Nitrogen</td>
<td>45%</td>
<td>72</td>
<td>86</td>
</tr>
<tr>
<td><strong>Hickinbotham East 2</strong></td>
<td>Total Suspended Solids</td>
<td>80%</td>
<td>98</td>
<td>99</td>
</tr>
<tr>
<td></td>
<td>Total Phosphorous</td>
<td>60%</td>
<td>89</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>Total Nitrogen</td>
<td>45%</td>
<td>64</td>
<td>87</td>
</tr>
<tr>
<td><strong>Station Rd Parkland</strong></td>
<td>Total Suspended Solids</td>
<td>80%</td>
<td>98</td>
<td>99</td>
</tr>
<tr>
<td></td>
<td>Total Phosphorous</td>
<td>60%</td>
<td>89</td>
<td>74</td>
</tr>
<tr>
<td></td>
<td>Total Nitrogen</td>
<td>45%</td>
<td>72</td>
<td>89</td>
</tr>
<tr>
<td><strong>Salt Creek</strong></td>
<td>Total Suspended Solids</td>
<td>80%</td>
<td>98</td>
<td>99</td>
</tr>
<tr>
<td></td>
<td>Total Phosphorous</td>
<td>60%</td>
<td>90</td>
<td>62</td>
</tr>
<tr>
<td></td>
<td>Total Nitrogen</td>
<td>45%</td>
<td>73</td>
<td>84</td>
</tr>
<tr>
<td><strong>Secomb Rd</strong></td>
<td>Total Suspended Solids</td>
<td>80%</td>
<td>98</td>
<td>99</td>
</tr>
<tr>
<td></td>
<td>Total Phosphorous</td>
<td>60%</td>
<td>89</td>
<td>73</td>
</tr>
<tr>
<td></td>
<td>Total Nitrogen</td>
<td>45%</td>
<td>71</td>
<td>89</td>
</tr>
<tr>
<td><strong>Southern Catchment</strong></td>
<td>Total Suspended Solids</td>
<td>80%</td>
<td>98</td>
<td>99</td>
</tr>
<tr>
<td></td>
<td>Total Phosphorous</td>
<td>60%</td>
<td>89</td>
<td>78</td>
</tr>
<tr>
<td></td>
<td>Total Nitrogen</td>
<td>45%</td>
<td>70</td>
<td>81</td>
</tr>
<tr>
<td><strong>Two Wells Football Oval</strong></td>
<td>Total Suspended Solids</td>
<td>80%</td>
<td>98</td>
<td>99</td>
</tr>
<tr>
<td></td>
<td>Total Phosphorous</td>
<td>60%</td>
<td>89</td>
<td>59</td>
</tr>
<tr>
<td></td>
<td>Total Nitrogen</td>
<td>45%</td>
<td>70</td>
<td>83</td>
</tr>
</tbody>
</table>
6.6 Generalised Guidelines for Required Water Quality Improvement Treatment Area Size by Catchment Area

The analysis presented above was used to develop a look up table (Table 6-4) of catchment areas and treatment areas. The purpose of the look up table is to assist council in assessing development proposals by providing general guidance on the areas of treatment that might be required.

<table>
<thead>
<tr>
<th>Catchment Area (ha)</th>
<th>Indicative Treatment Area Required (ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>0.1</td>
</tr>
<tr>
<td>15</td>
<td>0.3</td>
</tr>
<tr>
<td>40</td>
<td>0.8</td>
</tr>
<tr>
<td>100</td>
<td>2.0</td>
</tr>
</tbody>
</table>

The information is not intended (nor is it appropriate) to be used to replace specific designs that must still be requested from proponents through the development application processes.

6.7 Quality Management Recommendations

6.7.1 WQ1 and WQ2: 30 Year Growth Area Wetlands

The focus for Council for the growth areas at this time is to ensure quality of runoff from the significant new development proposed is managed effectively and in a way which provides multi benefits to the community whilst minimising the ongoing costs of maintenance.

The recommendations for direct capital investment in stormwater quality improvement infrastructure in these areas within the life time of this plan are therefore restricted to the wetlands in the Hickinbotham East catchments and in the Hickinbotham West catchments.

These two wetlands are expected to exceed the South Australian Government WSUD targets (Water Sensitive Urban Design, 2013). They will also provide opportunities to enhance public open space, raise the profile of stormwater quality within the community and increase local biodiversity.

Other treatment strategies could also be employed to achieve the desired treatment outcomes. Consideration should be given to integrating principles of WSUD such as swales, biofiltration systems, and buffer strips (as described in section 5.2.5) as part of future residential development planning to maximise the potential for water quality improvement. Implementation of such measures would reduce the need for end of system treatment, i.e. wetlands.

6.7.2 WQ3: Opportunistic Water Quality Improvement in Existing Catchments

Pursuing large scale water quality improvement capital investment for the existing township area is not currently within Council’s resources. Also, at this point in time managing flooding is considered to be a higher priority for Council.
Whilst this may be the case for large scale investments, there will be opportunities for smaller scale systems as part of normal infrastructure upgrade and renewal programs. Council should give high priority to retrofitting small scale localised measures such as rain gardens, street tree pits, kerb side protuberance gardens as part of road and/or streetscape upgrades within existing developed catchments.

Implementing small scale works will improve the quality of public space within the township, provide localised improvement in the quality of runoff, and provide opportunities for increased awareness of stormwater quality issues within the community.

These small scale works may also provide a soft entry for Council design and maintenance staff as well as the local community into the design and use of water sensitive urban design infrastructure.

6.7.3 WQ4: Retrofit Biofiltration or Wetlands in Existing Developed Catchments

Five other subcatchments (Station Rd Parkland, Salt Creek, Secomb Rd, Southern Catchment and Two Wells Football Oval) which receive water from the developed areas of Two Wells have also been investigated. The quality of runoff from these catchments would be improved to meet South Australian Government WSUD targets if distributed biofiltration basins or swales were installed or end of pipe wetlands were constructed.

Many of these catchments contribute directly or indirectly to Salt Creek. Improving the quality of runoff into Salt Creek would contribute to the improvement of the condition of Salt Creek. Both wetland and biofiltration devices have the potential to improve quality of public space and provide opportunities for increased awareness of stormwater quality issues within the community.

Construction of treatment infrastructure of the form and type described here is expected to realise pollutant reduction performance exceeding the SA Government WSUD targets.

These systems have been assessed at a high level to provide Council with guidance on the required scale of investment that would be required to achieve the aspirational water quality goals. This then places Council in a position where it can pursue these measures over a longer timeframe being mindful that any shorter term actions undertaken in good faith do not foreclose on a future opportunity.
7 Stormwater Harvesting and Reuse Assessment

7.1 Overview

The SMA’s multi-objective planning approach to preparing stormwater management plans includes maximising the reuse of stormwater. This is also an aim of Council, as described below.

One of the objectives in Council’s Development Plan (21 April 2016) is to maximise the harvest and use of stormwater. In line with this objective are principles of development control, including the following:

Principle 15: Stormwater management systems should:

(a) maximise the potential for stormwater harvesting and reuse, either on-site or as close as practicable to the source

(b) utilise, but not be limited to, one or more of the following harvesting methods:

(i) the collection of roof water in tanks

(ii) the discharge to open space, landscaping or garden areas, including strips adjacent to car parks

(iii) the incorporation of detention and retention facilities

(iv) aquifer recharge.

7.2 Runoff Assessment

This SMP has explored options for harvesting and reuse. A water balance assessment was undertaken to assess the potential for stormwater reuse. The area for consideration in the water balance is approximately 538 ha and corresponds to the same catchment areas used for the water quality assessments (refer to Figure 6-1).

The stormwater volumes generated as part of the MUSIC modelling process were used for the water balance assessment. In the first instance it was envisaged that water would be used for irrigation of public open space. It was further assumed for the analysis that the reuse system would comprise a wetland treatment system along with Managed Aquifer Recharge (MAR) to provide storage capacity.

An assessment of irrigation opportunities within Two Wells was undertaken to determine potential uses for the treated stormwater. This assessment considered irrigation of parklands (for passive recreation and open spaces), gardens and reserves in Two Wells and the indicative areas identified in the earlier section.

7.3 Stormwater Runoff Volumes

The resultant stormwater runoff volumes were calculated using the initial catchment parameters to define the sub catchments characteristics and defining the infiltration component (0.03 mm/hr).

The total runoff volumes from each sub catchments were added to give an overall estimated average runoff volume of 1016 ML/year. The estimated volumes for each sub-catchment are provided in Table 7-1.
### TABLE 7-1: CATCHMENT YIELD ESTIMATES

<table>
<thead>
<tr>
<th>Catchment</th>
<th>Catchment Area (ha)</th>
<th>Catchment Yield ML/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hickinbotham West</td>
<td>260</td>
<td>499</td>
</tr>
<tr>
<td>Hickinbotham East 1</td>
<td>36</td>
<td>68.5</td>
</tr>
<tr>
<td>Hickinbotham East 2</td>
<td>14</td>
<td>40.1</td>
</tr>
<tr>
<td>Station Rd Parkland</td>
<td>22</td>
<td>41.6</td>
</tr>
<tr>
<td>Salt Creek</td>
<td>53</td>
<td>96.5</td>
</tr>
<tr>
<td>Seacom Rd</td>
<td>34</td>
<td>61.2</td>
</tr>
<tr>
<td>Southern Catchment</td>
<td>58</td>
<td>111</td>
</tr>
<tr>
<td>Two Wells Football Oval</td>
<td>61</td>
<td>111</td>
</tr>
</tbody>
</table>

#### 7.4 Irrigation Opportunities

An opportunity for reusing stormwater is irrigating public open space which would benefit recreational pursuits and local amenity values. This assessment involved identifying areas in Two Wells for regular weekly and/or daily watering of turf, (such as reserves, public gardens and parklands), particularly during the dryer months of the year. The areas identified for potential irrigation are provided in the table below. These areas are consistent with Council’s Open Space Management Plan.

### TABLE 7-2: POTENTIAL PUBLIC OPEN SPACE OPPORTUNITIES

<table>
<thead>
<tr>
<th>Potential Irrigation Opportunity</th>
<th>Area (ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Wells Football Oval and Surrounds</td>
<td>8.6</td>
</tr>
<tr>
<td>*Parklands for development west of Secomb Road and south of Sharpe Road.</td>
<td>3.4</td>
</tr>
<tr>
<td>Hickinbotham Development (including Reception to Year 12 private school)</td>
<td>116</td>
</tr>
<tr>
<td>Two Wells Primary School</td>
<td>6.5</td>
</tr>
<tr>
<td>Parklands in Tangari Estate</td>
<td>1.8</td>
</tr>
<tr>
<td>Gardens around the Station Road parklands</td>
<td>2.6</td>
</tr>
<tr>
<td>Windmill Road (Two Wells Trotting Track)</td>
<td>4.0</td>
</tr>
</tbody>
</table>

*It was assumed 10% of the total area for future development south of Sharpe Road and west of Secomb Road would be assigned to parklands.*

Once an assessment of areas identified for irrigation was completed a further analysis was undertaken to determine the minimum seasonal irrigation volumes that would be required to maintain the parklands area. An irrigation of public open space (IPOS) model was utilised (using monthly rainfall and evapotranspiration data) to calculate the monthly irrigation requirement. It is assumed that the irrigation season would occur from October to March. The average monthly irrigation volumes are summarised in Table 7-3.
### Table 7.3: Irrigation Requirements

<table>
<thead>
<tr>
<th>Month</th>
<th>Irrigation Requirement (ML)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>108</td>
</tr>
<tr>
<td>February</td>
<td>86</td>
</tr>
<tr>
<td>March</td>
<td>64</td>
</tr>
<tr>
<td>April</td>
<td>19</td>
</tr>
<tr>
<td>May</td>
<td>0</td>
</tr>
<tr>
<td>June</td>
<td>0</td>
</tr>
<tr>
<td>July</td>
<td>0</td>
</tr>
<tr>
<td>August</td>
<td>0</td>
</tr>
<tr>
<td>September</td>
<td>19</td>
</tr>
<tr>
<td>October</td>
<td>52</td>
</tr>
<tr>
<td>November</td>
<td>82</td>
</tr>
<tr>
<td>December</td>
<td>90</td>
</tr>
</tbody>
</table>

#### 7.5 Managed Aquifer Recharge

MAR is the process of adding stormwater and/or treated wastewater to aquifers in a controlled environment. The purpose of MAR is to allow for the extraction and storage of reuse water for irrigation and providing alternative water resources particularly in extended dry periods. The MAR option has been considered to be integrated as part of the stormwater reuse scenario.

The aquifer (which will be considered for further investigations) is the T2 limestone aquifer (beneath the Adelaide and Northern Adelaide Plains) that typically generates bore yields of around 10L/s. This aquifer is currently being used to support the City of Salisbury MAR projects.

The water quality for the T2 Aquifer typically tends to be more saline as it moves north. It would be anticipated that the injection of treated stormwater would actually improve the overall water quality of the groundwater.

Whilst the T2 aquifer would be conducive for MAR, experiences at Salisbury Council have indicated that to be a financially viable scheme, an MAR scheme needs to harvest at least 200ML/year. The local catchments at Two Wells outside of the 30 year growth areas are not sufficient to provide harvestable yields of that quantity. However, the capture and reuse of stormwater provides a wider array of benefits to the community through improved amenity, social connection and would reduce the impact of the existing township and any new development within it on receiving waters. When these wider array of benefits are considered smaller localised schemes can provide an attractive proposition for communities.

Similarly, whilst there would be greater potential to consider the development of a MAR as part of the 30 year growth area development, it is likely though that the development of such a scheme would need the bulk of the 30 year growth area to have been developed to generate the required volumes of water to be cost effective.
Hence, Council should continue to pursue smaller scale WSUD elements (such as street verge watering, rain water tanks, rain gardens etc) and encourage developers to do the same in the absence of a large scale MAR Scheme. Collectively these smaller scale distributed systems should be able to achieve significant levels of reuse.

In areas where the MAR scheme can support a wider array of benefits and does not need to be justified as a cost effective water supply then the local aquifer system should be able to support MAR development.

### 7.6 Stormwater Reuse Using MAR (Harvesting Water Balance)

The high level water balance assessment provides information in relation to the following key issues:

- The daily natural variability of rainfall and runoff in the wetland system;
- Spillage from the wetland system;
- Assessment of storages and ensuring that these are meeting minimum requirements for aesthetical purposes;
- Assessing the need for groundwater to supplement the stormwater reuse and the associated limitations; and
- If additional storage is required for surplus water in system on the provision that aquifer storage is available.

The water balance was modelled over a 50 year time sequence and the daily stormwater yields derived from the MUSIC model were incorporated in the water balance.

Daily time series for rainfall and evaporation were sourced from BOM and the irrigation volumes generated in IPOS were used as an input parameter to the model. Given the soil type it was anticipated that seepage would be low; approximately 0.03 mm/hr.

For the MAR system it was assumed that one bore would be used for the dual purposes of extraction and injection. However increasing the number of bores would improve system efficiency and capture rates. There would need to be monitoring bores to assess/report on system effectiveness and operations.

The operating conditions assumed for the bore in the water balance are summarised below:

- Maximum Injection Rate: 1296 m3/day; and
- Maximum Withdrawal Rate Injection Rate: 864 m3/day.

The lower extraction rate was to ensure that the system would comply with the MAR licensing requirements for the Adelaide Plains.

The key water supply requirements and operating rules assumed for the water balance were as follows:

- If the storage of the wetland exceeds the maximum (allowable) design volume then the wetland spills;
- Stormwater from the wetland will be provided for irrigation purposes on the condition that there is a minimum volume of water in the wetland for aesthetical and recreational purposes;
• If irrigation water cannot be supplied due to the wetland not having sufficient sources then providing there is groundwater available, groundwater is extracted to ‘top up’ or provide the irrigation volume required;

• Upon water being accounted for reuse purposes and the minimum storage requirements being met, if there is surplus water remaining this is injected into the aquifer; and

• If water is required to top up the wetland this is provided by groundwater on the condition that the maximum ASR withdrawal rate has not been met and there are sufficient groundwater storages available.

This scenario investigates the potential to use stormwater for irrigation purposes whilst maintaining water levels in the wetland at a minimum for aesthetical and recreational requirements.

The modelling approach assumed that the wetlands were interconnected or at least that water could be transferred between a centralised MAR bore. Similarly it was assumed that harvested water could be distributed to the irrigation demand areas.

The water balance demonstrates sufficient stormwater (when land is fully developed) can be provided to sustain the above open space areas whilst also ensuring that the wetlands are kept at or above the minimum volume requirements. The water balance indicates the critical periods for which the wetland will require topping up from the groundwater. These periods coincide with the peak irrigation application rates in the summer months.

A sensitivity assessment of the water balance was undertaken to determine if the wetland size could be reduced. This analysis indicated that the primary driver for wetland size was to achieve the water quality treatment objectives. Hence there was not scope to reduce the wetland size. Additionally, the amount of water which can be stored and extracted is limited by the extraction and withdrawal rates of the bores. This could be increased (as previously indicated) by increasing the number of bores.

7.7 Rainwater Tanks

An alternative approach to a centralised stormwater harvesting system utilising wetlands and MAR is to adopt a distributed approach utilising rainwater tanks.

The principles of development control in Council’s Development Plan (21 April 2016) includes:

Principle 9 – Residential development should be designed in association with rain water tanks having a storage capacity of at least 10 000 litres in urban areas and 22 000 litres in rural and rural living areas, independent of fire fighting purposes.

The extensive use of rainwater tanks is considered to be a practical at source alternative to larger centralised MAR schemes. Furthermore, the cost of the harvesting system is effectively passed on directly to the individual landholder who benefits from the scheme.

The amount of rainfall (or roof runoff) a property can capture, store and use annually is dependent on factors including:

• The annual rainfall;

• The roof area connected to the tank;

• How much rainwater is used and when it is used;

• The capacity to draw on a backup supply; and

• The capacity of the tank.
The key to this approach is to have a secure backup supply so that water in the rainwater tank can be used as a first option to supply household and garden needs in the winter and spring periods whilst over summer supplies can be sourced from the alternative supply (i.e. mains water).

Rainwater used in this way can significantly reduce the demand for mains water.

Water from the tanks can be used for toilet flushing, in the hot water system or other non-potable uses.

Rainwater tanks used in this way can also have an impact on minor flows (less than 5 year ARI) in the downstream drainage system. They will also reduce the total volume of stormwater discharged from allotments and as a result are likely to be of benefit in reducing the impact of stormwater on the downstream receiving environment. There is also the potential for Council to further encourage the installation and use of rainwater tanks by offering additional rebates to the rebates already available from SA Water.

7.8 Summary of Reuse Potential

The water balance considered an option of stormwater reuse using a combination of stormwater and MAR to supply an open space area of approximately 143 ha. This would have beneficial outcomes for recreational pursuits and enhance the local amenity values of the area.

The water balance anticipates that approximately 1016 ML/year will be generated as stormwater runoff with approximately 356 ML/yr spilling from the system.

Approximately 19 ML/yr would be used to top up the wetland and 132 ML/year of stored groundwater being used for irrigation.

Graphs demonstrating the wetland behaviour and the integration of the MAR system are provided in Appendix C.

The water harvesting and reuse approach modelled presents a scenario whereby 65% of runoff from the fully developed catchment would be retained within the township.

The water balance analysis highlighted that the sizing of the wetland is ultimately governed by the stormwater objectives and ensuring the area is sufficient to meet the required treatment for water quality. The extraction and injection limits on the bore in the water balance limit the amount of water which could be stored in the aquifer and groundwater which could be using for irrigation and/or topping up the wetland.

The creation of a MAR scheme for stormwater is considered an attractive option for ensuring that the wetland systems (which are required for water treatment purposes) will remain filled with water and retain a high level of amenity and habitat value. It also provides a mechanism for watering open space areas during the initial phases of the development.

The wetlands should retain water throughout the year and so would maintain their water treatment functionality, but a scheme utilising MAR would be able to maintain the wetland systems to a higher level of amenity.

Potential locations for harvesting and treatment areas are shown in Figure 7.1.

Consideration should be given to integrating principles of WSUD such as swales, biofiltration systems, rain gardens, rainwater tanks, and buffer strips as part of future residential development planning to maximise the potential for reuse and water quality improvement. For example, use of rainwater tanks alone for active use by households can provide a significant additional benefit in terms of water quality but also water harvesting. This scenario was modelled for a fully developed...
Two Wells and the 30 year Growth Area. This scenario would reduce runoff volumes by 370 ML or approximately 37%.

Other opportunities for increasing reuse to meet the 75% post development runoff reuse target include:

- Providing a higher turf quality in the reserves;
- Maintaining areas of open water for amenity purposes in ornamental lakes;
- Increasing the size and uses of rainwater tanks on each allotment;
- Increasing the area of the school which is irrigated;
- Providing irrigation water for other local sites; or
- Contributing to a regional reuse scheme.

It appears that there are a number of options to reuse the runoff volume needed to meet the 75% post runoff volume reuse target, should Council consider this to be desirable.

If a conjunctive stormwater reuse approach is applied, utilising wetlands and MAR along with the active use of rainwater tanks, this could achieve a 85% capture and reuse rate of stormwater runoff – indicating that the proposed SMP reuse objective is achievable.

7.9 Reuse Recommendations

Recommendations for harvesting reuse in this SMP focus on options that have a higher level of community demand, as well as options that are more likely to attract funding. The reuse of stormwater has been explored. It was found that a range of techniques would be required to meet the SMP target of 75% of runoff reused. To meet this target a large scale MAR scheme would be necessary. These have significant capital and maintenance costs.

Given Council’s limited resources within the scope of the current SMP time frame the recommendations focus on small scale works.

7.9.1 SWR1: MAR based reuse Scheme Hickinbotham West Wetland

It is recommended that a reuse scheme using MAR based around the Hickinbotham West catchment wetland be constructed as part of the new development associated with the 30 year growth area.

This scheme alone is expected to reduce runoff by 65%. In addition the use of large scale reuse scheme will enable the wetlands proposed to be maintained in higher aesthetic condition by being watered during drier months. A reuse scheme associated with the catchment draining to the west will reduce the volume of runoff discharged under Port Wakefield Road and into the agricultural land to the west. This reduction in runoff volume will reduce the nuisance flooding impact which could potentially be caused by the construction of the large areas of impervious areas associated with residential development.

7.9.2 SWR2: Promotion of Rainwater Tank Use and Incorporation of WSUD systems within Council scheduled works

It is recommended that Council promote the use of rainwater tanks for each dwelling within the township. Plumbing of the tanks for automatic reuse within a dwelling will also increase the runoff reused.
Modelling of rainwater tank use, assuming the tanks were the sole source of water supply for households, was found to provide a significant benefit in terms of harvesting. This scenario was modelled for a fully developed Two Wells and the 30 year Growth Area, and was found to reduce runoff volumes by 370 ML or approximately 37%.

Rainwater tanks used in this way can also have an impact on minor flows (less than 5 year ARI) in the downstream drainage system. They will also reduce the total volume of stormwater discharged from allotments and as a result are likely to be of benefit in reducing the impact of stormwater on the downstream receiving environment.

It is also recommended that Council should also give high priority to retrofitting small scale localised measures such as rain gardens, street tree pits, kerb side protuberance gardens as part of road and/or streetscape upgrades within existing developed catchments.

Implementing small scale works will improve the quality of public space within the township, provide localised improvement in the quality of runoff and provide opportunities for increased awareness of stormwater quality issues within the community.
Data Source: Road surveyed by AWE. Major road of the location plan - Geoscience of Australia Series 3. Cadastre - District Council of Mallala
8 Recommended Actions

8.1 Summary of Recommended Works

Key actions that are considered priority responses for improved stormwater management in Two Wells and corresponding objectives are summarised on the following page in Table 8-1.

Further information on the environmental, social and economic benefits of the proposed actions, responsibility for maintenance, as well as the recommended timeframes, suggested budget requirements and funding (implementation summary) are provided in the following sections.
## TABLE 8-1: OBJECTIVES AND ACTIONS

<table>
<thead>
<tr>
<th>Actions</th>
<th>Primary SMP Objective</th>
<th>SMP Objective Criteria</th>
</tr>
</thead>
</table>
| RFM1: Temby Road Swale System. | Manage flood waters. | **Local Flooding:**  
- All roads are required to be trafficable. (2.5 m wide lane width for 1 in 5 ARI, depth no greater than 300mm in 1 in 100 ARI event).  
- Stormwater flows should be contained in the road reserve.  
- No increase in peak flows as a result of development.  

**Regional Flooding:**  
- Existing and new properties to be protected from the 1 in 100 ARI event. |
| RFM2 (a): Raised land for flood protection north of Gawler Road. | | |
| RFM2 (b): Southern Levee between Gawler Road and Railway Line (including short extension north of Gawler Road to avoid outflanking of levee). | | |
| RFM2 (c) Southern Levee between Railway Line and Port Wakefield Road. | | |
| LDM1: Chapman Street Spoon Drain. | | |
| LDM2: Modelled drainage anomalies. | | |
| WQ1: Wetland water treatment Hickinbotham East catchments. | Manage the catchment to improve the condition of receiving environments. | **Water Quality:**  
- Achieve the following reductions in pollutant loads from developed areas:  
  - 80% reduction in SS  
  - 60% reduction in TP  
  - 45% Reduction in TN  

**Biodiversity:** Improve the condition of Salt Creek |
| WQ2 and SWR1: Wetland water treatment and water reuse Hickinbotham West catchments. | | |
| WQ3: Incorporate WSUD systems within council infrastructure works (eg road upgrades) and streetscape upgrades. | | |
| WQ2 and SWR1: Wetland water treatment and water reuse Hickinbotham West catchments. | Manage water use to benefit the community. | **As a minimum 75% of water generated by existing and new urban development is captured and reused.** |
| LDM3: Review of planning controls in Development Plan to manage infill development and to incorporate water reuse and water treatment management objectives. | Council to lead and advocate the sustainable use of water, and the sustainable management of stormwater infrastructure, including maintenance. | **Infrastructure to remain effective.** |
| LDM3: Review of planning controls in Development Plan to manage infill development and to incorporate water reuse and water treatment management objectives. | Desirable planning outcomes associated with new development, open space, recreation and amenity.  
Minimise impact of new development on stormwater and receiving environments.  
Maximise the opportunity for private and partnership investment in and management of infrastructure and the natural systems. | **Provide guidance to developers on appropriate finished floor levels to prevent flooding.**  
Require developers to meet SMP targets for local drainage, water quality and reuse.  
Identify flood management strategies that Council should pursue in partnership with other beneficiaries and potential funding partners. |
<p>| SWR1: Promote the effective use of rainwater tanks in the existing township as well as in the 30 Year Growth Areas. | | |</p>
<table>
<thead>
<tr>
<th>Actions</th>
<th>Primary SMP Objective</th>
<th>SMP Objective Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NSFM1</strong>: Flood Preparedness.</td>
<td>Manage flood waters.</td>
<td>Regional Flooding: Existing and new properties to be protected from the 1 in 100 ARI event.</td>
</tr>
<tr>
<td>Develop a Total Flood Warning System for Two Wells. This would involve implementing a Flood Preparedness Program including community education and awareness raising, and installing flow monitoring gauging stations, on the Gilbert River and/or downstream of the junction with Light River, along with rain gauges further upstream.</td>
<td>Manage the catchment to improve the condition of receiving environments.</td>
<td>Biodiversity: Improve the condition of Salt Creek.</td>
</tr>
<tr>
<td><strong>NSFM2</strong>: Development/planning controls.</td>
<td>Include specific water quality and reuse objectives and targets in Council’s Development Plan consistent with the State Government’s targets and the NRM Board’s resource condition targets.</td>
<td></td>
</tr>
</tbody>
</table>
8.2 Environmental, Social and Economic Benefits

Each action proposed supports the achievement of the SMP objectives, as described earlier in Table 8-1. The specific links between the actions and objectives are highlighted in Table 8-2.

Environmental enhancement opportunities resulting from the proposed actions in this SMP are predominantly based on the improvements to water quality and better management of stormwater flows. These actions will help to protect the receiving environments of Salt Creek, samphire and mangrove vegetation at Middle Beach and Gulf St Vincent. Inclusion of water reuse and treatment objectives in Council’s Development Plan will also help to ensure the protection of these downstream environments.

The improved infrastructure proposed in this SMP will provide opportunities for social benefits, including improved public safety, protection of property and continuity of community services. The increased standard of drainage and regular infrastructure maintenance will help to prevent nuisance flooding, particularly at the main township intersections. This will alleviate community frustration and help maintain business trade in the town.

Other social benefits arise from the reuse of stormwater. In the township this could be the use of rainwater tanks for watering private allotments. In the 30 Year Growth Areas this could be the development of MAR systems to enable the reuse of stormwater for irrigating public open spaces, such as ovals and parks. The ‘greening’ of the township and future growth areas can engender a sense of community pride and belonging, as well as reducing the costs of using mains water. The local amenity will also be enhanced through the greening of public open spaces, as well as by improved stormwater systems that prevent the creation of stagnant, odorous pooling of stormwater.

Non-structural measures, such as flood preparedness programs, flood warning systems and education will improve the community’s capacity to prepare for and manage stormwater issues, as well as create a stronger sense of security within the community. Planning controls (e.g. Council’s Development Plan) provide a framework to plan and build in a manner that incorporates stormwater management.

There are also economic benefits as there won’t be the same damage costs as there would be without the stormwater infrastructure. Business trade and transport routes won’t be disrupted from stormwater flow and therefore there will not be any economic losses arising from stormwater issues. The reuse of stormwater will reduce the reliance on mains water which will have cost savings for the community. In addition, the improvements to stormwater management may have a positive impact on business confidence and attract future economic investment in the area.

8.3 Responsibility for Maintenance

The maintenance of watercourses and stormwater infrastructure that are located in road reserves and council owned land is normally the responsibility of the council concerned. For other land however, there is no legislation specifically identifying this as council’s responsibility. Instead, it is the landowners responsibility under the Natural Resources Management Act to maintain their land and watercourses in good condition in line with natural resource management practices. Any stormwater infrastructure constructed on other land is not the responsibility of the council to maintain unless the council has an interest in the land through an easement etc.
Maintenance of watercourses in good condition may include actions such as removal of weeds and removing any obstacles to flow (e.g. fallen branches, poorly constructed / inappropriate fencing). The NRM Board could also assist landowners by providing information on appropriate natural resource management practices including information on best practice for the maintenance of watercourses.

Councils may also acquire, through an approved and gazetted stormwater management plan, the legislative responsibility to maintain watercourses in other land, including the power to enter such land (with reasonable notice) and to carry out works and infrastructure in accordance with the approved stormwater management plan. The legislative provision for this is contained in the Local Government (Stormwater Management) Amendment Act 2007.

It is important that the council puts in place the appropriate administrative arrangements to facilitate ongoing maintenance of any permanent infrastructure established on other land as part of this stormwater management plan. Unless otherwise agreed with the landowner, council must take on responsibility for permanent stormwater infrastructure that is to be placed on other land by taking an interest in the land. Examples of such an interest include an easement, a Land Management Agreement (under the Development Act) with the landowner (which would go on the title of the land), or land acquisition.

8.4 Funding Opportunities - Potential Funding Contributions

Council will incorporate stormwater management strategies in its infrastructure/asset management plan for stormwater; however it will need to seek funding contributions from other sources, as described below.

The main stormwater related funding opportunity is the SMA. The SMA will potentially fund schemes that provide a wide range of benefits including flood risk, water quality and reuse. It will not fund projects that only have water quality and reuse benefits. The SMA has limited funding each year and assesses projects with prime regard to the level of quantified benefits for the cost.

The SMA has in the past contributed up to 50% of the cost of certain works and may elect to contribute to the cost of works in a catchment of less than 40 hectares, provided that those works form part of an approved stormwater management plan. However, the works that the SMA typically funds are the main trunk drains or channels where the catchment area contributing is greater than 40 hectares. Where there are local catchments (with less than 40 hectares catchment areas) or even side entry pits on the trunk drains, these do not qualify for SMA funding. To assist in identifying funding opportunities with the SMA, the catchment sizes for the structural measures are provided in Table 8-2.

In addition, in order to gain SMA approval of the SMP, Council is required to take responsibility for undertaking watercourse maintenance in both public and private ownership within the area of the SMP. This issue was described in more detail in the previous section of this report.

Council may also be able to secure some funding from the NRM Board, particularly in relation to water quality improvement works. The Commonwealth government also offers grants at various times for the purpose of flood disaster planning and relief.

There are also opportunities for developers of private land to fund works.

Potential funding partners for each recommendation are provided in Table 8-2.
8.4.1 Cost Sharing Arrangement

A cost sharing arrangement for Council and developers has been developed. In relation to new areas yet to be developed where the flood risk is known, the beneficiaries for each of the flood mitigation works have been identified for the purpose of apportioning costs of the flood mitigation works, e.g. the levee.

The benefits from the works and hence any cost sharing is based on the area of land that is flood prone that will be protected by the works irrespective of the current land use. In this way new development is treated equally with land that has already been developed.

The cost-sharing arrangement is reflected in the Implementation Table (refer to Table 8-2).

It is not anticipated that Council would contribute to any works that were solely for the benefit of developing the 30 Year Growth Areas.
<table>
<thead>
<tr>
<th>Project/Activity Title and Location</th>
<th>Investigation Cost ($)</th>
<th>Capital Cost ($)</th>
<th>Recurrent Cost ($/pa)</th>
<th>Rating (H) - High (M) - Medium (L) - Low</th>
<th>Description of Benefit</th>
<th>Potential funding source</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFM1: Temby Road Swale System</td>
<td>Required for 30 Year Growth Area – Sharpe Land Parcel to be funded by developer</td>
<td>Required for 30 Year Growth Area – to be funded by developer</td>
<td>$10,000</td>
<td>0-15</td>
<td>M</td>
<td>Required for protection of 30 Year Growth Area south of Temby Rd.</td>
</tr>
<tr>
<td>RFM2 (a): Raised land for flood protection north of Gawler Road (catchment size greater than 40 ha)</td>
<td>Required for 30 Year Growth Area – Gameau Land Parcel to be funded by developer</td>
<td>Required for 30 Year Growth Area – Gameau Land Parcel to be funded by developer</td>
<td>$2,000</td>
<td>0-2</td>
<td>M</td>
<td>Prevents floodwaters passing through the existing urbanised areas of the Two Wells township. Protection would be provided for up to the 1 in 100 ARI flood event from either the Gawler River or Light River.</td>
</tr>
<tr>
<td>RFM2 (b): Southern levee between Gawler Road and railway line (including short extension north of Gawler Road to avoid outflanking of levee). (catchment size greater than 40 ha)</td>
<td>$75,000</td>
<td>$750,000</td>
<td>$10,000</td>
<td>5-10</td>
<td>H</td>
<td>Approximately 182 allotments would be prevented from flooding in a 1 in 100 ARI flood event. Approximately $6 million of direct flood damage costs would be avoided in a 1 in 100 ARI flood. Cost associated with emergency response, clean up and community impacts would also be avoided.</td>
</tr>
<tr>
<td>RFM2 (c): Southern levee between railway line and Port Wakefield Highway. (catchment size greater than 40 ha)</td>
<td>$50,000</td>
<td>$500,000</td>
<td>$10,000</td>
<td>10-15</td>
<td>H</td>
<td>Location of levee provides opportunity for the improvement of watercourse condition and the provision of public open space.</td>
</tr>
<tr>
<td>LDM1: Chapman Street Spoon Drain. Further investigation of existing network condition. Possible rectification of blockage issues. (catchment size less than 40 ha)</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$1,000</td>
<td>2-5</td>
<td>L</td>
<td>Reduced frequency and extent of inundation of the road verge.</td>
</tr>
<tr>
<td>LDM2: Modelled drainage anomalies. Monitoring of identified areas to ground truth drainage network areas identified as potentially deficient. (catchment size less than 40 ha)</td>
<td>$2,000</td>
<td>TBA</td>
<td>TBA</td>
<td>5-10</td>
<td>L</td>
<td>Ground truthing of hydraulic analysis. May enable corrective action to be taken before these sections of network become issues for the community.</td>
</tr>
<tr>
<td>LDM3: Review of planning controls in Development Plan to manage infill development and to incorporate water reuse and water treatment management objectives. (refer also NSFM2)</td>
<td>$25,000</td>
<td>-</td>
<td>-</td>
<td>0-5</td>
<td>H</td>
<td>Ensures the Development Plan is kept up to date with WSUD and flood management principles.</td>
</tr>
<tr>
<td>WQI: Wetland water treatment Hickinbotham East catchments. (catchment size less than 40 ha)</td>
<td>Required for 30 year Growth Area – Gameau Land Parcel to be funded by developer</td>
<td>Required for 30 year Growth Area – Gameau Land Parcel to be funded by developer</td>
<td>TBD</td>
<td>&gt;10</td>
<td>H</td>
<td>Water quality protection for Salt Creek and its coastal receiving environments.</td>
</tr>
</tbody>
</table>
### Project/ Activity Title and Location

<table>
<thead>
<tr>
<th>Investigation Cost ($)</th>
<th>Capital Cost ($)</th>
<th>Recurrent Cost ($)</th>
<th>Rating (H) - High (M) - Medium (L) - Low</th>
<th>Description of Benefit</th>
<th>Potential funding source</th>
</tr>
</thead>
<tbody>
<tr>
<td>WQ2 and SWR1: Wetland water treatment Hickinbotham West catchments. (catchment size greater than 40 ha)</td>
<td>Required for 30 year Growth Area – Gameau Land Parcel to be funded by developer</td>
<td>Required for 30 year Growth Area – Gameau Land Parcel to be funded by developer</td>
<td>TBD</td>
<td>&gt;10</td>
<td>H</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WQ3 and SWR2: Promote the effective use of rainwater tanks in the existing township as well as in the 30 Year Growth Areas and incorporate WSUD systems within council infrastructure works (eg road upgrades) and streetscape upgrades.</td>
<td>$20,000</td>
<td>-</td>
<td>-</td>
<td>0-15</td>
<td>M</td>
</tr>
<tr>
<td>NSF-M1: Flood Preparedness (Total Flood Warning System)</td>
<td>Implement a Flood Preparedness Program including community education and awareness raising, and consideration of installing additional gauging stations, e.g. river gauge on the Gilbert River and/or downstream of the junction with Light River, and rain gauges further upstream.</td>
<td>$30,000</td>
<td>$80,000</td>
<td>$10,000</td>
<td>0-2</td>
</tr>
<tr>
<td>NSF-M2: Development/planning controls. Include specific water quality and reuse objectives and targets in Council’s Development Plan consistent with the State Government’s targets and the NRM Board’s resource condition targets.</td>
<td>Included in LDM3</td>
<td>-</td>
<td>-</td>
<td>0-5</td>
<td>H</td>
</tr>
</tbody>
</table>
## TABLE 8.3 PROJECTS FOR CONSIDERATION SHOULD FUNDING OPPORTUNITIES ARISE

<table>
<thead>
<tr>
<th>Project/Activity Title and Location</th>
<th>Description of Benefit</th>
<th>Potential funding source</th>
</tr>
</thead>
</table>
| WQ4: Retrofit Biofiltration or Wetlands in Existing Developed Catchments. (Station Road Parkland, Salt Creek, Secomb Road, Southern Catchment and Two Wells Football Oval) | • The quality of runoff from these catchments would be improved to meet South Australian Government WSUD targets if distributed biofiltration basins or swales were installed or end of pipe wetlands were constructed.  
• Many of these catchments contribute directly or indirectly to Salt Creek. Improving the quality of runoff into Salt Creek would contribute to the improvement of the condition of Salt Creek.  
• Both wetland and biofiltration devices have the potential to improve quality of public space and provide opportunities for increased awareness of stormwater quality issues within the community.  
• Construction of treatment infrastructure of the form and type described here is expected to realise pollutant reduction performance exceeding the SA Government WSUD targets. | Council, AMLR NRMB, other grant schemes as they occur. |
9 References

Adelaide and Mount Lofty Ranges Natural Resources Management Plan (2008), Adelaide and Mount Lofty Ranges Natural Resources Management Board


CSIRO (2000) SCARM Report 73 – Floodplain Management in Australia, Best Practice Principles and Guidelines


Connor Holmes (2011) Preliminary Infrastructure Directions – Two Wells Project, Discussion Paper

Connor Holmes (2011) Two Wells Township Expansion, prepared on behalf of the Hickinbotham Group

Department of Environment Water and Natural Resources (2013) Water Allocation Plan for the Western Mount Lofty Ranges Prescribed Water Resources Area


District Council of Mallala Development Plan, Consolidated – April 2016, South Australian Department of Planning, Transport and Infrastructure.


Appendix A: Flood Composite Maps
Appendix B: Flood Depth Difference
Appendix C: Typical Wetland Behaviour and MAR
Typical Groundwater/Wetland behaviour with the integration of MAR
(over three year period)

Volume of wetland
Groundwater to top up wetland
<table>
<thead>
<tr>
<th>12.3.3</th>
<th>Council Development Assessment Panel Public Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Development and Community</td>
</tr>
<tr>
<td></td>
<td>General Manager Development and Community</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td>18 April 2017</td>
</tr>
<tr>
<td></td>
<td>Container No: CON12/218</td>
</tr>
<tr>
<td></td>
<td>Document No: D17/6119</td>
</tr>
</tbody>
</table>

**EXECUTIVE SUMMARY**

- Each Council Development Assessment Panel must have a public officer appointed by the Council, who must not be a member of the panel.

- The CEO is currently public officer of the Panel.

- It is appropriate for several reasons that the General Manager – Governance and Communications, be appointed to the position of public officer.

**RECOMMENDATION(S)**

1. “that Council, having considered Item 12.3.3 – Council Development Assessment Panel Public Officer, dated 18 April 2017, receives and notes the report.”

2. “that Council, having considered Item 12.3.3 – Council Development Assessment Panel Public Officer, dated 18 April 2017, pursuant to and in accordance with Section 56A(22) of the Development Act 1993, appoints Sheree Schenk, General Manager – Governance and Communications, as the public officer of the Adelaide Plains Council Development Assessment Panel.”
3. “that Council, having considered Item 12.3.3 – Council Development Assessment Panel Public Officer, dated 18 April 2017, authorises Council administration, pursuant to and in accordance with Section 56A(23) of the Development Act 1993, to publish notice of the appointment (including the public officer’s name and contact details) in the Gazette.”

BUDGET IMPACT

Estimated Cost: $ Nil
Future ongoing operating costs: $ Nil
Is this Budgeted? No

RISK ASSESSMENT

Nil

Attachments

1. Development Act 1993, Section 56A (22, 23, 24)
DETAILED REPORT

Purpose
To seek Council’s support in appointing Sheree Schenk, General Manager – Governance and Communications, as public officer of Council’s Development Assessment Panel.

Background/History
In accordance with Section 56A(22) of the Development Act 1993 each Council Development Assessment Panel must have a public officer (who must not be a member of the panel) appointed by the Council (Attachment 1).

In accordance with resolution 2015/146 of the Council Meeting held on 27 April 2015 the CEO is currently the public officer of the panel.

Section 56A(24) of the Act directs that “the functions of a public officer include ensuring the proper investigation of complaints about the conduct of a member of the relevant panel (but nothing in this section prevents a person making a complaint to the Ombudsman at any time under the Ombudsman Act 1972 or the public officer referring a complaint to another person or authority for investigation or determination).”

Discussion
Since the last appointment of the public officer by Council a dedicated Governance and Communications Department has been established. The Department is responsible for overseeing the core governance functions of Council, including the coordination of the recently established Governance Advisory Panel.

Given that the role of the public officer includes ensuring the proper investigation of conduct related complaints, it is appropriate that the role is transferred to the General Manager – Governance and Communications, Sheree Schenk.

Good governance practices are imperative in any organisation, particularly in local government, and this appointment will ensure effective governance input into any conduct matters involving panel members that are brought to the attention of Council. The separation of the CEO from this appointment will also facilitate the effective engagement of the CEO in development related matters without potential conflict.

In accordance with Section 56A(23) of the Act the Council must also ensure that notice of the appointment (including the public officer’s name and contact details) is published in the Gazette.

Conclusion
Each Council Development Assessment Panel must have a public officer (who must not be a member of the panel) appointed by the Council. The CEO is currently public officer of the panel, however it is considered that the role is more appropriately held by the General
Manager - Governance and Communications, Sheree Schenk, in accordance with Council’s new governance structure.

References

Legislation

*Development Act 1993*
Attachment 1

To report 12.3.3– Council Development Assessment Panel Public Officer

Dated 18 April 2017

Development Act 1993, Section 56A (22, 23, 24)
(13) A council development assessment panel must ensure that accurate minutes are kept of its proceedings.

(14) A disclosure under subsection (7)(a) must be recorded in the minutes of the council development assessment panel.

(15) Members of the public are entitled to reasonable access—

(a) to the agendas for meetings of a council development assessment panel; and

(b) to the minutes of meetings of a council development assessment panel.

(16) However, a council development assessment panel may, before it releases a copy of any minutes under subsection (15), exclude from the minutes information about any matter dealt with on a confidential basis by the panel.

(17) Minutes must be available under subsection (15)(b) within five days after their adoption by the members of the panel.

(18) An act of a council development assessment panel is not invalid by reason only of a vacancy in its membership or a defect in the appointment of a member.

(18a) A quorum at a meeting of a council development assessment panel is a number ascertained by dividing the total number of members of the panel for the time being in office by 2, ignoring any fraction resulting from the division, and adding 1.

(18b) Each member of a council development assessment panel present at a meeting of the panel is entitled to 1 vote on any matter arising for decision and, if the votes are equal, the member presiding at the meeting is entitled to a second or casting vote.

(19) Subject to this Act, the procedures to be observed in relation to the conduct of the business of a council development assessment panel will be—

(a) as prescribed by regulation; or

(b) insofar as a procedure is not prescribed under paragraph (a)—as determined by the panel.

(20) A council must, at the request of the Minister, provide information to the Minister—

(a) about the constitution of a council development assessment panel under this section; or

(b) about the powers and functions delegated to a council development assessment panel under this section.

(21) Except as otherwise provided in this section, the Local Government Act 1999 does not apply to, or in relation to, a council development assessment panel established under this section (including with respect to its members when acting under this section or its processes or procedures).

(22) Each council development assessment panel must have a public officer (who must not be a member of the panel) appointed by the council.

(23) A council must, on appointing a public officer, ensure that notice of the appointment (including the public officer's name and contact details) is published in the Gazette.
(24) The functions of a public officer include ensuring the proper investigation of complaints about the conduct of a member of the relevant panel (but nothing in this section prevents a person making a complaint to the Ombudsman at any time under the Ombudsman Act 1972 or the public officer referring a complaint to another person or authority for investigation or determination).

(25) A council is responsible for any costs, expenses or liabilities arising in relation to the activities of its council development assessment panel (but a council is not responsible for any liability arising from anything done by a member of a panel that is not within the ambit of subsection (10)).

(26) Despite a preceding subsection, a council is not required to establish a council development assessment panel under this section if all of its powers and functions as a relevant authority (after taking into account any powers or functions that have been assigned to a regional development assessment panel or other body under this Act) have been delegated to other persons or bodies under this Act.

(27) In addition, the Minister may, on application by a council with an area that lies wholly outside Metropolitan Adelaide, exempt the council from the requirement to establish a panel under this section if the Minister is satisfied that the number of applications for development plan consent made to the council as a relevant authority under this Act in any year (on average) does not justify the constitution of a panel under this section.

(28) The Minister may, after consultation with the relevant council, revoke an exemption under subsection (27) if the Minister forms the view that circumstances within the area of the council have changed to such an extent that an exemption under that subsection is no longer appropriate.

(29) If a council is granted an exemption under subsection (27), subsections (23) to (26) (inclusive) of section 34 do not apply in relation to the council while the exemption is in force.

56B—Building Rules assessment audits

(1) In this section—

**building assessment auditor** means—

(a) a person of a class prescribed by the regulations; or

(b) a person employed or engaged by a body prescribed by the regulations who holds qualifications prescribed by the regulations.

(2) Any council or private certifier undertaking the assessment of proposed developments against the provisions of the Building Rules under this Part must have its, his or her activities in relation to such assessments audited by a building assessment auditor in accordance with the requirements of this section.

(3) The purposes of an audit under this section are—

(a) to check whether the processes and procedures associated with the assessment of proposed developments against the provisions of the Building Rules, and with the granting of any relevant building rules consents or the provision of certificates of compliance with the provisions of the Building Rules, have been undertaken in accordance with the requirements of this Act (including requirements prescribed by the regulations) and, in particular, whether the matters prescribed by the regulations have been satisfied; and
EXECUTIVE SUMMARY

Work toward the adoption of the 2017/2018 Annual Business Plan, Budget and the revision of Council’s Long Term Financial Plan (LTFP) has been occurring since January 2017. Four (4) workshops, two (2) with Council management & Staff and two (2) with Elected Members have occurred during the process, which have focused on:

- improving Council’s financial sustainability;
- Council’s contractual obligation with regard to Two Wells Developments;
- Review of Council operations to find saving without affecting its core services;
- Operating and Capital Project program for next four (4) financial years;
- rates modelling; and
- budget assumptions & outcomes for 2017/2018 and the 10 year LTFP.

The draft 2017/2018 Budget estimates an Operating Deficit of $1.154m This estimates takes into account Council adopting a rate revenue increase of 1.80% on existing properties.

The Council can choose to further reduce draft Operating Deficit of $1.154m by either:

- increasing rate on existing properties by more than 1.80%;
- reducing Recurrent Operating Expenditure by cutting or changing the scope of existing Council services and programs;
- increasing discretionary fees and charges levied for Council services;
- reducing the service levels of Council assets by increasing their useful lives and thereby reducing the depreciation expenses; and
- reducing Operating Projects proposed for the 2017/2018 Financial Year.

General Rate revenue is budgeted at $7.783m, with an average 1.80% increase in rates on existing properties and 0.10% growth from new assessments.
It is also proposed to increase the fixed charge in line with increase in average rate (1.80%).

Capital Expenditure budgeted is $2.981 & new loan borrowings are proposed to be $1.200m.

**RECOMMENDATION(S)**


1. Receives and notes the report;
2. that Council has considered its draft Annual Business Plan and Budget for the 2017/2018 Financial Year and the proposed Long Term Financial Plan for the period 2017/2018 to 2026/2027 and requests that Chief Executive Officer commence a period of public consultation in accordance with section 123 of the Local Government Act 1999 in regard to its proposals for a period of not less than 21 days in order that Council is able to consider any feedback from members of the public with regard to its 2017/2018 budgetary deliberations;
3. that Council call a special meeting on Monday, 08 May 2017 at 5.30pm in order that any submissions forthcoming from members of the public may be heard for at least one hour’s duration; and
4. that a report be prepared on submission/presentations received during the public consultation period for Council consideration at the Ordinary meeting of Council to be held on Monday, 15 May 2017.

**REASONS FOR THE DECISION**

The decision provides for the progression of 2017/2018 Council budget process in accordance with the provisions in the Local Government Act 1999.

**BUDGET IMPACT**

Estimated Cost: $1.154m (deficit) & new borrowing of $1.200m

Is this Budgeted? No

**RISK ASSESSMENT**

Council’s main source of income is General Rates revenue which account for 79% of total income. Therefore, If the Council does not generate sufficient income, particularly, rate income, to meet its planned activities, it will not be able to service its payment obligations on time (liquidity/credit risk) without borrowings (financial risk) more money.

**Attachments**

1. Elected Member Workshop Presentation 1 (14 March 2017).
2. Elected Member Workshop Presentation 2 (03 April 2017).
DETAILED REPORT

Purpose

The purpose of this report is to provide for Council’s consideration, the Draft 2017/2018 Annual Business Plan, 2017/2018 Budget and the Long Term Financial Plan for the period 2017/2018 to 2026/2027 and seek Council endorsement to commence the community consultation process in relation to the aforementioned draft documents required by the Section 123 of the Local Government Act 1999.

Background/History

The legislative background to the annual budget process contained within Section 123 of the Local Government Act 1999 are as follows;

✓ There must be an annual business plan and budget for each financial year.
✓ The annual business plan must include a summary of the council's objectives, activities and performance measures set out a summary of its proposed operating expenditure, capital expenditure and sources of revenue; the rates structure and policies for the financial year.
✓ The annual business plan and budget must undergo a period of public consultation in accordance with the Council’s Public Consultation Policy, and council must make copies of the plan available for the information of the members of the public, who may then lodge submissions to the council about its plans.
✓ The council must conduct a public hearing or meeting to allow those members of the public the opportunity to present their submission in relation to Council’s proposed annual program to the Council.
✓ Council may then decide whether or not any submission will be taken into account in adopting or amending its proposed annual business plan and budget;
✓ An annual business plan and a budget must be adopted by a council after 31 May for the ensuing financial year and, except in a case involving extraordinary administrative difficulty, before 31 August in the year to which it relates.

In practical terms however, the Local Government Act requires that a ratepayer must receive at least 30 days’ notice of the amount of council rates that they are being requested to pay. Under the terms of the Act council rates instalments fall due in the months of September, December, March and June of each year. Operationally administration must undertake certain processes coinciding with the declaration of the rate by Council, including scheduling rate notice printing with an offsite contractor. These activities in effect decrease the time available for a council to adopt budgets and declare rates while maintaining an adherence to compliancy timeframes stipulated by the Act.

For 2017/2018 Financial Year, 21 days public consultation period will commence on Thursday, 20 April 2017. Public notices will appear on Council’s web-site www.apc.sa.gov.au from that date while notices to be appeared in the newspapers generally circulating within
Council’s region on the Thursday, 20 April 2017 editions of The Bunyip, and The Plains Producer.

A public meeting will be held on Monday, 08 May 2017 commencing at 5.30 pm at the Mallala Council Chambers, where Council will receive submissions and questions from the community in relation to its Draft 2017/2018 Annual Budget and 2018-2027 Long Term Financial Plan proposals. The public consultation period concludes at the close of business (5.00pm) on Wednesday, 10 May 2017.

A subsequent report will be presented to the Council at May 2017 Council meeting to be held on Monday, 15 May 2017 in order that matters arising out of the public consultation period could be reviewed and considered by the Council. The Annual Business Plan and Budget will be adopted at Council’s meeting to be held on Monday, 19 June 2017.

Discussion

Preparatory work for the 2017/2018 Annual Business Plan, Budget and the revision of Council’s Long Term Financial Plan has been occurring since January 2017 which included the following workshops.

- **Budget Workshops**

  Council’s General Manager – Finance & Economic Development, conducted a series of presentations at workshops with Council’s senior staff and Elected Members as follows;

  ✓ 06 January 2017, presentation on budget process for 2017/2018 to Chief Executive Officer and General Managers;
  ✓ 16 January 2017, presentation on budget process for 2017/2018 to budget managers;
  ✓ 03 April 2017 presentation on Council’s Draft 2017/2018 Recurrent and Project Budget to Elected Members. (Attachment 2).

- **Strategic Focus**

  The Council aims to deliver a budget that not only contributes to it’s broader strategic objectives, but is also financially sound and allows the Council to meet its financing commitments from cash derived from operating activities without placing a burden on citizens through excessive and/or ad-hoc rate revenue increases or borrowing money to deliver current Council services that will create intergeneration inequality.

  Therefore, the focus in developing the Draft 2017/2018 Annual Business Plan, Budget and 2018-2027 Long Term Financial Plan, has been on ensuring that the Council can maintain the service standards for its existing services (business as usual) and that those services receive appropriate funding, balanced with ensuring that the community does not face significant increases in their annual rates contribution in next year or future years.
To achieve above objectives, Council’s management started the budget process in January 2017, based on “zero based budgeting” by reviewing its current level of income & expenditures and comparing it with proposed activities for the next financial year to estimate the appropriate level of income & expenditures for 2017/2018 Financial Year. Following is the summary of the first-cut of the draft 2017/2018 budget presented to the Elected Members at the First Budget workshop held on 14 March 2017. (Please refer to Attachment 1)

Recurrent Budget Deficit $315,102 (3% increase in average rate)
Net Operating Project Expenses $1,233,773
Net Capital Project Expenses $10,439,628 (I&AMP & Elected Member requests)

However, at its Council meeting held on 20 March 2017, Council passed following resolution; "that Adelaide Plains Council adopt a position that future rate rises be aligned to and not exceed each years current South Australian Consumer Price Index."

In light of the above resolution, all the budget managers were requested to find more savings (approximately $1.00 million saving in recurrent/operating project budget) and reconsider the priorities for capital project expenses. Following the second review, however, management was able to find saving in discretionary recurrent spending of $230,000 & defer some of the Operating Project expenses to later years to ease the pressure of Council cash flows while Capital Project expenses were restricted to those coming from Council’s Infrastructure & Asset Management Plans (I&AMP)

The second-cut of the draft budget was presented (Please refer to Attachment 2) to the Council at the second budget workshop held on 03 April 2017 along with proposed cut to discretionary recurrent spending.

In addition, a financial model to identify the impact of new housing developments in Two Wells also presented to the Elected Members. (Please refer to Attachment 2). Accordingly, the Council is not expected to make significant net income in the short-run, mainly due to it’s contractual obligation with the developer to construct a roundabout in Two Wells ($500,000) and the cost of establishing levees (cost not yet known, but expected to be significant) protecting the housing estates. However, in the long-run, Council is expected to generate additional income from the developments, but the quantum will be confirmed exactly once the service levels of the public assets (roads, footpath, kerbing, gutter, parks & gardens) that will be handed over to the Council following the conclusion of the development is known.

Draft 2017/2018 Budget

The draft 2017/2018 Budget has two components. They are;

i. Statement of Comprehensive Income which include;

   a) Recurrent Budget covering income and expenses with regard to running day to
day Council operations on a business as usual basis;
b) Operating Projects Budget (one off services initiatives and programs that support strategic objectives of the Council);

ii. Capital Projects Budget (Income and expenses with regard to renewal/replacement of existing Council assets or creating new/upgrading of existing Council assets).

✔ Statement of Comprehensive Income

As shown in the Table 1 below, based on a 1.80% average increase on existing rate payers (1.30% Rate in the dollar increase & 0.50% valuation increase) and further 0.50% growth from new assessments, it is estimates that for 2017/2018 Financial Year there will be an operating deficit of $1.154m from recurrent & operating project activities.

Table 1: Draft Statement of Comprehensive Income

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OPERATING INCOME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>8,112,516</td>
<td>8,497,616</td>
<td>8,806,601</td>
</tr>
<tr>
<td>Statutory charges</td>
<td>325,479</td>
<td>314,835</td>
<td>335,205</td>
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<tr>
<td>User charges</td>
<td>115,413</td>
<td>75,794</td>
<td>142,825</td>
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<tr>
<td>Grants, subsidies and contributions</td>
<td>1,452,028</td>
<td>1,736,700</td>
<td>1,679,566</td>
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<tr>
<td>Investment Income</td>
<td>7,665</td>
<td>2,000</td>
<td>1,500</td>
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<td>Reimbursements</td>
<td>282,508</td>
<td>245,125</td>
<td>162,443</td>
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<td>Other Income</td>
<td>136,943</td>
<td>29,498</td>
<td>14,969</td>
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<td>TOTAL INCOME</td>
<td>10,432,552</td>
<td>10,901,568</td>
<td>11,143,109</td>
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<td>OPERATING EXPENSES</td>
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<tr>
<td>Employee Costs</td>
<td>4,326,041</td>
<td>5,041,825</td>
<td>4,739,668</td>
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<td>Materials, contracts and other services</td>
<td>3,726,567</td>
<td>3,323,531</td>
<td>3,430,258</td>
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<tr>
<td>Depreciation, Amortisation &amp; Impairment</td>
<td>2,619,196</td>
<td>2,707,107</td>
<td>2,806,820</td>
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<tr>
<td>Finance Costs</td>
<td>427,625</td>
<td>435,863</td>
<td>412,563</td>
</tr>
<tr>
<td>Share of loss - joint ventures &amp; associates</td>
<td>66,872</td>
<td>-</td>
<td>50,000</td>
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<tr>
<td>Operating Project Expenses</td>
<td>-</td>
<td>-</td>
<td>857,973</td>
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<td>TOTAL EXPENSES</td>
<td>11,166,301</td>
<td>11,508,326</td>
<td>12,297,282</td>
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<tr>
<td>OPERATING SURPLUS / (DEFICIT)</td>
<td>(733,749)</td>
<td>(606,758)</td>
<td>(1,154,173)</td>
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<tr>
<td>Asset Disposal &amp; Fair Value Adjustments</td>
<td>(52,403)</td>
<td>(36,000)</td>
<td>69,000</td>
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<td>Amounts specifically for new or upgraded assets</td>
<td>871,592</td>
<td>-</td>
<td>490,500</td>
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<tr>
<td>Physical resources received free of charge</td>
<td>661,308</td>
<td>-</td>
<td>-</td>
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<tr>
<td>NET SURPLUS (DEFICIT)</td>
<td>746,748</td>
<td>(642,758)</td>
<td>(594,674)</td>
</tr>
</tbody>
</table>

Note: Above estimates do not include the impact of Two Wells new housing developments.

➢ Rates Modelling & Impact on Operating Deficit and Borrowings

While the Council decides on level of rates income for the ensuing financial year by considering various factors such as planned expenditure, expected non-rate revenue, community affordability, Council existing loans and other contractual obligations, Table 2
shows its implications on Council’s long-term financial sustainability while Table 3 shows impact on existing rates payers if Council decides to adopt one of three different rate increase options.

Table 2: Rates Modelling (before including the impact of Two Wells Housing Development)

<table>
<thead>
<tr>
<th>Option 1 – 1.80% Avg. Increase + 0.10% Growth</th>
<th>17/18</th>
<th>18/19</th>
<th>19/20</th>
<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
<th>23/24</th>
<th>24/25</th>
<th>25/26</th>
<th>26/27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate In the $ Increase</td>
<td>1.30</td>
<td>1.30</td>
<td>1.30</td>
<td>1.30</td>
<td>1.30</td>
<td>1.30</td>
<td>1.30</td>
<td>1.30</td>
<td>1.30</td>
<td>1.30</td>
</tr>
<tr>
<td>Valuation Change</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
</tr>
<tr>
<td>Growth</td>
<td>0.50</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
</tr>
<tr>
<td>Operating Deficit</td>
<td>(1,154)</td>
<td>(942)</td>
<td>(742)</td>
<td>(719)</td>
<td>(632)</td>
<td>(623)</td>
<td>(635)</td>
<td>(648)</td>
<td>(661)</td>
<td>(674)</td>
</tr>
<tr>
<td>New Borrowings</td>
<td>1,200</td>
<td>2,800</td>
<td>550</td>
<td>200</td>
<td>1,250</td>
<td>700</td>
<td>750</td>
<td>700</td>
<td>700</td>
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</table>

<table>
<thead>
<tr>
<th>Option 2 – 3.00% Avg. Increase + 0.10% Growth</th>
<th>17/18</th>
<th>18/19</th>
<th>19/20</th>
<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
<th>23/24</th>
<th>24/25</th>
<th>25/26</th>
<th>26/27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate In the $ Increase</td>
<td>2.50</td>
<td>2.50</td>
<td>2.50</td>
<td>2.50</td>
<td>2.50</td>
<td>2.50</td>
<td>2.50</td>
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<td>2.50</td>
</tr>
<tr>
<td>Valuation Change</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
</tr>
<tr>
<td>Growth</td>
<td>0.50</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
</tr>
<tr>
<td>Operating (Deficit)/Surplus</td>
<td>(1,063)</td>
<td>(743)</td>
<td>(428)</td>
<td>(286)</td>
<td>(75)</td>
<td>66</td>
<td>189</td>
<td>320</td>
<td>456</td>
<td>600</td>
</tr>
<tr>
<td>New Borrowings</td>
<td>1,200</td>
<td>2,500</td>
<td>200</td>
<td>-</td>
<td>500</td>
<td>50</td>
<td>(100)</td>
<td>(250)</td>
<td>(400)</td>
<td>(600)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 3 – 3.25% Avg. Increase + 0.10% Growth</th>
<th>17/18</th>
<th>18/19</th>
<th>19/20</th>
<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
<th>23/24</th>
<th>24/25</th>
<th>25/26</th>
<th>26/27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate In the $ Increase</td>
<td>2.75</td>
<td>2.75</td>
<td>2.75</td>
<td>2.75</td>
<td>2.75</td>
<td>2.75</td>
<td>2.75</td>
<td>2.75</td>
<td>2.75</td>
<td>2.75</td>
</tr>
<tr>
<td>Valuation Change</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
</tr>
<tr>
<td>Growth</td>
<td>0.50</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
</tr>
<tr>
<td>Operating (Deficit)/Surplus</td>
<td>(1,044)</td>
<td>(701)</td>
<td>(362)</td>
<td>(194)</td>
<td>(45)</td>
<td>214</td>
<td>368</td>
<td>531</td>
<td>702</td>
<td>882</td>
</tr>
<tr>
<td>New Borrowings</td>
<td>1,100</td>
<td>2,600</td>
<td>150</td>
<td>(350)</td>
<td>550</td>
<td>-</td>
<td>(400)</td>
<td>(450)</td>
<td>(650)</td>
<td>(850)</td>
</tr>
</tbody>
</table>

Table 3: Impact on Rate Increase on Average Council Rates

<table>
<thead>
<tr>
<th>Land Use Codes</th>
<th>Commercial Other</th>
<th>Commercial Other</th>
<th>Industrial Other</th>
<th>Industrial Other</th>
<th>Other</th>
<th>Primary</th>
<th>Residential</th>
<th>Vacant Land</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Rates</td>
<td>29,667</td>
<td>125,786</td>
<td>6,289</td>
<td>95,583</td>
<td>16,035</td>
<td>2,905,875</td>
<td>4,115,974</td>
<td>312,771</td>
</tr>
<tr>
<td>No of Properties</td>
<td>21</td>
<td>47</td>
<td>5</td>
<td>17</td>
<td>29</td>
<td>1,343</td>
<td>2,782</td>
<td>449</td>
</tr>
<tr>
<td>Average Rates</td>
<td>1,413</td>
<td>2,676</td>
<td>1,258</td>
<td>5,623</td>
<td>553</td>
<td>2,164</td>
<td>1,480</td>
<td>697</td>
</tr>
</tbody>
</table>

Proposed Average Rates for 2017/2018 with

| Option 1 – 1.80%         | 1,438            | 2,724            | 1,280            | 5,724            | 563   | 2,203   | 1,506       | 709         |
| Option 2 – 3.00%         | 1,455            | 2,757            | 1,295            | 5,791            | 570   | 2,229   | 1,524       | 717         |
| Option 3 – 3.25%         | 1,459            | 2,763            | 1,299            | 5,805            | 571   | 2,234   | 1,528       | 719         |

Annual Increase in Rates ($)

| Option 1 – 1.80%         | 25               | 48               | 23               | 101              | 10    | 39      | 27          | 13          |
| Option 2 – 3.00%         | 42               | 80               | 38               | 169              | 17    | 65      | 44          | 21          |
| Option 3 – 3.25%         | 46               | 87               | 41               | 183              | 18    | 70      | 48          | 23          |

Ordinary Council Meeting 18 April 2016
Weekly Increase in Rates ($)

| Option 1 : 1.80% | 0.49 | 0.93 | 0.44 | 1.95 | 0.19 | 0.75 | 0.51 | 0.24 |
| Option 2 : 3.00% | 0.82 | 1.54 | 0.73 | 3.24 | 0.32 | 1.25 | 0.85 | 0.40 |
| Option 3 : 3.25% | 0.88 | 1.67 | 0.79 | 3.51 | 0.35 | 1.35 | 0.92 | 0.44 |

As shown in Table 2 above, 1.80% increase in average rate is not financially sustainable in the long-run without cutting Council expenditures considerably or increasing borrowings. Table 3 shows that a 3.00% (2.50% rate in the dollar increase by the Council and 0.50% increase in valuation by Valuer General Department) increase in average rate will result in 85 cents per week increase in average rates for residential rate payers and 92 cents per week with a 3.25% (2.75% rate in the dollar increase by the Council and 0.50% increase in valuation by Valuer General Department) increase in average rate for residential rate payers.

Draft Four Year Operating Project Program

As part of developing 2017/2018 Annual Budget, management has identified four (4) year operating project program, with a total investment value of $1.716m, for consideration by the Council. A summary of four (4) year program is presented in Table 4 below.

Table 4: Draft Four Year Operating Project Program

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Four Year Cost</th>
<th>17/18</th>
<th>18/19</th>
<th>19/20</th>
<th>20/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegation Software</td>
<td>1,500</td>
<td>1,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Building Maintenance Program</td>
<td>275,800</td>
<td>60,000</td>
<td>215,800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Plant Nursery</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installation of single lane roundabout in Two Wells</td>
<td>500,000</td>
<td>500,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Levees – Two Wells Development</td>
<td>-</td>
<td>To be confirmed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lewiston Storm Water Management Plan</td>
<td>40,000</td>
<td>40,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AIBS Issues and Opportunities Paper</td>
<td>30,000</td>
<td>30,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allied Food Industries Land Supply Study &amp; Northern Food Bowl Protection Areas DPA</td>
<td>70,000</td>
<td>70,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Webb Beach Community Emergency Management Plan</td>
<td>50,000</td>
<td>50,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coastal Settlements DPA and the Issues and Opportunities - Coastal Settlements</td>
<td>-</td>
<td>To be confirmed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Inspector .6 FTE</td>
<td>223,848</td>
<td>54,473</td>
<td>55,454</td>
<td>56,452</td>
<td>57,468</td>
</tr>
<tr>
<td>Engineer 1.0 FTE</td>
<td>439,695</td>
<td>107,000</td>
<td>108,926</td>
<td>110,887</td>
<td>112,883</td>
</tr>
<tr>
<td>APC Remanent and Roadside Vegetation Action Plan</td>
<td>30,000</td>
<td>30,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take 5 safety program &amp; smart phones to access the program by Depot outside staff</td>
<td>5,000</td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review of 5 By-Laws (Permits &amp; Penalties/Lib Govt. Land/Roads/Dogs/Moveable Signs)</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td><strong>1,715,843</strong></td>
<td><strong>857,973</strong></td>
<td><strong>520,180</strong></td>
<td><strong>167,339</strong></td>
<td><strong>170,351</strong></td>
</tr>
</tbody>
</table>
Draft Four Year Capital Project Program

Draft Capital Budget with an investment of $11.6m over four (4) years was prepared by the Management as part of 2017/2018 Annual Budget. Elected Members considered these capital programs at two workshops held on 14 March 2017 and 03 April 2017. Table 5 below summarise four (4) year capital program.

Table 5: Draft Four Year Operating Project Program

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Four Year Cost</th>
<th>17/18</th>
<th>18/19</th>
<th>19/20</th>
<th>20/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Sealing Program (Note 1)</td>
<td>1,376,500</td>
<td>857,500</td>
<td>294,000</td>
<td>50,000</td>
<td>175,000</td>
</tr>
<tr>
<td>New Footpath Program</td>
<td>186,880</td>
<td>37,680</td>
<td>58,240</td>
<td>36,160</td>
<td>54,800</td>
</tr>
<tr>
<td>New Sheeting Program</td>
<td>55,000</td>
<td>55,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Kerbing Program</td>
<td>161,920</td>
<td>-</td>
<td>33,920</td>
<td>128,000</td>
<td></td>
</tr>
<tr>
<td>New Site Improvement Program</td>
<td>105,000</td>
<td>20,000</td>
<td>85,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Levees</td>
<td>325,500</td>
<td>302,500</td>
<td>16,000</td>
<td>7,000</td>
<td></td>
</tr>
<tr>
<td>New Stormwater Program</td>
<td>349,000</td>
<td>25,000</td>
<td>175,000</td>
<td>119,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Resealing Renewal Program</td>
<td>962,012</td>
<td>235,776</td>
<td>256,867</td>
<td>230,842</td>
<td>238,527</td>
</tr>
<tr>
<td>Resheeting Renewal Program</td>
<td>3,019,922</td>
<td>888,898</td>
<td>1,019,962</td>
<td>551,870</td>
<td>559,192</td>
</tr>
<tr>
<td>Kerbing Renewal Program</td>
<td>340,330</td>
<td>155,556</td>
<td>103,797</td>
<td>52,791</td>
<td>28,186</td>
</tr>
<tr>
<td>Footpath Renewal Program</td>
<td>40,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Building Renewal Program</td>
<td>629,657</td>
<td>29,500</td>
<td>117,000</td>
<td>160,215</td>
<td>322,942</td>
</tr>
<tr>
<td>Open Space Renewal Program</td>
<td>4,500</td>
<td>4,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Improvements Renewal</td>
<td>246,575</td>
<td>5,394</td>
<td></td>
<td>217,741</td>
<td>23,440</td>
</tr>
<tr>
<td>Structure Renewal Program</td>
<td>16,231</td>
<td>16,231</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CWMS Renewal Program</td>
<td>41,985</td>
<td>4,500</td>
<td></td>
<td>37,485</td>
<td></td>
</tr>
<tr>
<td>Plant/Fleet Replacement(Note2)</td>
<td>3,716,895</td>
<td>642,500</td>
<td>1,836,265</td>
<td>523,130</td>
<td>715,000</td>
</tr>
<tr>
<td>Solar Heating Mallala Toilet Shower</td>
<td>5,000</td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>amenities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mallala Short Stay Facility</td>
<td>60,000</td>
<td>60,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Costs</td>
<td>11,642,907</td>
<td>2,981,804</td>
<td>4,363,781</td>
<td>2,095,749</td>
<td>2,201,572</td>
</tr>
</tbody>
</table>

Note 1#: Includes allocation of $681,000 for the sealing & upgrade of Hart Road in Lower Light & will be implemented only if Council’s grant application for $341,500 is successful & a contribution of $150,000 from the Days Egg Pty Limited.

Note 2*: Include replacement of garbage compacter at a cost of $380,000. However, the expenditure may not be incurred if the Council decides to engage an external contractor for kerbside collection program.

Long Term Financial Plan (LTFP) 2018-2027

The draft LTFP for the period 2018-2027 in Attachment 3 shows that Council is expected to make operating deficits for the next 10 financial years with a 1.80% increase in 2017/2018 Financial Year in average rate (1.30% increase in rate the dollar by the Council & 0.50% valuation increase by Valuer General), excluding the impact of Two Wells developments.
From 2018/2019 onwards, 1.30% increase in rate the dollar by the Council & 0.10% valuation increase by Valuer General has been assumed. While this is not the ideal proposition the Council want to project for the next financial year in terms of financial sustainability, it shows Council’s true financial situation, that need to be addressed by a combination of actions such as;

a. Commitment to Improve the efficiency & the productivity of the Council operations;

b. Reduce council operating/capital expenditure to a level sustainable & accepted by the Community;

c. Targeting government grants to supplement Council rates revenue in delivering Council programs (co-contribution from the Council may be required);

d. Introduce separate rate to meet expenses associated with high standard of service level and contractual obligations associated with Two Wells development;

e. Increase Fixed Charge (remained at $100 since 2012/2013 Financial Year) as well as rate in the dollar in line with CPI or more;

f. Implement a freeze on recruitment of staff for new (& unfunded) positions (not the replacement of existing positions); and

g. Continue to participate in collaborative procurements through LGA Procurement & Barossa Regional Procurement Group (BRPG) to receive group discount on purchases; etc.

Table 6 below summarises the assumptions that were used in the preparation of draft 2017/2018 Budget and 10 year LTFP.

<table>
<thead>
<tr>
<th>Description</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates</td>
<td>For year 1 (2017/2018 Financial Year) a 1.80% increase in existing average rate (consist of 1.30% rate in the $ increase by the Council &amp; 0.50% valuation increase by the Valuer General) and 0.50% growth from new assessment. From year 2 to 10 - 1.80% increase in existing average rate and a growth of 0.10% from new assessments has been assumed.</td>
</tr>
<tr>
<td>- General Rates</td>
<td></td>
</tr>
<tr>
<td>- CWMS Charge</td>
<td>No change from the current level of $580. However, may be need to review the charge once the full cost of operating the scheme is known upon the hand over of the scheme to the Council later this year.</td>
</tr>
<tr>
<td>- Reuse Collection Charge</td>
<td>No change from current level of $180 pending the outcome of tender process currently undertaken by BRPG.</td>
</tr>
<tr>
<td>- NRM Levy</td>
<td>1.30% from year 1 to 10.</td>
</tr>
<tr>
<td>- Fixed Charge</td>
<td>1.80% increase from year 1 to 10</td>
</tr>
<tr>
<td>Statutory charges</td>
<td>1.30% on average over next 10 years</td>
</tr>
<tr>
<td>User charges</td>
<td>1.30% on average over next 10 years</td>
</tr>
<tr>
<td>Grants, subsidies and contributions</td>
<td>Based on confirmed grant funding only. No estimates were made for R2R grant after 2018/2019 as Federal Government is yet to announce the availability of R2R funding beyond 2018/2019. (i.e R2R grant of $360,177 for 17/18 &amp; $180,089 for 18/19, FAG remain constant at 2017/2018 level of $1,294,389 for the next 10 years.</td>
</tr>
<tr>
<td>Investment Income</td>
<td>An estimated fixed income of $1,500 per year.</td>
</tr>
</tbody>
</table>
Reimbursements 2.00% on average over next 10 years
Other Income 2.00% on average over next 10 years
Employee Costs 1.80% on average over next 10 years
Materials, contracts and other expenses 1.30% on average over next 10 years
Depreciation, Amortisation & Impairment 2.00% on average over next 10 years
Finance Costs Based on actual interest payable on existing loans and expected cash advance loans.

Loan Borrowings

On 30 June 2016, Council had eight (8) outstanding fixed rates long-term borrowings with a total value of $5.316m and short-term cash advance (CAD) borrowings of $2.890m. Following Table 7 shows the details of the outstanding long-term borrowings;

Table 7: Outstanding Long-term Loans as at 30 June 2016

<table>
<thead>
<tr>
<th>Purpose of the Loan</th>
<th>30 June 16 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gawler River Scheme - Flood Plain Management</td>
<td>50,879</td>
</tr>
<tr>
<td>Gawler River Scheme - Flood Plain Management</td>
<td>224,423</td>
</tr>
<tr>
<td>Community Land - Mallala</td>
<td>94,636</td>
</tr>
<tr>
<td>Resource Recovery shed &amp; Ruskin Shannon Rd Development</td>
<td>193,671</td>
</tr>
<tr>
<td>Mallala Bowling Club Synthetic Green</td>
<td>19,714</td>
</tr>
<tr>
<td>Funding 2009/2010 Capital Program</td>
<td>819,213</td>
</tr>
<tr>
<td>Funding depot construction and Capital Program</td>
<td>2,003,905</td>
</tr>
<tr>
<td>Council investment in Mallala CWMS</td>
<td>1,910,000</td>
</tr>
<tr>
<td><strong>Total outstanding long-term loans</strong></td>
<td><strong>5,316,441</strong></td>
</tr>
</tbody>
</table>

Following two graphs shows outstanding fixed rate loan balance at the end of each financial year & annual interest repayment. Accordingly, after 30 June 2022, Council will have only the Mallala CWMS Loan which is self-funded and repaid from the CWMS Charge and not from general rate revenue.
Updated LTFP contained in Attachment 3 (Cash Flow Statement) shows that Council is not generating sufficient cash from its day-to-day operations and it is required to borrow money for the next 10 financial years with a 1.80% increase in average rate. Accordingly, Council is required to borrow $1.200m in 2017/2018 Financial Year.

However, the actual timing & the amount of borrowing will be decided by the management (subject to maximum threshold of $1.200m) based on cash available from day-to-day Council operations as part of Councils treasury management activities.

**Conclusion**

The report will provide the Elected Members with an opportunity to consider and discuss the Draft Annual Business Plan and Budget for the 2017/2018 Financial Year; and the Draft Long Term Financial Plan for the 2017/2018 to 2026/2027 period. The plan presented aims to continue the annual reduction to operating deficit with a view to achieving zero operating deficit or breakeven budget. In addition, improving key financial indicators are a feature of the proposed Draft Annual Business Plan.

**References**

**Legislation**

Regulation 9 of the Local Government (Financial Management) Regulations 2011

Section 123 (13) of the Local Government Act 1999

**Council Policies**

Budget Management Policy

Funding Policy

Treasury Management Policy
Attachment 1


Dated 18 April 2017

Budget Workshop Presentation 14 March 2017
Topics covered

1. Council’s financial position
2. Salary Budget
3. Kerbside Waste Collection Program
4. Community Waste Management System
5. List of Council Services done in-house/through contractors
6. Council’s Strategic Partnerships
7. Draft 2017/2018 Budget
8. Four-Year Operating & Capital Project Budget
9. Rates modelling
10. Significant Budget Items in 2017/2018
11. Potential areas for budget savings in 2017/2018
12. Current Borrowings
1. Council’s financial position

- Short-term borrowing on 06/03/17 was $1.920m ($2.890m at 30/06/16); monthly interest expense of $6k @ 3.75%;

- Overdue Rates balance was $709,738 as at 30/06/16. $72,000 collected since;

- Budget Operating Deficit for 2016/2017 is $606,758;

- LTFP predicts 2017/2018 Operating Deficit would be $744,358 (adopted by the Council in 2013, old and non-compliant with the LGA Act);

- LTFP was reviewed in 2016, but not approved by the Council. Again expected Operating Loss is $686,714 (Growth from new assessment 1.6% & increase in rates from existing rate payers 3.40%);

- LTFP will be reviewed as part of the 2017/2018 Budget development process to provide long-term certainty to the community, provided no significant change in Council services.
2017/2018 Budget Workshop

✓ Budget has 3 main income/expenses categories;

1. Recurrent Budget - Day to day running of the Council;

2. Operating Projects - New programs to achieve Council Strategic Management Plan objectives & other one off/periodic expenses;
   (DPA Amendments, By-law Reviews, Council Elections, New Staff Positions, Council Elections, Strategic Management Plan Review) – cost implications short-term (except new staff positions) but benefits are long-term

3. Capital Projects - New programs either to renew/replace existing assets or create new/upgraded asset’s. - cost implications (depreciation/asset maintenance) and benefits are long-term.
2017/2018 Budget Workshop

2. Salary Budget

- Total employee costs - $5.049m incl. Salaries, wages, super, AL, LSL, WC ($5.042m in 2016/2017 FY).

- $0.251m will be capitalised & balance $4.799m is recurrent expenses.

- Budgeted FTE is 55.02. Outside workforce is 18 FTE (33%), excluding waste program, depot admin & depot coordinators.

- In addition, 3 trainees from an agency (Customer service/IT/Horticulture) will be part of Council labour force costing additional $0.077m in 17/18.

- 2 Civil Construction Maintenance Workers will also be engaged through an agency to cover staff leave.

- Management proposing to recruit for two new positions:

  • General Inspector (0.6 FTE) - To cover additional workload due proposed changes to the Dog and Cat Management Act and introduction of the Local Nuisance and Litter Control Act. Cost could be recovered through an increase in Dog Registration Fees.

  • Engineer (1.0 FTE) – For CWMS (partially subsidised by CWMS Service Charge) and to reduce dependence on external engineers ($41k annually).
**Section 155 Service Charges (Waste Levy & CWMS Charges)**

-Section 155 (5) states that;

“A council must not seek to recover in relation to a prescribed service an amount by way of service rate, annual service charge, or a combination of both exceeding the cost to the council of;

- Establishing;
- Operating;
- Maintaining;
- Improving; and
- Replacing (for future capital works and including so as to take into account the depreciation of any assets)

the service in its area (being a cost determined taking into account or applying any principle or requirement prescribed by the regulations).
3. Kerbside Waste Collection Program

- Service charge has not increased since 2013/2014.
- Significant increase in waste levy income in 16/17 ($0.589m) against 15/16 ($0.522m).

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Amount</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Bin Waste Charge</td>
<td>3,216</td>
<td>180</td>
<td>578,880</td>
</tr>
<tr>
<td>1 Bin Waste Charge (Additional Bin)</td>
<td>2</td>
<td>132</td>
<td>264</td>
</tr>
<tr>
<td>2 Bin/Discount 1 Waste Charge (Bin is taken to a collection point)</td>
<td>56</td>
<td>135</td>
<td>7,560</td>
</tr>
<tr>
<td>2 Bin/Discount 2 Waste Charge (Bin is taken to a collection point)</td>
<td>35</td>
<td>90</td>
<td>3,150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,309</strong></td>
<td><strong>589,854</strong></td>
<td></td>
</tr>
</tbody>
</table>

- Estimate income for 17/18 is $0.589m and expenses are $0.625m assuming no increase in waste levy in 17/18.
- Should we make Waste Levy mandatory for townships (Mallala, Two Wells & Dublin)?
- Pending the outcome of the Waste tender through BRPG & decision on mandatory Waste Levy in townships, management is not recommending an increase of Waste Levy in 17/18 FY.
4. Community Waste Management System

- In 17/18 expected CWMS Levy income & interest income is $0.192m expenses are $0.289m (including loan repayments)

- As Council is already under recovering, it may be necessary to increase current the CWMS charge of $586 to avoid more significant increases in future years.

<table>
<thead>
<tr>
<th>Service Type</th>
<th>No of Rate Payers</th>
<th>Service Charge</th>
<th>Total Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mallala CWMS Charge</td>
<td>328</td>
<td>586.00</td>
<td>192,208</td>
</tr>
<tr>
<td>STED Charge - Middle Beach-Large Tank</td>
<td>14</td>
<td>405.00</td>
<td>5,670</td>
</tr>
<tr>
<td>STED Charges - Middle Beach Small Tank</td>
<td>38</td>
<td>375.00</td>
<td>14,250</td>
</tr>
<tr>
<td></td>
<td>380</td>
<td>212,128</td>
<td></td>
</tr>
</tbody>
</table>

- However, as the scheme is not yet owned/operated by the Council, and 16/17 being the first year of the scheme, full operating costs of the scheme is not known.

- Therefore, management is not recommending any increase to CWMS charge in 17/18 FY.
## 5. List of Council Services done in-house/through contractors

<table>
<thead>
<tr>
<th>Department</th>
<th>In-house</th>
<th>Contracted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Services</td>
<td>All other community service activities except for 3 services being contracted.</td>
<td>Operation of community bus to Elizabeth City Centre</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Outdoor cinemas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Community Car</td>
</tr>
<tr>
<td>Development Services</td>
<td>Development assessment - planning and building services</td>
<td>Slashing of private property for fire prevention compliance.</td>
</tr>
<tr>
<td></td>
<td>Environmental health services</td>
<td>Dog registration check doorknocks.</td>
</tr>
<tr>
<td></td>
<td>General inspectorial services including dog/animal management, fire prevention, parking, abandoned cars, by-law enforcement.</td>
<td>Leave back up for Environmental Health Officer, Building Officer and General Inspector (Note GI has resource sharing agreement with Wakefield Council)</td>
</tr>
<tr>
<td></td>
<td>Strategic policy and projects</td>
<td>Planning consultancy work on Development Plan Amendments, Strategic Projects and Development Assessment of specific development applications.</td>
</tr>
<tr>
<td></td>
<td>Compliance services including development compliance</td>
<td>Pick up of abandoned vehicles</td>
</tr>
<tr>
<td></td>
<td>Administration of various legislation</td>
<td>Consultant Building Surveyor</td>
</tr>
<tr>
<td></td>
<td>Building inspections</td>
<td>Flood assessment advice</td>
</tr>
<tr>
<td></td>
<td>Dog registration</td>
<td>Legal advice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Animal Welfare League for impounded dogs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Back up EHO services for emergency management situations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dog registration renewal letter mail out</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Security monitoring for SafeTCard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public notification advertising</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Printing of dog pamphlets, camping permits, expiation notice books</td>
</tr>
</tbody>
</table>

All other community service activities except for 3 services being contracted.
### 2017/2018 Budget Workshop

#### List of Council Services done in-house/through contractors

<table>
<thead>
<tr>
<th>Department</th>
<th>In-house</th>
<th>Contracted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governance &amp; Communication</td>
<td>All governance activities except for legal matters</td>
<td>Legal Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Civica support services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Technology &amp; Communication Trainee</td>
</tr>
<tr>
<td>Library</td>
<td>Digital literacy training</td>
<td>Running of School holiday programs</td>
</tr>
<tr>
<td></td>
<td>Day-to-day Library operations</td>
<td>One Library Management System</td>
</tr>
<tr>
<td></td>
<td>Planning &amp; Coordinating library events</td>
<td>SMS and email notification</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>Quarry operations</td>
<td>Sealing</td>
</tr>
<tr>
<td></td>
<td>Mechanic repairs</td>
<td>Major mechanical repairs</td>
</tr>
<tr>
<td></td>
<td>Grading operations</td>
<td>CWMS middle beach</td>
</tr>
<tr>
<td></td>
<td>Slashing operations</td>
<td>Slashing operations (occasional)</td>
</tr>
<tr>
<td></td>
<td>Road construction &amp; renewals</td>
<td>Kerbing - concrete works</td>
</tr>
<tr>
<td></td>
<td>Road maintenance</td>
<td>Footpath - paving</td>
</tr>
<tr>
<td></td>
<td>Water carting</td>
<td>Electrical</td>
</tr>
<tr>
<td></td>
<td>Rubble carting</td>
<td>Plumbing</td>
</tr>
<tr>
<td></td>
<td>Kerbing - preparation</td>
<td>Cleaning - public toilets/BBQ</td>
</tr>
<tr>
<td></td>
<td>Footpath - preparation</td>
<td>Cleaning - Rubble cartage (50%)</td>
</tr>
<tr>
<td></td>
<td>Minor building maintenance</td>
<td>Rubble crushing (occasional)</td>
</tr>
<tr>
<td></td>
<td>Cleaning - Inside admin/depot buildings</td>
<td>Security/fire extinguishers</td>
</tr>
<tr>
<td></td>
<td>Rubble cartage (50%)</td>
<td>Kerbside waste disposal</td>
</tr>
<tr>
<td></td>
<td>Quarry &amp; crushing operations</td>
<td>E-Waste disposal</td>
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<tr>
<td></td>
<td>Kerbside waste collection</td>
<td>Illegal dump (20%)</td>
</tr>
<tr>
<td></td>
<td>Waste transfer stations</td>
<td>Surveying</td>
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<tr>
<td></td>
<td>E-Waste collection</td>
<td>Road design, survey and testing requirements</td>
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<tr>
<td></td>
<td>Clearing Illegal dump (80%)</td>
<td>Line marking</td>
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<tr>
<td></td>
<td>Engineering services (road)</td>
<td>Stump mulching</td>
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<tr>
<td></td>
<td>Reserve and oval maintenance</td>
<td>Purchase of traffic signs</td>
</tr>
<tr>
<td></td>
<td>Weed control - road &amp; reserves</td>
<td>Street sweeping</td>
</tr>
<tr>
<td></td>
<td>Grave digging &amp; cemetery maintenance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parks &amp; Gardens upgrades &amp; maintenance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tree trimming</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Foreshore maintenance/management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minor plant &amp; equipment maintenance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Install traffic signs</td>
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<tr>
<td>Finance</td>
<td>All activities done in-house other than 2 activities being contracted out.</td>
<td>Overdue debt collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Printing &amp; mailing Rates Notices</td>
</tr>
</tbody>
</table>
## 2017/2018 Budget Workshop

### 6. Council’s Strategic Partnerships

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>BRPG</th>
<th>CLGR</th>
<th>GRFMA</th>
<th>LGA</th>
<th>OD/HR-Barossa Council</th>
<th>RDA Barossa</th>
<th>Local Emergency Risk Management Project</th>
<th>Grand Total</th>
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<tbody>
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<td>19,025</td>
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<td>19,025</td>
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<td>2000</td>
<td>19,165</td>
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<td>19,165</td>
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<td>2001</td>
<td>66,287</td>
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<td>66,287</td>
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<td>2002</td>
<td>7,150</td>
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<td>7,150</td>
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<td>2003</td>
<td>7,810</td>
<td>77,601</td>
<td>10,218</td>
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<td></td>
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<td>95,629</td>
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<td>2004</td>
<td>9,735</td>
<td>262,075</td>
<td>10,728</td>
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<td>282,538</td>
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<tr>
<td>2005</td>
<td>13,260</td>
<td>370,425</td>
<td>11,265</td>
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<td></td>
<td></td>
<td></td>
<td>394,950</td>
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<tr>
<td>2006</td>
<td>11,139</td>
<td>132,143</td>
<td>11,460</td>
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<td></td>
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<td>154,741</td>
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<tr>
<td>2007</td>
<td>11,407</td>
<td>478,100</td>
<td>11,420</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>500,927</td>
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<tr>
<td>2008</td>
<td>9,363</td>
<td>18,150</td>
<td>11,721</td>
<td></td>
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<td></td>
<td>39,234</td>
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<tr>
<td>2009</td>
<td>9,785</td>
<td>4,400</td>
<td>12,307</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>26,491</td>
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<tr>
<td>2010</td>
<td>9,979</td>
<td>13,021</td>
<td>12,923</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>35,923</td>
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<tr>
<td>2011</td>
<td>10,238</td>
<td>4,340</td>
<td>12,310</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>80,727</td>
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<tr>
<td>2012</td>
<td>10,442</td>
<td>14,438</td>
<td>12,748</td>
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<td></td>
<td></td>
<td>68,729</td>
</tr>
<tr>
<td>2013</td>
<td>10,651</td>
<td>14,927</td>
<td>15,388</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>83,015</td>
</tr>
<tr>
<td>2014</td>
<td>10,865</td>
<td>15,242</td>
<td>13,577</td>
<td></td>
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<td></td>
<td></td>
<td>78,460</td>
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<tr>
<td>2015</td>
<td>6,990</td>
<td>11,180</td>
<td>15,623</td>
<td>13,897</td>
<td>30,195</td>
<td>47,942</td>
<td>8,250</td>
<td>134,078</td>
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<tr>
<td>2016</td>
<td>22,211</td>
<td>11,304</td>
<td>16,092</td>
<td>14,498</td>
<td>37,364</td>
<td>40,052</td>
<td>8,250</td>
<td>149,771</td>
</tr>
<tr>
<td>2017</td>
<td>16,769</td>
<td>11,700</td>
<td>16,495</td>
<td>14,992</td>
<td>33,097</td>
<td>30,339</td>
<td>8,250</td>
<td>131,642</td>
</tr>
<tr>
<td>Grand Total</td>
<td>45,970</td>
<td>270,485</td>
<td>1,453,071</td>
<td>189,452</td>
<td>100,656</td>
<td>284,097</td>
<td>24,750</td>
<td>2,368,481</td>
</tr>
</tbody>
</table>
7. Draft Recurrent 2017/2018 Budget (with 2.00% increase in rates)

Note: Including R2R grant of $0.360m. However, R2R grant should be spent on Council roads. If R2R grant is excluded from Recurrent Budget, the true deficit is $0.676m.

### STATEMENT OF COMPREHENSIVE INCOME

#### 2011 TO 2026/2027

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actual</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Adopted</strong></td>
<td><strong>Year 1</strong></td>
</tr>
<tr>
<td><strong>Operating Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>5,737,670</td>
<td>6,228,473</td>
<td>6,670,671</td>
<td>7,131,555</td>
<td>7,489,787</td>
<td>8,112,516</td>
<td>8,497,616</td>
<td>8,862,482</td>
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<tr>
<td>Statutory charges</td>
<td>255,724</td>
<td>282,739</td>
<td>321,810</td>
<td>319,762</td>
<td>354,714</td>
<td>325,479</td>
<td>314,835</td>
<td>335,205</td>
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<tr>
<td>User charges</td>
<td>87,887</td>
<td>83,515</td>
<td>101,358</td>
<td>83,300</td>
<td>86,768</td>
<td>115,413</td>
<td>75,794</td>
<td>141,825</td>
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<tr>
<td>Grants, subsidies and contributions</td>
<td>1,431,949</td>
<td>1,805,425</td>
<td>1,824,286</td>
<td>761,760</td>
<td>1,973,347</td>
<td>1,452,028</td>
<td>1,736,700</td>
<td>1,679,566</td>
</tr>
<tr>
<td>Investment Income</td>
<td>68,198</td>
<td>45,436</td>
<td>47,172</td>
<td>11,958</td>
<td>5,082</td>
<td>7,665</td>
<td>2,000</td>
<td>1,500</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>582,437</td>
<td>430,170</td>
<td>369,360</td>
<td>301,352</td>
<td>329,678</td>
<td>282,508</td>
<td>245,125</td>
<td>162,443</td>
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<tr>
<td>Other Income</td>
<td>46,358</td>
<td>38,168</td>
<td>176,973</td>
<td>219,182</td>
<td>129,242</td>
<td>136,943</td>
<td>29,498</td>
<td>14,969</td>
</tr>
<tr>
<td>Share of loss - joint ventures &amp; associates</td>
<td>3,109</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Operating Project Income</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Operating Project Income-Carried Forward</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>8,213,332</td>
<td>8,913,926</td>
<td>9,511,630</td>
<td>8,828,869</td>
<td>10,368,617</td>
<td>10,432,552</td>
<td>10,901,568</td>
<td>11,197,990</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actual</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Actual</strong></td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Costs</td>
<td>3,394,391</td>
<td>3,760,404</td>
<td>3,714,224</td>
<td>3,923,400</td>
<td>4,256,643</td>
<td>4,326,041</td>
<td>5,041,825</td>
<td>4,743,662</td>
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<tr>
<td>Materials, contracts and other services</td>
<td>3,658,046</td>
<td>2,915,327</td>
<td>3,198,409</td>
<td>3,301,333</td>
<td>3,070,811</td>
<td>3,726,567</td>
<td>3,323,231</td>
<td>3,634,042</td>
</tr>
<tr>
<td>Depreciation, Amortisation &amp; Impairment</td>
<td>1,599,005</td>
<td>1,965,110</td>
<td>1,872,552</td>
<td>1,883,096</td>
<td>2,334,552</td>
<td>2,619,196</td>
<td>2,707,107</td>
<td>2,806,820</td>
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<tr>
<td>Share of loss - joint ventures &amp; associates</td>
<td>401,333</td>
<td>90,944</td>
<td>56,400</td>
<td>104,936</td>
<td>66,872</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>8,916,751</td>
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<td>9,495,889</td>
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<td><strong>Actual</strong></td>
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<tr>
<td><strong>Operating Surplus / (Deficit)</strong></td>
<td>(703,419)</td>
<td>(393,693)</td>
<td>271,719</td>
<td>(667,020)</td>
<td>155,711</td>
<td>(733,749)</td>
<td>(606,458)</td>
<td>(315,102)</td>
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## OPERATING INCOME

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<td>Rates</td>
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<td>8,862,482</td>
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<td>9,784,896</td>
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<td>362,837</td>
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<td>377,495</td>
<td>385,045</td>
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<td>User charges</td>
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<td>141,825</td>
<td>144,662</td>
<td>147,555</td>
<td>150,506</td>
<td>153,516</td>
<td>156,586</td>
<td>159,718</td>
<td>162,912</td>
<td>166,171</td>
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<td>Grants, subsidies and contributions</td>
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<td>1,320,919</td>
<td>1,321,450</td>
<td>1,321,991</td>
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<td>1,689</td>
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<td>Reimbursements</td>
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<td>172,386</td>
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<td>182,937</td>
<td>186,596</td>
<td>190,328</td>
<td>194,134</td>
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<td>Other Income</td>
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<td>14,969</td>
<td>15,268</td>
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<td>16,527</td>
<td>16,858</td>
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<tr>
<td>TOTAL INCOME</td>
<td>10,901,568</td>
<td>11,197,990</td>
<td>11,208,770</td>
<td>11,223,367</td>
<td>11,421,946</td>
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<td>12,256,783</td>
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## OPERATING EXPENSES

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<tbody>
<tr>
<td>Materials, contracts and other services</td>
<td>3,323,231</td>
<td>3,634,042</td>
<td>3,676,311</td>
<td>3,749,840</td>
<td>3,824,836</td>
<td>3,901,333</td>
<td>3,979,360</td>
<td>4,058,947</td>
<td>4,140,126</td>
<td>4,222,928</td>
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<td>Finance Costs</td>
<td>435,863</td>
<td>328,567</td>
<td>290,564</td>
<td>250,575</td>
<td>212,188</td>
<td>183,943</td>
<td>162,211</td>
<td>162,821</td>
<td>163,418</td>
<td>163,999</td>
<td>164,563</td>
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<td>Share of loss - joint ventures &amp; associates</td>
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<td>-</td>
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</tr>
<tr>
<td>Operating Project Expenses</td>
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<tr>
<td>Operating Project Expenses-Carried Forward</td>
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<tr>
<td>TOTAL EXPENSES</td>
<td>11,508,026</td>
<td>11,513,092</td>
<td>11,668,368</td>
<td>11,855,937</td>
<td>12,049,657</td>
<td>12,258,161</td>
<td>12,477,913</td>
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<td>12,976,675</td>
<td>13,233,521</td>
<td>13,495,475</td>
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</table>

## OPERATING SURPLUS / (DEFICIT)

|---------------------------|--------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
8. Four-Year Operating/Capital Project Budget

- Budget managers were requested to develop four (4) Year Operating/Capital Project Program;

- In addition, Elected Members, also had the opportunity to put forward a business case;

- Cost of new operating & capital projects will be taken into consideration when setting rates for 2017/2018;

- As a good financial management principle, the Council should not borrow funds to finance its day-to-day operation, annual operating projects/programs except for meeting short-term cash flow shortages;

- Therefore, new operating & capital projects should be approved by the Council if there is real social and economic benefit to the rate payers and wider APC community;

- New assets should be financed through new borrowings as the benefits of new assets will be consumed by future rates payers;

- Renewal/replacement of existing assets (determined from Council’s IAMP) should be financed through rates revenue (depreciation) as current rates payers receive service/benefit through existing assets.

- Management recommends that the Council follow current I&AMP philosophy of maintaining and renewing our existing road network as is and only support upgrades where external funding/co-contribution is available (for example Sealing of Hart Road).
### Draft Operating Project Program (2017/2018)

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Building Maintenance Program</strong></td>
<td></td>
</tr>
<tr>
<td>- Bird Netting Depot</td>
<td>15,000</td>
</tr>
<tr>
<td>- Flag Pole Mallala Office</td>
<td>2,000</td>
</tr>
<tr>
<td>- Two Wells Library - Crack &amp; Salt Damp fixing</td>
<td>25,000</td>
</tr>
<tr>
<td>- Windows, doors and gutters cleaning</td>
<td>10,000</td>
</tr>
<tr>
<td>- Insect spray around perimeter of Council Buildings</td>
<td>5,000</td>
</tr>
<tr>
<td>- Playground softfall replacement</td>
<td>10,000</td>
</tr>
<tr>
<td>- Mallala Museum Window Frames</td>
<td>23,800</td>
</tr>
<tr>
<td>- Mallala Oval Grandstand - Painting</td>
<td>10,000</td>
</tr>
<tr>
<td>- Coastal Painting Program &amp; Public Toilets</td>
<td>40,000</td>
</tr>
<tr>
<td>- Wasleys Bridge Maintenance</td>
<td>25,000</td>
</tr>
<tr>
<td>- Two Wells Office - Front Door</td>
<td>20,000</td>
</tr>
<tr>
<td>- Tennis/Netball Court Clean</td>
<td>5,000</td>
</tr>
<tr>
<td>- Mallala Office Carpet and Blinds</td>
<td>25,000</td>
</tr>
<tr>
<td>- Mallala Chamber Hallway, Kitchen &amp; Exterior repairs/upgrade</td>
<td>55,000</td>
</tr>
<tr>
<td>- Two Wells Front Counter</td>
<td>10,000</td>
</tr>
<tr>
<td>Community Plant Nursery</td>
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<tr>
<td>Hickinbotham Subdivision - Installation of single lane roundabout</td>
<td>500,000</td>
</tr>
<tr>
<td>Leveeys - Eden</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>Lewiston Storm Water Management Plan</td>
<td>40,000</td>
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<tr>
<td>AIBS Issues and Opportunities Paper</td>
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<tr>
<td>Allied Food Industries Land Supply Study</td>
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<tr>
<td>Northern Food Bowl Protection Areas DPA</td>
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<tr>
<td>Webb Beach Community Emergency Management Plan</td>
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<tr>
<td>Coastal Settlements DPA and the Issues and Opportunities - Coastal Settlements</td>
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<td>General Inspector .6FTE</td>
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<tr>
<td>Engineer 1.0 FTE</td>
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<tr>
<td>APC Remnant and Roadside Vegetation Action Plan</td>
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<tr>
<td>Take 5 safety program &amp; smart phones to access the program by Depot outside staff</td>
<td>5,000</td>
</tr>
<tr>
<td>Review of 5 By-Laws (Permits &amp; Penalties/Local Govt. Land/Roads/Dogs/Moveable Signs)</td>
<td>10,000</td>
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<td><strong>1,233,773</strong></td>
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## Draft Capital Project Program (2017/2018)

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<tr>
<th>Project Name</th>
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</thead>
<tbody>
<tr>
<td><strong>New Sealing Program</strong></td>
<td></td>
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<tr>
<td>Old Port Wakefield Road and Drew Street Car parking upgrade</td>
<td>I&amp;AMP</td>
<td>130,000</td>
</tr>
<tr>
<td>Gawler River Road and Old Port Wakefield Road - Intersection upgrade</td>
<td>I&amp;AMP</td>
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<tr>
<td>Dublin Road and Shannon Road - Intersection upgrade</td>
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<td>Germantown Road (Gawler Road to End of Seal) Reconstruction</td>
<td>I&amp;AMP</td>
<td>150,000</td>
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<tr>
<td>Hart Road - Sheeted to Sealed Project</td>
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<tr>
<td><strong>Resealing Program (Road listing is to be confirmed after field visit)</strong></td>
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<tr>
<td>- Middle Beach Road - Raise Middle Beach Road Height</td>
<td>I&amp;AMP</td>
<td>55,000</td>
</tr>
<tr>
<td><strong>Sheeting Program</strong></td>
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<tr>
<td>- Middle Beach Road - Raise Middle Beach Road Height</td>
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<td>55,000</td>
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<tr>
<td><strong>Resheeting Program (Road listing is to be field verified)</strong></td>
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<tr>
<td>- Old Mallala Road (010) Noble Crescent to End</td>
<td>I&amp;AMP</td>
<td>53,980</td>
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<td>- Drew Street (005) from Gawler Road to Chapman Street</td>
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<tr>
<td>- Drew Street (015) from Rowe Crescent to Old Port Wakefield Road</td>
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<td>- Drew Street (015) from Rowe Crescent to Old Port Wakefield Road</td>
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<td>- Drew Street (010) from Chapman Street to Rowe Crescent</td>
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<td>- Eden to Tangari Footpath Access</td>
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<td>- Gawler Road - Old Mallala Road to Rowe Crescent (141m)</td>
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<td>- Mary Street - Aerodrome Road to Chivell Street (105m)</td>
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<td>- Gawler Road - Drew Street to Railway (20m)</td>
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<td><strong>Footpath Renewal Program</strong></td>
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<td>- Pram Ramp renewal to DDA compliant</td>
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<td>- Parham Camping Ground Toilets - Septic tank and soakage</td>
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<tr>
<td>- Two Wells Chamber - Stormwater, salt damp, rendering &amp; painting</td>
<td>I&amp;AMP</td>
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<tr>
<td>- Parham camping ground fencing</td>
<td>I&amp;AMP</td>
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<tr>
<td>- Grace Plains Cemetery - Fencing</td>
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<tr>
<td>- Middle Beach CWMS - Treatment Plant Air Blower</td>
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<td><strong>Building Renewal Program</strong></td>
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<td>- Dublin Club Room Renewal</td>
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<td>- Plumbing - Parham Camping Ground Toilets</td>
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<td>- Old Council Chambers - Structure</td>
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<tr>
<td>- Security System for Office Receptions, TW Library &amp; Mallala Chamber</td>
<td>I&amp;AMP</td>
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</table>
## Draft Capital Project Program (2017/2018)

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Source</th>
<th>Costs</th>
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<td><strong>Site Improvement New Program</strong></td>
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<tr>
<td>- Parham Playground Shade Shelter</td>
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<tr>
<td>- Parham Playground - New Element</td>
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<tr>
<td>- Parham Camping Ground - Fencing</td>
<td>I&amp;AMP</td>
<td>30,000</td>
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<tr>
<td>- CCTV Lewiston Playground</td>
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<tr>
<td><strong>Site Improvement Renewal Program</strong></td>
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<td>- Grace Plains Cemetery - Fencing</td>
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<td><strong>New Levee Program</strong></td>
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<td>Levee following Costal adaptation study</td>
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<td>- Parham</td>
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<td>- Thompson Beach</td>
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<td><strong>Stormwater New Program</strong></td>
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<td>- Russel Road &amp; Trim Road - Drainage construction</td>
<td>I&amp;AMP</td>
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<td>- Middle Beach - Tidal drainage system</td>
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<td><strong>CWMS Renewal Program</strong></td>
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<tr>
<td>- Middle Beach CWMS - Treatment Plant Air Blower</td>
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<td>- Middle Beach CWMS - Treatment Plant Air Blower</td>
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<tr>
<td>- Middle Beach CWMS - Treatment Plant Air Blower</td>
<td>I&amp;AMP</td>
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<td><strong>Plant/Fleet Replacement Programs</strong></td>
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<td>Three computers &amp; 2 Ipads for Library - Two Wells Library</td>
<td>Staff initiatives</td>
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<tr>
<td>Solar Heating Mallala Toilet Shower amenities</td>
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<td>New Phone System</td>
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<td>Mallala Netball Courts - Redirect stormwater</td>
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<td>Relocate the short stay facility from the oval into Marshman street</td>
<td>EM Request</td>
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<tr>
<td>Construct &amp; Seal Tatura Ave (West end)</td>
<td>EM Request</td>
<td>300,000</td>
</tr>
<tr>
<td>Construct &amp; Seal Glover Road</td>
<td>EM Request</td>
<td>405,000</td>
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<td>Construction and Sealing 1250 metres of Esplanade Parham</td>
<td>EM Request</td>
<td>290,000</td>
</tr>
<tr>
<td>Construct &amp; Seal Coats Road</td>
<td>EM Request</td>
<td>420,000</td>
</tr>
<tr>
<td>Construct &amp; Seal Roberts Road, Lewiston</td>
<td>EM Request</td>
<td>320,000</td>
</tr>
<tr>
<td>Construction &amp; Sealing of Germantown Road</td>
<td>EM Request</td>
<td>2,300,000</td>
</tr>
<tr>
<td>Construction &amp; Sealing of Paddys Bridge Road</td>
<td>EM Request</td>
<td>1,700,000</td>
</tr>
<tr>
<td>Construction &amp; Sealing of Johns Road West of Bakers Road</td>
<td>EM Request</td>
<td>325,000</td>
</tr>
<tr>
<td>Glover Road (from Germantown Road to Williams Road)</td>
<td>EM Request</td>
<td>Yet to be costed</td>
</tr>
<tr>
<td>Coates Road (from Germantown Road to Williams Road)</td>
<td>EM Request</td>
<td>Yet to be costed</td>
</tr>
<tr>
<td>Tatura Avenue (from Buckland Park Road to Pt Wakefield Road)</td>
<td>EM Request</td>
<td>Yet to be costed</td>
</tr>
<tr>
<td>Buckland Park Road (From Halstead Road to Pt Wakefield Road)</td>
<td>EM Request</td>
<td>Yet to be costed</td>
</tr>
<tr>
<td>Providing more suitable accommodation to Two Wells Council staff</td>
<td>EM Request</td>
<td>Yet to be costed</td>
</tr>
</tbody>
</table>

Total Costs: 10,439,628
## 9. Rates Modelling

<table>
<thead>
<tr>
<th>Options for 2017/2018 FY</th>
<th>2016/2017 Income</th>
<th>Additional Income</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7,184,350</td>
<td></td>
</tr>
<tr>
<td>If Rates increased by 1.00%</td>
<td>7,256,193</td>
<td>71,843</td>
</tr>
<tr>
<td>If Rates increased by 1.50%</td>
<td>7,292,115</td>
<td>107,765</td>
</tr>
<tr>
<td>If Rates increased by 2.00%</td>
<td>7,328,037</td>
<td>143,687</td>
</tr>
<tr>
<td>If Rates increased by 2.50%</td>
<td>7,363,959</td>
<td>179,609</td>
</tr>
<tr>
<td>If Rates increased by 3.00%</td>
<td>7,399,880</td>
<td>215,530</td>
</tr>
<tr>
<td>If Rates increased by 3.50%</td>
<td>7,435,802</td>
<td>251,452</td>
</tr>
<tr>
<td>If Rates increased by 4.00%</td>
<td>7,471,724</td>
<td>287,374</td>
</tr>
</tbody>
</table>
10. Significant Budget items in 2017/2018

- Two Wells Roundabout $500,000 – contractual obligation

- New Planning Fees $16,000 – Planning, Development and Infrastructure Act 2016

- New Positions (Part time GI, Full-time Engineer) - $161,473

- Replacement of two rubbish truck – $725,00 (net of trade-ins)

- Hart Road Upgrade (subject to grant funding & contribution from Days Egg) - $225,000

- Building Maintenance Program - $280,000
11. Potential areas for budget savings in 2017/2018

- Legal fees ($126k on average over last 6 years);
- Review of Regional Collaborations (CLGR ($12k, RDA Barossa $30k, HR Agreement with Barossa Council ($33k), GRFMA $16k);
- Operate Mallala & Parham Camping Ground on a cost recovery basis;
- Review Council Dog Management Fees (not increased over last 5 FYs)
- Train & Develop multi-skilled staff to back-fill short-term staff absences (sick/annul & LSL);
- Making refuse charge mandatory for Mallala, Two Wells & Dublin townships;
- Explore labour resources options (volunteers, Correctional Services, work for dole program, trainees)
- Provide school-based training programs to young persons in the district in delivering Council services;
- Continue to use in-house labour, plant & equipments to deliver Council’s infrastructure maintenance & upgrade programs as in-house labour is less expensive compared to contracted labour;
- Continue to participate in Regional Collaborations in procurement, staff training & development and resources sharing;
- E-mailing Council rates notices, invoices and other documents instead of posting;
12. Current Borrowings

- Outstanding long term borrowing of $5.265m, including Mallala CWMS Loan of $1.9m (30/06/16).
Current Borrowings

- After 2021/2022, the Mallala CWMS Loan is outstanding. All other loans will be paid out.
2017/2018 Budget Workshop

Where from here?

1. 31 March 2017 - GM will critique all Operating & Capital project budget bids
2. 03 April 2017 - 2nd Budget workshop with EMs to narrow the focus on budget bids on project bids
3. 10 April 2017 - Audit committee meeting to consider 2017/2018 Draft ABP and LTFP
4. 18 April 2017 - Council meeting to adopt 2017/2018 Draft ABP and LTFP for public consultation
5. 29 May 2017 - Special Council Meeting to consider submissions from public consultation & further evaluate 2017/2018 Draft ABP and LTFP
6. 05 June 2017 - 2017/2018 Draft ABP and LTFP Budget presented to the Audit Committee for final review
7. 19 June 2017 - Final adoption of the budget
Attachment 2


Dated 18 April 2017

Budget Workshop Presentation 3 April 2017
2017/2018 Budget Workshop

Topics covered

1. Rates modelling
2. Middle Beach CWMS
3. Refuse Charge
4. Two Wells Development
5. Reduction in discretionary spending identified by the staff
6. Revised Four (4) Year Operating Project Program
7. Revised Four (4) Year Capital Project Program
8. Updated Income Statement for 17/18
9. Updated 10 Year Income Statement
10. Financing the budget
### 2017/2018 Budget Workshop

**How Rates are calculated?**

<table>
<thead>
<tr>
<th>Scenario 1</th>
<th>2016/2017 Valuation</th>
<th>2017/2018 Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valuer General Value</td>
<td>500,000</td>
<td>450,000 (10% reduction in valuation)</td>
</tr>
<tr>
<td>Rate in the $</td>
<td>0.00451651</td>
<td></td>
</tr>
<tr>
<td>Rate in the $ (3% Increase)</td>
<td></td>
<td>0.00465201</td>
</tr>
<tr>
<td>Council Rates</td>
<td>2,258.26</td>
<td>2,093.40</td>
</tr>
<tr>
<td>Reduction in Council Rates ($)</td>
<td></td>
<td>(164.85)</td>
</tr>
<tr>
<td>Reduction in Council Rates (%)</td>
<td></td>
<td>(7.30)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario 2</th>
<th>2016/2017 Valuation</th>
<th>2017/2018 Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valuer General Value</td>
<td>500,000</td>
<td>500,000 (No change in valuation)</td>
</tr>
<tr>
<td>Rate in the $</td>
<td>0.00451651</td>
<td></td>
</tr>
<tr>
<td>Rate in the $ (3% Increase)</td>
<td></td>
<td>0.00465201</td>
</tr>
<tr>
<td>Council Rates</td>
<td>2,258.26</td>
<td>2,326.00</td>
</tr>
<tr>
<td>Increase in Council Rates ($)</td>
<td></td>
<td>67.75</td>
</tr>
<tr>
<td>Increase in Council Rates (%)</td>
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<td>3.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario 3</th>
<th>2016/2017 Valuation</th>
<th>2017/2018 Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valuer General Value</td>
<td>500,000</td>
<td>550,000 (10% increase in valuation)</td>
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<td>Rate in the $</td>
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<td></td>
</tr>
<tr>
<td>Rate in the $ (3% Increase)</td>
<td></td>
<td>0.00465201</td>
</tr>
<tr>
<td>Council Rates</td>
<td>2,258.26</td>
<td>2,558.60</td>
</tr>
<tr>
<td>Increase in Council Rates ($)</td>
<td></td>
<td>300.35</td>
</tr>
<tr>
<td>Increase in Council Rates (%)</td>
<td></td>
<td>13.30</td>
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</tbody>
</table>
2017/2018 Budget Workshop

√ Historical Rates in the $

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential, Vacant Land &amp; Other</td>
<td>0.0040180</td>
<td>0.0040610</td>
<td>1.07</td>
<td>0.0042030</td>
<td>3.50</td>
<td>0.0043680</td>
<td>3.93</td>
<td>0.0045165</td>
<td>3.40</td>
</tr>
<tr>
<td>Commercial &amp; Industrial</td>
<td>0.0050230</td>
<td>0.0052873</td>
<td>5.26</td>
<td>0.0054640</td>
<td>3.34</td>
<td>0.0056780</td>
<td>3.92</td>
<td>0.0058710</td>
<td>3.40</td>
</tr>
<tr>
<td>Primary Production</td>
<td>0.0036530</td>
<td>0.0036991</td>
<td>1.26</td>
<td>0.0038210</td>
<td>3.29</td>
<td>0.0039710</td>
<td>3.93</td>
<td>0.0041060</td>
<td>3.40</td>
</tr>
<tr>
<td>Fixed Charge</td>
<td>100</td>
<td>100</td>
<td>0.00</td>
<td>100</td>
<td>0.00</td>
<td>100</td>
<td>0.00</td>
<td>100</td>
<td>0.00</td>
</tr>
<tr>
<td>Waste Levy</td>
<td>180</td>
<td>180</td>
<td>0.00</td>
<td>180</td>
<td>0.00</td>
<td>180</td>
<td>0.00</td>
<td>180</td>
<td>0.00</td>
</tr>
</tbody>
</table>

- Residential, Vacant Land & Other - Increase of 12.41% over 4 years
- Commercial & Industrial - Increase of 16.88% over 4 years
- Primary Production - Increase of 12.40% over 4 years.
What other Council’s considering for 2017/2018

<table>
<thead>
<tr>
<th>Council</th>
<th>Rate Increase</th>
<th>Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burnside</td>
<td>1.3% to 2.8%</td>
<td>0.50%</td>
</tr>
<tr>
<td>Charles Sturt</td>
<td>2.70%</td>
<td></td>
</tr>
<tr>
<td>District Council of Mount Remarkable</td>
<td>5.00%</td>
<td></td>
</tr>
<tr>
<td>Gawler</td>
<td>3.00%</td>
<td>2.00%</td>
</tr>
<tr>
<td>Port Adelaide</td>
<td>2.60%</td>
<td>1.00%</td>
</tr>
<tr>
<td>Walkerville</td>
<td>1.5% to 3.0%</td>
<td></td>
</tr>
<tr>
<td>Tea Tree Gully</td>
<td>1.6% to 2.6%</td>
<td>0.80%</td>
</tr>
<tr>
<td>Light</td>
<td>2.75%</td>
<td></td>
</tr>
<tr>
<td>Campbelltown</td>
<td>2.90%</td>
<td>0.50%</td>
</tr>
<tr>
<td>Wakefield</td>
<td>5.50%</td>
<td>0.50%</td>
</tr>
<tr>
<td>Alexandrina</td>
<td>3.40%</td>
<td>1.50%</td>
</tr>
<tr>
<td>City of West Torrens</td>
<td>2.00%</td>
<td>1.20%</td>
</tr>
<tr>
<td>Mid Murray</td>
<td>3.20%</td>
<td>1.00%</td>
</tr>
</tbody>
</table>
Rates Modelling (Excluding valuation change & growth)

<table>
<thead>
<tr>
<th>Options for 2017/2018 FY</th>
<th>2016/2017 Income</th>
<th>Additional Income</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7,184,350</td>
<td></td>
</tr>
<tr>
<td>If Rates increased by 1.00%</td>
<td>7,256,193</td>
<td>71,843</td>
</tr>
<tr>
<td>If Rates increased by 1.30% (Note)</td>
<td>7,277,746</td>
<td>93,397</td>
</tr>
<tr>
<td>If Rates increased by 1.50%</td>
<td>7,292,115</td>
<td>107,765</td>
</tr>
<tr>
<td>If Rates increased by 2.00%</td>
<td>7,328,037</td>
<td>143,687</td>
</tr>
<tr>
<td>If Rates increased by 2.50%</td>
<td>7,363,959</td>
<td>179,609</td>
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<tr>
<td>If Rates increased by 4.00%</td>
<td>7,471,724</td>
<td>287,374</td>
</tr>
</tbody>
</table>

Note: Adelaide CPI for December 16 quarter is 1.30%
R2R Funding

- Money provided under the Roads to Recovery Programme is not intended to replace council spending on roads or State and Territory Government assistance to councils for local road construction or maintenance.
- If we don’t spend enough of our own by maintaining existing spend on road networks, we will not meet the funding criteria.
- As the program ends in 18/19, we need to ensure that our contribution obligations are met, otherwise we need to return R2R funding.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1,649,654</td>
<td>178,589</td>
<td>514,689</td>
<td>416,110</td>
<td>360,177</td>
<td>180,089</td>
</tr>
</tbody>
</table>
2017/2018 Budget Workshop

✓ CWMS Charges (Middle Beach)

<table>
<thead>
<tr>
<th></th>
<th>2016/2018 Charge ($)</th>
<th>Proposed 2017/2018 Charge ($)</th>
<th>Increase %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mallala CWMS Charge</td>
<td>586</td>
<td>586</td>
<td>-</td>
</tr>
<tr>
<td>Middle Beach-Large Tank</td>
<td>405</td>
<td>405</td>
<td>-</td>
</tr>
<tr>
<td>Middle Beach Small Tank</td>
<td>375</td>
<td>405</td>
<td>8.00</td>
</tr>
</tbody>
</table>

- smaller tanks are pumped twice yearly hence we are pumping the equivalent amount of sludge/effluent from all properties.
- Therefore, irrespective of the tank size, all properties connected to the Middle Beach CWMS system should pay a similar charge.
- Expected to generate additional income of $1,140.
Refuse Charge

- It is suggested that refuse charge is made mandatory for Mallala, Two Wells & Dublin Townships.

- Then no need to apply for the service.

- If approved by the Council, this would save lots of administrative time & effort and would be easily understood by the resident.

- Potential reduction in illegal dumping of household waste.

- Outside townships - current system of “opting-out” is to continue.
Implications of Two Wells Development

1. Eden Development
   - No of dwellings: 265 (Stage 1 being sold now)
   - Duration of the development: 5 years
   - Length of sealed road, footpaths, paving & kerbing: 5.42 Kms
   - No of street lights to be handed over to the Council: 108 (8 per every 400m based of Eden Stage 1)
   - Estimated population upon completion of development: 795
   - Maintenance of roads, footpaths, K & G: Will be performed in-house with current staff levels
   - Reserve Area: 6 hectares

2. Liberty Development
   - No of dwellings: 3,500
   - Duration of the development: 18 years
   - Length of sealed road, footpaths, paving & kerbing: 71.53 Kms
   - No of street lights to be handed over to the Council: 1,431 (8 per every 400m based of Eden Stage 1)
   - Estimated population upon completion of development: 10,500
   - Maintenance of roads, footpaths, K & G: Need to increase Council outside staff numbers.
   - Reserve Area: 50 hectares

In addition, following information have been used in the calculation

- All infrastructure assets will be subject to 1 year maintenance period
- Annual infrastructure contribution to SAPN & public light cost: $120 per light
- Useful life of sealed road, footpaths, paving & kerbing: 15 years (Depreciation rate of 6.67%)
- Value of a km of sealed road, footpaths, paving & kerbing: $728,000
- Estimated Capital value of a dwelling: 455,000
<table>
<thead>
<tr>
<th>Year</th>
<th>Liberty</th>
<th>Eden</th>
<th>Net Annual Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Rates (Cumulative)</td>
<td>52,720</td>
<td>160,215</td>
<td>324,596</td>
</tr>
<tr>
<td>Fixed Charge (Cumulative)</td>
<td>2,500</td>
<td>5,000</td>
<td>7,500</td>
</tr>
<tr>
<td>Eden</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Rates</td>
<td>104,086</td>
<td>210,879</td>
<td>320,431</td>
</tr>
<tr>
<td>Fixed Charge</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Income Total</td>
<td>109,086</td>
<td>271,099</td>
<td>490,646</td>
</tr>
<tr>
<td>Liberty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Development Fund ($350 per lot)</td>
<td>(8,750)</td>
<td>(17,500)</td>
<td>(26,250)</td>
</tr>
<tr>
<td>Depreciation of Road, Footpath, K&amp;G Network (15 yr useful life)</td>
<td>(24,810)</td>
<td>(74,429)</td>
<td>(148,858)</td>
</tr>
<tr>
<td>Street lighting ($120 per light)</td>
<td>(1,200)</td>
<td>(3,600)</td>
<td>(7,320)</td>
</tr>
<tr>
<td>Reserve/Park/Sealed Roads/Footpath Maintenance (in-house)</td>
<td>(70,000)</td>
<td>(70,000)</td>
<td>(70,000)</td>
</tr>
<tr>
<td>Other Material &amp; contractors expenses (External) - water/street sweeping</td>
<td>(10,000)</td>
<td>(10,000)</td>
<td>(20,000)</td>
</tr>
<tr>
<td>Roundabout</td>
<td>(500,000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Levees (cost unknown)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eden</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street lighting ($120 per light)</td>
<td>(2,400)</td>
<td>(4,800)</td>
<td>(7,200)</td>
</tr>
<tr>
<td>Reserve/Park/Sealed Roads/Footpath Maintenance (in-house)</td>
<td>(2,000)</td>
<td>(2,000)</td>
<td>(3,000)</td>
</tr>
<tr>
<td>Other Material &amp; contractors expenses (External) - water/street sweeping</td>
<td>(10,000)</td>
<td>(10,500)</td>
<td>(11,025)</td>
</tr>
<tr>
<td>Expense Total</td>
<td>(552,019)</td>
<td>(220,798)</td>
<td>(333,587)</td>
</tr>
<tr>
<td>Net Annual Income</td>
<td>(442,933)</td>
<td>50,301</td>
<td>157,059</td>
</tr>
</tbody>
</table>
Reduction in discretionary spending identified by the staff

<table>
<thead>
<tr>
<th>Program</th>
<th>Reduction in Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Partnership</td>
<td>50,000</td>
</tr>
<tr>
<td>RDAB/CLGR</td>
<td>47,100</td>
</tr>
<tr>
<td>Barossa Council HR Support</td>
<td>29,823</td>
</tr>
<tr>
<td>Staff Training</td>
<td>30,750</td>
</tr>
<tr>
<td>Consultancy work</td>
<td>12,000</td>
</tr>
<tr>
<td>Youth Bus</td>
<td>10,300</td>
</tr>
<tr>
<td>Legal Advice</td>
<td>10,000</td>
</tr>
<tr>
<td>Road Signs</td>
<td>10,000</td>
</tr>
<tr>
<td>Asset Consultancy</td>
<td>5,000</td>
</tr>
<tr>
<td>Reserve Maintenance</td>
<td>4,500</td>
</tr>
<tr>
<td>GAP Meeting</td>
<td>3,500</td>
</tr>
<tr>
<td>Corporate Health Program</td>
<td>3,000</td>
</tr>
<tr>
<td>Street Cleaning</td>
<td>3,000</td>
</tr>
<tr>
<td>Mallala Institute</td>
<td>2,735</td>
</tr>
<tr>
<td>Consultant Building Surveyor</td>
<td>2,000</td>
</tr>
<tr>
<td>Outdoor Cinema</td>
<td>2,000</td>
</tr>
<tr>
<td>Engineering Advice</td>
<td>1,600</td>
</tr>
<tr>
<td>DAP Expenses</td>
<td>1,530</td>
</tr>
<tr>
<td>Planning Books, Publications, Reports</td>
<td>500</td>
</tr>
<tr>
<td>Sundry</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>229,638</strong></td>
</tr>
</tbody>
</table>
### Revised Four (4) Year Operating Project Program

<table>
<thead>
<tr>
<th>Division</th>
<th>Project Name</th>
<th>Four Year Cost</th>
<th>2017/2018</th>
<th>2018/2019</th>
<th>2019/2020</th>
<th>2020/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>G&amp;C</td>
<td>Delegation Software</td>
<td>1,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INF</td>
<td>Annual Building Maintenance Program</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td>- Bird Netting Depot</td>
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<td>Review of 5 By-Laws (Permits &amp; Penalties/Local Govt. Land/Roads/Dogs/Moveable Signs)</td>
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<td>1,715,843</td>
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Ordinary Council Meeting

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18 April 2016
### Revised Four (4) Year Capital Project Program – Part 1

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<td><strong>Annual New Sealing Program</strong></td>
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<td>Old Port Wakefield Road and Drew Street Carparking upgrade</td>
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<td>Gawler Road and Old Port Wakefield Road - Intersection upgrade</td>
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<td>Germantown Road (Gawler Road to End of Seal) Reconstruction</td>
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<td>Surface - Boundary Road (045) from Gawler Road to Hayman Road</td>
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<td>Surface - Dublin Road (025) from Powerline Road to Hall Road</td>
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<td>Surface - Port Parham Road (020) from Beach Road to Webb Beach Road</td>
<td>83,935</td>
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<td>Surface - Port Parham Road (025) from Webb Beach Road to First Street</td>
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<td>Surface - Nairn Road (010) from Franks Road to Hall Road</td>
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<td>Surface - March Road (010) from Owen Road to Davies Road</td>
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<td>Surface - March Road (005) from Balaklava Road to Owen Road</td>
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<td>Surface - Franks Road (010) from Calomba Road to Ross Road</td>
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<td>Surface - Curnow from Carwse sth. to resheet end near hay shed.700 metres</td>
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<td>Surface - Gordon Road (015) from Porter Road to Church Road</td>
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<td>Surface - Wasley Road (025) from Big Rabbit Road to Gallipoli Road</td>
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<td>Surface - Pratt Road (020) from Mallala - Two Wells Road to Gordon Road</td>
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<td>Surface - Stockyard Road (005) from Mallala - Two Wells Road to End</td>
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<td>Surface - Simpkin Road from Germantown to Williams 1420 mts.</td>
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<td>Surface - Simpkin Road from Williams to Harvey 1200 mts.</td>
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<td>Surface - John West Road from Old Port Wakefield Road to last house access 380 mts.</td>
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<td>Surface - Davis Road (005) from Smith Road to McEvoy Road</td>
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<td>Surface - Light Beach Road (005) from Port Wakefield Road to Wylie Road</td>
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<td>Surface - Harris Road (005) from Port Wakefield Road to Schloadder Road</td>
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<td>Surface - Third Street (Dublin) (015) from End of Seal to Schloder road</td>
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<td>Surface - Thompson Road (005) from Port Wakefield Road to Shingleback Road</td>
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<td>Surface - Third Street (Wild Horse Plains) (005) from Second Street to End</td>
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<td>Surface - Slant Road (005) from Port Wakefield Road to Wild Horse Plains Road</td>
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<td>Surface - Fourth Street (Wild Horse Plains) (005) from Second Street to First Street</td>
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<td>Surface - Gregor Road (005) from Day Road to Aunger Road North</td>
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<td>Surface - Barabba Road (020) from Butler Street to Redbanks Road</td>
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## Revised Four (4) Year Capital Project Program – Part 2

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<td>- LHS Kerb and Watertable - Old Mallala Road (010) Noble Crescent to End</td>
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<td>- RHS Kerb and Watertable - Drew Street (015) from Rowe Crescent to Old Port Wakefield Road</td>
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<td>Annual Building Renewal Program</td>
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<td>- Dublin Club Room Renewal (Council contribution)</td>
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<td>Annual Stormwater New Program</td>
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<td>- Russel Road &amp; Trim Road - Drainage construction (pipes and crossovers)</td>
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<td>CWMS Renewal Program</td>
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<td>- Three computers &amp; 2 Ipad for Library - Two Wells Library</td>
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### Draft 10 Year Accounts (Excluding Two Wells Developments)

- **Incorporating following increases**

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**TOTAL INCOME**

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## ADELAIDE PLAINS COUNCIL
### DRAFT LONG TERM FINANCIAL PLAN
#### STATEMENT OF COMPREHENSIVE INCOME
##### 2017/2018 TO 2026/2027

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<td><strong>OPERATING INCOME</strong></td>
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### OPERATING EXPENSES

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<td>5,370,100</td>
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### OPERATING SURPLUS / (DEFICIT)

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<td>539,681</td>
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<td>627,369</td>
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</table>
Draft 10 Year Accounts (Excluding Two Wells Developments)

Ordinary Council Meeting

Page 343 of 588

18 April 2016


Financing the Budget

Option 1: Amend Council resolution on future rate increases & replace it with the following;

"that Adelaide Plains Council adopt a position that future rate in the dollar rises be aligned to each year South Australian Consumer Price Index (CPI) for the year ending 31 March and any further increases in rate in the dollar above CPI will be considered on merits annually."

Rationale: Above resolution will allow Council to respond to any changes in CPI, property valuations and new developments occurring in the Council district without severely impacting its core services to the community. However, this may not be in line with LGA’s planned campaign against Rate Capping which requires Council endorsement.

Option 2: Borrow money at fixed rates for 15 yrs to fund Council contributions for TW development (Roundabout, Levees)

Rationale: Loans can be repaid progressively from rates income of new dwellings.

Option 3: Cut Council operating budget by 26% (mainly material, contract & other type exp.) and introduce freeze on new staff positions (except for replacements).

Rationale: Rate payers will have rate rises not exceeding CPI but the delivery of Council services will be severely affected.

Option 4: Continue to run Council on CAD ($2m at present) from LGFA. (Not expected to be repaid in the near future) resulting future generation of paying for current generation services (generational inequality)
2017/2018 Budget Workshop

Where from here?

1. 10 April 2017 - Audit committee meeting to consider 2017/2018 Draft ABP and LTTP
2. 18 April 2017 - Council meeting to adopt 2017/2018 Draft ABP and LTTP for public consultation
3. 29 May 2017 - Special Council meeting to consider submissions from public consultation & further evaluate 2017/2018 Draft ABP and LTTP
4. 05 June 2017 - 2017/2018 Draft ABP and LTTP Budget presented to the Audit Committee for final review
5. 19 June 2017 - Final adoption of the budget
Attachment 3


Dated 18 April 2017

Maloney Field Services Valuation Summary (excluding attachments)
Adelaide Plains Council
2017/2018 Draft Annual Business Plan, Budget &
Long Term Financial Plan (2018 to 2027)
## Contents

1. Preamble 01
2. Message from the Mayor and Chief Executive Officer 02
3. Budget Snapshot 03
4. Significant Budget Influences and Priorities 05
5. Draft 2017/2018 Operating & Project Budget 06
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7. Rating Structure and Policy 14
8. How to Measure Council Performance 19
1. Preamble

Under section 123 of the Local Government Act 1999 (the Act), each Council must have a budget for each financial year. This budget must be considered in conjunction with the Council’s Annual Business Plan (and be consistent with that plan) and must be adopted before 31 August for the financial year.

Council therefore prepares, as part of its budget development process, an Annual Business Plan. According to the Section 123 (2) the Act, each annual business plan of a council must-

(a) include a summary of the council’s long-term objectives (as set out in its strategic management plans); and

(b) include an outline of-
   (i) the council’s objectives for the financial year; and
   (ii) the activities that the council intends to undertake to achieve those objectives; and
   (iii) the measures (financial and non-financial) that the council intends to use to assess the performance of the council against its objectives over the financial year; and

(c) assess the financial requirements of the council for the financial year and, taking those requirements into account, set out a summary of its proposed operating expenditure, capital expenditure and sources of revenue; and

(d) set out the rates structure and policies for the financial year; and

(e) assess the impact of the rates structure and policies on the community based on modelling that has been undertaken or obtained by the council; and

(f) take into account the council’s long-term financial plan and relevant issues relating to the management and development of infrastructure and major assets by the council; and

(g) address or include any other matter prescribed by the regulations.

Before a Council adopts its Annual Business Plan it must prepare a draft Annual Business Plan and undertake a public consultation process that, as a minimum, meets the requirements of section 123 (4) of the Local Government Act 1999. During the public consultation period copies of the Council’s Draft Annual Business Plan and any other associated documents must be made available for inspection and purchase by the public at the principal office of the Council.

This document presents the draft Annual Business Plan and Budget for the Adelaide Plains Council for 2017/2018 Financial Year for public consultation which has been developed in consultation with the Elected Members, Audit Committee and the Council staff in the context of Council’s “Strategic Plan 2013-2016”.
2. Message from the Mayor and Chief Executive Officer

On behalf of the Adelaide Plains Council, I am excited to unveil Council's Annual Business Plan and Budget for the 2017/2018 financial year. While the 2016/2017 financial year was a period of consolidation for Council, the forthcoming twelve month period will certainly see a number of exciting advancements and these are set out within Council's 2017/2018 Annual Business Plan.

Following the recruitment of Council's Chief Executive Officer in May 2016, a concerted focus has been on improving governance practices as well as restructuring our organisation to ensure better integration of disciplines so as to achieve greater efficiencies in the manner in which Council delivers its services.

With much of the internal focal areas now having been addressed, Council is well equipped to embrace the 2017/2018 Financial Year with optimism and excitement, as should our community.

There is a high level of economic development activity and investment occurring within our Council region at present. Two Wells residential growth, the advancement of a new Reception-Year 12 educational establishment also at Two Wells, the Northern Adelaide Irrigation Scheme which will drive horticultural investment and employment within our Food Bowl precinct, allied industrial investment that will come as a result of a land rezoning initiative that seizes on the water harvesting opportunity, and finally, the International Bird Sanctuary – a wonderful tourism opportunity for our Council region if capitalised upon correctly. With all this activity it is fair to say that the Adelaide Plains Council's landscape will evolve, and quite rapidly, over the next few years and we as a Council need to ensure that this growth is orderly and economic – with no adverse impact on our region's amenity nor our ratepayers' levels of service.

Council understands the importance of sound financial management and to that end we assure our residents that the 2017/2018 Annual Business Plan and Budget has been through a thorough review process with extensive consultation with our elected members. Management has adopted a zero based budget approach where each budget line was reviewed for relevance and necessity. With a shrewd, disciplined approach to financial management, aligning expenditure with service level expectations, we are confident that the Annual Business Plan and Budget is transparent, well considered and accountable.

Some of the key aspects of the forthcoming Annual Business Plan include:-
- Delivery of Council's Strategic Plan 2017-2020;
- Delivery of the Northern Adelaide Food Bowl Protection Development Plan Amendment (DPA);
- $2.982m investment into capital works projects;
- $0.857m investment into operating projects; and
- Commitment to continue to realise savings through astute fiscal management, review of service levels and the manner in which we procure, as well as exploring external funding grants as a means of increasing revenue streams to delivery services and projects for our region.

Council continues to pursue financial sustainability and this budget certainly contributes to attaining this goal. On behalf of Council, we are excited to submit the 2017/2018 Annual Business Plan and Budget and 2018-2027Long-Term Financial Plan.

Tony Flaherty OAM, Mayor
James Miller, Chief Executive Officer
3. Budget Snapshot

Source of Proposed Council Revenue ($’000)

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<th>Source</th>
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<tr>
<td>Mallala CWMS</td>
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Proposed Budgeted Council investment in Community Assets in 2017/2018 ($’000)

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<tr>
<td>Building Renewal</td>
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<td>30</td>
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<tr>
<td>New Footpath</td>
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<td>Mallala Oval Rest Area Relocation</td>
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<tr>
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<td>236</td>
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<tr>
<td>Plant/Fleet Replacement</td>
<td>643</td>
<td>643</td>
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<tr>
<td>New Road Sealing</td>
<td>858</td>
<td>858</td>
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<tr>
<td>Road Resheeting</td>
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Rate in the dollar increase (%)

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<th>Sealed (165 km)</th>
<th>Unsealed Roads (544 km)</th>
<th>Pavement (165 km)</th>
<th>Footpaths (14 km)</th>
<th>Kerb &amp; Watertable (46 km)</th>
<th>Clay Roads (239 km)</th>
<th>Street Lights (nos) (356)</th>
<th>Development Applications (335)</th>
<th>Libraries (10,000 visitors) (02)</th>
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Proposed Council investment in New Operating Projects 2017/2018 ($)

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<tr>
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<th>Proposed 2017/2018</th>
<th>2016/2017 Actual</th>
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<td>Road Resealing</td>
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<td>Plant/Fleet Replacement</td>
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<tr>
<td>Others</td>
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<td>49</td>
</tr>
<tr>
<td>New Drainage</td>
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<td>25</td>
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<tr>
<td>Building Renewal</td>
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<tr>
<td>New Footpath</td>
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</tr>
<tr>
<td>Mallala Oval Rest Area Relocation</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>Kerb Renewal</td>
<td>156</td>
<td>156</td>
</tr>
<tr>
<td>Road Resealing</td>
<td>236</td>
<td>236</td>
</tr>
</tbody>
</table>
Summary of Council Operating Expenses ($'000)

Loans Outstanding at 30/06/17 ($Mn)

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Due</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mallala CWMS Initial Investment</td>
<td>1.892</td>
<td>$1.391m Roll-over in 2036</td>
</tr>
<tr>
<td>Funding Mallala Depot and Capital Program</td>
<td>1.716</td>
<td>Paid out in 2022</td>
</tr>
<tr>
<td>Funding Capital Program in 2009/2010</td>
<td>0.635</td>
<td>Paid out in 2020</td>
</tr>
<tr>
<td>Gawler River Scheme - Flood Plain Mgt.</td>
<td>0.193</td>
<td>Paid out in 2022</td>
</tr>
<tr>
<td>Resource Recovery shed &amp; Ruskin Shannon Rd Development</td>
<td>0.167</td>
<td>Paid out in 2022</td>
</tr>
<tr>
<td>Purchase Community Land - Mallala</td>
<td>0.081</td>
<td>Paid out in 2022</td>
</tr>
<tr>
<td>Gawler River Scheme - Flood Plain Mgt.</td>
<td>0.042</td>
<td>Paid out in 2021</td>
</tr>
<tr>
<td>Mallala Bowling Club Synthetic Green</td>
<td>0.012</td>
<td>Paid out in 2018</td>
</tr>
<tr>
<td><strong>Total Loans Outstanding</strong></td>
<td><strong>4.738</strong></td>
<td></td>
</tr>
</tbody>
</table>

Projected 10 Year Operating Surplus/(Deficit) ($'000) with a 1.80% increase in average rates

4. Significant Budget Influences and Priorities
Annual Business Plan is the key annual operational and financial planning document of the Adelaide Plains Council. It describes what services and projects Council plans to deliver to the community in 2017/2018 Financial Year and how to finance those planned services/projects.

It has been developed in the context of delivering Council’s long term strategic direction as set out in the “Strategic Plan 2013-2016” and Infrastructure & Asset Management Plans (I&AMP) as required under the Local Government Act 1999.

In this context, in preparing 2017/2018 Annual Business Plan (ABP) and Draft Budget, Council has considered several significant factors/assumptions. These include:

(i) Expected Local Government Price Index (LGPI) of 2.6% in 2017/2018;
(ii) Adelaide Consumer Price Index of 1.30% for the year ending 31 December 2016;
(iii) The interest rate applicable to short-term cash advances from Local Government Financing Authority (LGFA) is 3.75%;
(iv) The impact of “30-Year Plan for Greater Adelaide” of the Government of South Australia;
(v) Planned significant new residential developments in Two Wells;
(vi) The impact of “Planning, Development and Infrastructure Act 2016” and “Local Nuisance and Litter Control Act 2016”;
(vii) Council continues to take part in a Local Government Association of S.A. sponsored lobbying program to resist cost shifting by the State Government and any move by State Government to restrict Council capacity to generate sufficient income to deliver Council programs and services;
(viii) Enterprise bargaining agreements in regard to wage and salary conditions for Council staff;
(ix) Service standards policy for providing, maintaining and renewing infrastructure assets, including roads, footpaths, lighting, stormwater drainage, street trees, open space and Council properties;
(x) Evolving needs of services and infrastructure to serve our growing community;
(xi) Possible reduction or removal of State or Federal Government grant funding and contribution for Council services;
(xii) New or increased fees and charges imposed by other levels of government; and
(xiii) Council commitment to major projects which span for more than one financial year.

Council is committed to ongoing reviews of its operations in order to provide optimum benefit to the community and also to ensure that Council deliver quality services in the most cost-effective and efficient manner.

Council will aim to:

✓ Continuously review, prioritise and validate current services and programs;
✓ Continuously review systems and procedures to ensure that internal operations are effective and efficient;
✓ Empower community organisations with appropriate support to manage and maintain specific community assets by the community itself. It is believed that this will enhance the autonomy of these organisations through site ownership and control;
✓ Contain employee costs through productivity & system reviews;
✓ Further develop strategic partnerships with other Councils in the region to achieve meaningful outcomes. An example is savings in procurement activities- In 2014/2015 Financial Year, Barossa Council, Town of Gawler, Adelaide Plains Council, Mid Murray Council and the Adelaide Plains Council commenced working in partnership to form the Barossa Regional Procurement Group. The focus of the group is to capitalise on opportunities for collaborative procurement to generate cost savings, process efficiencies and economic benefits to the region by growing local business capacity

The following graph (Figure 1) shows the growth in Council operating expenditures since the 2012/2013 Financial Year. Accordingly, Employee Costs have gone up by $1.026m or 28% from 2012/2013 to 2017/2018 Financial Year. During the same period, the number of fulltime equivalent (FTEs) staff has increased from 51 to 56. While the draft budget for 2017/2018 is proposing to create 1.60 FTEs positions, Council is committed not to create any new positions beyond 2017/2018.

Material, Contracts & Other Expenses have fluctuated across the period dependent upon each year’s proposed budget, however an upward trend is showing over the period except in 2014/2015 & in 2016/2017 Financial Years, mainly due to increased cost to Council of purchasing items such as of general maintenance, water, electricity, insurances, legal fees, fuel, plant monitoring etc.
Interest Expenses have also increased over the years due to additional borrowings Council has made, particularly, its short-term cash advance facility from LGFA.

Depreciation Expenses has gone up by $0.934m, mainly due to the impact of additional depreciation flowing from Council investment of $11.578m on new/upgraded assets since 2012/2013 Financial Year.

5. Draft 2017/2018 Operating & Project Budget


Recurrent Budget

The Recurrent Budget include the amount of operating income Council will receive in 2017/2018 Financial Year from General Rates, Service Charges, Government Grants, Fees & Charges and investment and operating expenditures to provide council’s day-to-day operations and services in the course of its normal operating activities (on business as usual basis) such as kerbside rubbish collection, street lighting, parks & ovals maintaining and issuing building consents etc. It also includes costs related to the capital expenditure programme such as interest on loan obtained for capital program, maintenance of Council assets and depreciation.

Operating Projects

Some programs/activities of the Council are categorised as Operating Projects rather than Recurrent Budget if it does not make up part of Council’s regular core services or there is a finite funding life required.

Capital Projects

The expenditure included in the Capital Projects category is the amount of money Council will invest either in upgrading existing assets or the creation of new assets in accordance with the Council’s Strategic Plan objectives and Infrastructure & Asset Management Plans.

Where the Council’s Revenue Comes from

In order to fund Council operations and programs, the Council collect revenue from sources such as general rates, fees and charges levied on Council services (Statutory Charges and User Charges), grants from State and Federal Governments, interest income from investing excess cash in short-term investments,
reimbursements and other sundry revenue sources. The pie chart (Figure 2) illustrates the main sources of the estimated Council revenues in 2017/2018 Financial Year.

![Figure 2: Distribution of Proposed Operating Income in 2017/2018 ($'000)](image)  
- Rates: $1,680, 15%  
- Statutory charges: $159, 1%  
- User charges & Other Income: $335, 3%  
- Grants, subsidies and contributions: $162, 2%  
- Reimbursements: $8,807, 79%

(a) Rates

Rates are the main source of funding for the Council. A total of $8,807m ($8.497m in 2016/2017) will be collected in rates in 2017/2018 Financial Year, to help pay for essential services (non-discretionary) such as citizenship ceremonies, waste collection, management of community infrastructure assets, public health and safety as well as discretionary services such as Council libraries, outdoor cinemas, assistance to community programs and events.

The aforementioned estimated rates income is based on a 1.80% increase in average rates on existing assessments which consists of a 0.50% increase in the valuations of existing assessments as determined by Valuer General of South Australia and a 1.30% increase in rate in the dollar by the Council. In addition, the Council has recorded a growth of a 0.50% for 2017/2018 from new assessments across the Council district based on the latest available valuation data.

The average residential property will be expected to pay $1,506 ($1,480 in 2016/2017) which is 51 cents increase per week or $27 per year. In line with increase in rates, it is proposed that fixed charge would be increased from $100 in 2016/2017 to $102 in 2017/2018 which represents an increase of 2.00%.

(b) Statutory Charges

Statutory Charges relate mainly to fees and fines levied in accordance with legislation and include development application fees, animal registrations, health act registrations and parking fines. It is estimated that the Council will collect statutory charges of $0.335m in 2017/2018 Financial Year which is a 6.47% increase over 2016/2017 budgeted statutory charges of $0.315m.

(c) User Charges

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council’s services. These include charges for the use of Council facilities, library printing & photocopy charges, Section 7 property searches etc. User charge income is expected to increase from $0.076m in 2016/2017 Financial Year to $0.143m in 2017/2018 Financial Year.

(d) Grants, subsidies and contributions

Grants include monies received from State and Federal sources for the purposes of funding the delivery of Council’s services to ratepayers and contributions from other parties towards property development costs. Grants income has been budgeted based on confirmed funding levels only. The main source of grant to be received by the Council is from Commonwealth Government through the South Australian Local Government Grants Commission ($1.294m) and under Roads to Recovery (R2R) program ($0.360m). While both grants
are untied, Roads to Recovery grant can be spent, at a council’s discretion, only on maintaining, renewing, replacing or upgrading existing roads or construction of new roads.

In addition, Government of South Australia allocates funds annually to support public libraries in South Australia, complementing the funding allocation by individual Councils to public libraries. Accordingly, Adelaide Plains Council is estimated to receive $0.025m for 2017/2018 Financial Year.

(e) Investment Income

The Council earns investment income primarily in the form of interest from the investment of cash surpluses throughout the financial year and loan given to community organisations.

(f) Reimbursements

From time to time the Council enters into commercial arrangements under which it performs services on behalf of third parties, and subsequently then seeks reimbursement for undertaking those services.

During 2017/2018, it is estimated that the Council will seek reimbursement for $0.162m compared to $0.245m in 2016/2017.

(g) Other Income

Other income relates to a range of unclassified items that do not fit within the aforementioned main revenue categories. Council will receive other income of $0.015m in 2017/2018 Financial Year compared to $0.029m in 2016/2017.

➢ How Council Revenue is Spent

(a) Employee Expenses

Employee expenses include all labour related expenditure such as salaries, wages, allowances and on-costs (Annual Leaves, Long Service Leaves, Superannuation, Workers Compensation Insurances etc.) expenses.

During 2017/2018 Financial Year, employee costs are expected to decrease to $4.740m as compared to $5.042m in 2016/2017. This is an overall reduction of $0.302m or 6% due to combined impact of the staff Enterprise Bargaining Agreement and staff resignations in 2016/2017 Financial Year that was not filled. The budgeted FTEs for 2017/2018 is 55 which is same as the FTEs on 30/06/14, excluding two (2) new positions of 1.60FTEs proposed in the Operating Project budget for 2017/2018.

Following Figure 3 shows the Adelaide Plains Council’s staff levels at the end of each financial year from 2008 and current staff numbers on a full-time equivalent basis.

It should be noted that compared to other Councils in the region, Adelaide Plains Council has higher staff numbers, as the Council deliver several services in-house (road maintenance, roads constructions, kerbside waste collection, cleaning of office buildings, quarry operations, rubble carting etc) that are being done through contractors in other Councils.

Figure 3: Adelaide Plains Council Total Staff (FTEs)
(b) Materials, Contracts and Other Expenses

Materials include items such as electricity, water, fuel, road products, library books, printing and stationary costs. Contracts relate to the provision of Council services by external providers and include items such as street sweeping, security, leases and infrastructure repairs and maintenance.

Other Expenses relate to a range of unclassified items including contributions to community groups, advertising, insurances, motor vehicle registrations, payment of the NRM levy and other miscellaneous expenditure.

It is estimated that the Council will spend on Materials, Contracts and Other Expenses $3.430m in 2017/2018 Financial Year, compared to $3.323m in 2016/2017 Financial Year, an increase of $0.107m or 3.21% which is due to combined impact of general CPI increase of Council expenses and new planning portal expenses of $0.020m.

(c) Depreciation, Amortisation & Impairment

Depreciation is an accounting charge which measures the usage of the Council’s Property, Plant and Equipment (including infrastructure assets such as roads and drains) over the estimated effective useful life of the assets.

In 2017/2018 the forecast amount of depreciation is $2.807m compared to $2.707m for 2016/2017, an increase of $0.100m or 3.68% due to additional depreciation expenses on new/upgraded assets created in 2015/2016 and 2016/2017.

(d) Finance Charges

Finance charges relate to interest charged by the Local Government Financing Authority on funds that have been borrowed by Council. Interest costs have been estimated based on Council’s current loan portfolio as at April 2017 and expected borrowings scheduled for 2017/2018 Financial Year.

Interest costs for 2017/2018 are expected to decrease by 5.35% from $0.435m in 2016/2017 Financial Year to $0.413m in 2017/2018, mainly due to interest being paid progressively reduced when repaying loan instalments overtime.

The following graph (Figure 4) illustrates distribution of Council’s recurrent expenses among main expense categories.

Figure 4: Distribution of Proposed Operating Expenses in 2017/2018 ($’000)
Budgeted Statement of Comprehensive Income

Council’s draft Income Statement which incorporates all operating income and expenses and operating project expenses are given below in Table 1. Accordingly, it is estimated that Council will incur an operational deficit of $1.154m in 2017/2018 Financial Year, with a 1.80% increase in average rates.

Table 1: Draft Statement of Comprehensive Income for 2017/2018 Financial Year

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OPERATING INCOME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>8,112,516</td>
<td>8,497,616</td>
<td>8,806,601</td>
</tr>
<tr>
<td>Statutory charges</td>
<td>325,479</td>
<td>314,835</td>
<td>335,205</td>
</tr>
<tr>
<td>User charges</td>
<td>115,413</td>
<td>75,794</td>
<td>142,825</td>
</tr>
<tr>
<td>Grants, subsidies and contributions</td>
<td>1,452,028</td>
<td>1,736,700</td>
<td>1,679,566</td>
</tr>
<tr>
<td>Investment Income</td>
<td>7,665</td>
<td>2,000</td>
<td>1,500</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>282,508</td>
<td>245,125</td>
<td>162,443</td>
</tr>
<tr>
<td>Other Income</td>
<td>136,943</td>
<td>29,498</td>
<td>14,969</td>
</tr>
<tr>
<td>TOTAL INCOME</td>
<td>10,432,552</td>
<td>10,901,568</td>
<td>11,143,109</td>
</tr>
<tr>
<td>OPERATING EXPENSES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Costs</td>
<td>4,326,041</td>
<td>5,041,825</td>
<td>4,739,668</td>
</tr>
<tr>
<td>Materials, contracts and other services</td>
<td>3,726,567</td>
<td>3,323,531</td>
<td>3,430,258</td>
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<tr>
<td>Depreciation, Amortisation &amp; Impairment</td>
<td>2,619,196</td>
<td>2,707,107</td>
<td>2,806,820</td>
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<tr>
<td>Finance Costs</td>
<td>427,625</td>
<td>435,863</td>
<td>412,563</td>
</tr>
<tr>
<td>Share of loss - joint ventures &amp; associates</td>
<td>66,872</td>
<td>-</td>
<td>50,000</td>
</tr>
<tr>
<td>Operating Project Expenses</td>
<td>-</td>
<td>-</td>
<td>857,973</td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>11,166,301</td>
<td>11,508,326</td>
<td>12,297,283</td>
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<tr>
<td>OPERATING SURPLUS / (DEFICIT)</td>
<td>(733,749)</td>
<td>(606,758)</td>
<td>(1,154,174)</td>
</tr>
</tbody>
</table>

Note: Above estimates do not include the impact of Two Wells new housing developments.

Operating Project Program

As part of developing 2017/2018 Annual Budget, management has developed four (4) year operating project program, with a total investment value of $1.716m, for consideration by the Council. A summary of four (4) year program is presented in Table 2 below.
### Table 2: Draft Four Year Operating Project Budget

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Four Year Cost</th>
<th>17/18</th>
<th>18/19</th>
<th>19/20</th>
<th>20/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegation Software</td>
<td>1,500</td>
<td>1,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Building Maintenance Program</td>
<td>275,800</td>
<td>60,000</td>
<td>215,800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Plant Nursery</td>
<td>10,000</td>
<td></td>
<td>10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installation of single lane roundabout in Two Wells</td>
<td>500,000</td>
<td>500,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Levees - Two Wells Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>To be confirmed</td>
</tr>
<tr>
<td>Lewiston Storm Water Management Plan</td>
<td>40,000</td>
<td>40,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AIBS Issues and Opportunities Paper</td>
<td>30,000</td>
<td>30,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allied Food Industries Land Supply Study &amp; Northern Food Bowl</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Protection Areas DPA</td>
<td>70,000</td>
<td>70,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Webb Beach Community Emergency Management Plan</td>
<td>50,000</td>
<td>50,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coastal Settlements DPA and the Issues and Opportunities - Coastal Settlements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>To be confirmed</td>
</tr>
<tr>
<td>General Inspector 0.6FTE</td>
<td>223,848</td>
<td>54,473</td>
<td>55,454</td>
<td>56,452</td>
<td>57,468</td>
</tr>
<tr>
<td>Engineer 1.0 FTE</td>
<td>439,695</td>
<td>107,000</td>
<td>108,926</td>
<td>110,887</td>
<td>112,883</td>
</tr>
<tr>
<td>APC Remanent and Roadside Vegetation Action Plan</td>
<td>30,000</td>
<td></td>
<td>30,000</td>
<td></td>
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<tr>
<td>Take 5 safety program &amp; smart phones to access the program by Depot outside staff</td>
<td>5,000</td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review of 5 By-Laws (Permits &amp; Penalties/Local Govt. Land/Roads/Dogs/Moveable Signs)</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td><strong>1,715,843</strong></td>
<td><strong>857,973</strong></td>
<td>520,180</td>
<td>167,339</td>
<td>170,351</td>
</tr>
</tbody>
</table>

#### Capital Projects Program

Adelaide Plains Council is responsible for a large portfolio of assets with a depreciation of $2.808m approximately per annum. It is therefore critical for the long term sustainability of assets that the Council engages in practices that optimise assets useful lives for the benefit of the community.

Draft Capital Budget with an investment of $11.6m over four (4) years was prepared by the Management as part of 2017/2018 Annual Budget. Elected Members considered these capital programs at two workshops held on 14 March 2017 and 03 April 2017. **Table 3** below summarise four (4) year capital program.

In 2017/2018 Financial Year, Council is planning to spend $2.981m on its capital programs of which $1.976m will be spent on asset renewal programs which involves, resealing sealed roads, re-sheeting sheeted rural roads, renewing footpath, kerbing, building, open spaces etc. and $1.005m will be spend on new/upgraded assets.

**Table 3** below summarise the costing associated with four (4) year capital program.

### Table 3: Draft Four Year Capital Project Budget

<table>
<thead>
<tr>
<th></th>
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<td>167,339</td>
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</tr>
<tr>
<td>Project</td>
<td>Cost 1</td>
<td>Cost 2</td>
<td>Cost 3</td>
<td>Cost 4</td>
<td>Cost 5</td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Sealing New Roads Note 1)</td>
<td>1,376,500</td>
<td>857,500#</td>
<td>294,000</td>
<td>50,000</td>
<td>175,000</td>
</tr>
<tr>
<td>New Footpath</td>
<td>186,880</td>
<td>37,680</td>
<td>58,240</td>
<td>36,160</td>
<td>54,800</td>
</tr>
<tr>
<td>New Sheeting</td>
<td>55,000</td>
<td>-</td>
<td>55,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>New Kerbing</td>
<td>161,920</td>
<td>-</td>
<td>33,920</td>
<td>128,000</td>
<td>-</td>
</tr>
<tr>
<td>New Site Improvement</td>
<td>105,000</td>
<td>20,000</td>
<td>85,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>New Levees</td>
<td>325,500</td>
<td>-</td>
<td>302,500</td>
<td>16,000</td>
<td>7,000</td>
</tr>
<tr>
<td>New Stormwater Program</td>
<td>349,000</td>
<td>25,000</td>
<td>175,000</td>
<td>119,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Resealing Renewal Program</td>
<td>962,012</td>
<td>235,776</td>
<td>256,867</td>
<td>230,842</td>
<td>238,527</td>
</tr>
<tr>
<td>Resheeting Renewal Program</td>
<td>3,019,922</td>
<td>888,898</td>
<td>1,019,962</td>
<td>551,870</td>
<td>559,192</td>
</tr>
<tr>
<td>Kerbing Renewal Program</td>
<td>340,330</td>
<td>155,556</td>
<td>103,797</td>
<td>52,791</td>
<td>28,186</td>
</tr>
<tr>
<td>Footpath Renewal Program</td>
<td>40,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Building Renewal Program</td>
<td>629,657</td>
<td>29,500</td>
<td>117,000</td>
<td>160,215</td>
<td>322,942</td>
</tr>
<tr>
<td>Open Space Renewal Program</td>
<td>4,500</td>
<td>4,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Site Improvements Renewal</td>
<td>246,575</td>
<td>5,394</td>
<td>-</td>
<td>217,741</td>
<td>23,440</td>
</tr>
<tr>
<td>Structure Renewal Program</td>
<td>16,231</td>
<td>-</td>
<td>16,231</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CWMS Renewal Program</td>
<td>41,985</td>
<td>4,500</td>
<td>-</td>
<td>-</td>
<td>37,485</td>
</tr>
<tr>
<td>Plant/Fleet Replacement(Not2)</td>
<td>3,716,895</td>
<td>642,500*</td>
<td>1,836,285</td>
<td>523,130</td>
<td>715,000</td>
</tr>
<tr>
<td>Solar Heating for Mallala Toilet</td>
<td>5,000</td>
<td>5,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Shower amenities</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Mallala Short Stay Facility Relocation</td>
<td>60,000</td>
<td>60,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td>11,642,907</td>
<td>2,981,804</td>
<td>4,363,781</td>
<td>2,095,749</td>
<td>2,201,572</td>
</tr>
</tbody>
</table>

Note 1#: Includes allocation of $681,000 for the sealing & upgrade of Hart Road in Lower Light & will be implemented only if Council’s grant application for $341,500 is successful & a contribution of $150,000 from the Days Egg Pty Limited.

Note 2*: Include replacement of garbage compacter at a cost of $380,000. However, the expenditure may not be incurred if the Council decides to engage an external contractor for kerbside collection program.

### 6. Loan Borrowings

In developing the Long Term Financial Plan, borrowing was identified as an important funding source, particularly for bridging short-term cash flow gaps. Borrowings are undertaken in accordance with Council’s Treasury Management Policy which underpins the Council’s decision making in the funding of Council’s operations in the context of cash flow, budgeting, borrowings and investments.

As borrowing is an important financial management tool in the overall context of funding Council’s expenditures, Council’s Treasury Management Policy links closely to the Council’s overall strategic management plans in the context of:

- Strategic planning for the future of the Council, covering short, medium and long term spending and investment issues;
- Current and estimated future revenues and the ability to increase the revenue stream through Council rates, user charges or additional grant funds;
- Inter-generational equity considerations in terms of the ratepayers who benefit from the expenditure and therefore on a user pay basis who should pay for the costs associated with such expenditure;
- Current and future funding needs for both operating and capital expenditures;
- Potential movements in interest rates; and
- Any other strategic imperative such as development of local economy that is linked to revenue and expenditure capacities.(For example, sealing of section of Hart Road in Lower Light).;
Long-term Borrowings

At the end of 2016/2017 Financial Year, Council is expected to have eight (8) outstanding fixed rates long-term borrowings with a total value of $4.739m and short-term cash advance (CAD) borrowings of $2.300m. Following Table 4 shows the details of the outstanding long-term borrowings;

Table 4: Outstanding Long-term Loans as at 30 June 2017

<table>
<thead>
<tr>
<th>Purpose of the Loan</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gawler River Scheme - Flood Plain Management</td>
<td>41,906</td>
</tr>
<tr>
<td>Gawler River Scheme - Flood Plain Management</td>
<td>192,982</td>
</tr>
<tr>
<td>Community Land - Mallala</td>
<td>81,454</td>
</tr>
<tr>
<td>Resource Recovery shed &amp; Ruskin Shannon Rd Development</td>
<td>166,716</td>
</tr>
<tr>
<td>Mallala Bowling Club Synthetic Green</td>
<td>12,295</td>
</tr>
<tr>
<td>Funding 2009/2010 Capital Program</td>
<td>634,613</td>
</tr>
<tr>
<td>Funding Mallala Depot Construction and Other Capital Program</td>
<td>1,716,526</td>
</tr>
<tr>
<td>Council investment in Mallala CWMS</td>
<td>1,892,152</td>
</tr>
<tr>
<td><strong>Total outstanding long-term loans</strong></td>
<td><strong>4,738,644</strong></td>
</tr>
</tbody>
</table>

The following two graphs shows that outstanding fixed rate loan balance at the end of each financial year & annual interest repayment. Accordingly, after 30 June 2022, Council will have only the Mallala CWMS loan which is self-funded and repaid from the CWMS Charge and not from general rate revenue.

Figure 5 - Outstanding Loan Balance
Long-term Financial Plan (Cash Flow Statement) shows that Council is not generating sufficient cash from its day-to-day operations and it is required to borrow money for the next 10 financial years. Accordingly, with a 1.80% increase in average rate, Council is required to borrow $1.200m in 2017/2018 Financial Year.

However, the actual timing & the amount of borrowing will be decided by the management (subject to maximum threshold of $1.200m) based on cash available from day-to-day Council operations as part of Councils treasury management activities.

7. Rating Structure and Policy

- What are Rates?

Rates are levied as a tax on property in accordance with the provisions of the Local Government Act. They are not a service or user charge. Consequently, some property owners, for example, may choose not to use the library but nevertheless make a contribution through their rates. Because rates are levied on the value of property, those in higher valued properties pay more than those in lower valued properties.

Rates are the principal source of funding for Council services representing approximately 79% of total operating income in 2017/2018 and 78% in 2016/2017 Financial Years which is relatively a high percentage compared to other Councils in the region.

- Strategic Focus

In proposing its rates for the 2017/2018 Financial Year, Council has considered its Strategic Plan 2013 to 2016, the current economic climate, specific issues faced by the community, the budget requirements for the 2017/2018 Financial Year and the impact of rates on the community – in particular householders and primary producers.

Land use categories as provided in the Local Government (General) Regulations 1999 are used as the basis of Council’s general rate calculation.
Method used to value land

All land within a council area, except for land specifically exempt (eg. crown land, council occupied land), is rateable. Council continues to use capital value as the basis for valuing land within the council area. Council considers that this method of valuing land provides the fairest method of distributing the rates across all ratepayers because:

- Property value is a relatively good indicator of market value of a property, providing the fairest method of calculating rates and therefore, it is the most appropriate measure of relative wealth in the community;
- As a measure of wealth it most closely reflects the capacity to pay of property owners; and
- It accords with the taxation principle, that people should contribute to the community social and physical infrastructure, in accord with their capacity to pay, as measured by property wealth.

Other valuation methods available are site value (value of land only) and annual value (value of rental potential of property). These are not considered appropriate with regard to Adelaide Plains Council.

Council will be adopting the valuations made by the Valuer-General and which are applicable for the financial year commencing 1 July 2017. If a property owner is dissatisfied with a property valuation, then an objection may be made to the Valuer-General in writing, within 60 days of receiving notice of the valuation, explaining the basis for the objection. Further contact details can be obtained from Council’s Rates Officer on (08) 8527 0200. It is important to note that Council has no role in the valuation process.

Impact of Rates

The following data in Table 5 provides information in regard to rate modelling completed for the formulation of this Annual Business Plan and Budget based on most recent valuation and property data from the State Valuer General.

Table 5: Rates Modelling

<table>
<thead>
<tr>
<th>Option 1 – 1.80% Avg. Increase + 0.10%</th>
<th>17/18</th>
<th>18/19</th>
<th>19/20</th>
<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
<th>23/24</th>
<th>24/25</th>
<th>25/26</th>
<th>26/27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate In the $ Increase</td>
<td>1.30</td>
<td>1.30</td>
<td>1.30</td>
<td>1.30</td>
<td>1.30</td>
<td>1.30</td>
<td>1.30</td>
<td>1.30</td>
<td>1.30</td>
<td>1.30</td>
</tr>
<tr>
<td>Valuation Change</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
</tr>
<tr>
<td>Growth</td>
<td>0.50</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
</tr>
<tr>
<td>Operating Deficit</td>
<td>(1,154)</td>
<td>(942)</td>
<td>(742)</td>
<td>(719)</td>
<td>(632)</td>
<td>(623)</td>
<td>(635)</td>
<td>(648)</td>
<td>(661)</td>
<td>(674)</td>
</tr>
<tr>
<td>New Borrowings</td>
<td>1,200</td>
<td>2,800</td>
<td>550</td>
<td>200</td>
<td>1,250</td>
<td>700</td>
<td>750</td>
<td>700</td>
<td>700</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 2 - 3.00% Avg. Increase + 0.10%</th>
<th>17/18</th>
<th>18/19</th>
<th>19/20</th>
<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
<th>23/24</th>
<th>24/25</th>
<th>25/26</th>
<th>26/27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate In the $ Increase</td>
<td>2.50</td>
<td>2.50</td>
<td>2.50</td>
<td>2.50</td>
<td>2.50</td>
<td>2.50</td>
<td>2.50</td>
<td>2.50</td>
<td>2.50</td>
<td>2.50</td>
</tr>
<tr>
<td>Valuation Change</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
</tr>
<tr>
<td>Growth</td>
<td>0.50</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
</tr>
<tr>
<td>Operating (Deficit)/Surplus</td>
<td>(1,063)</td>
<td>(743)</td>
<td>(428)</td>
<td>(286)</td>
<td>(75)</td>
<td>66</td>
<td>189</td>
<td>320</td>
<td>456</td>
<td>600</td>
</tr>
<tr>
<td>New Borrowings</td>
<td>1,200</td>
<td>2,500</td>
<td>200</td>
<td>-</td>
<td>500</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan Repayment</td>
<td>(100)</td>
<td>(250)</td>
<td>(400)</td>
<td>(600)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 3 - 3.25% Avg.</th>
<th>17/18</th>
<th>18/19</th>
<th>19/20</th>
<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
<th>23/24</th>
<th>24/25</th>
<th>25/26</th>
<th>26/27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate In the $ Increase</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valuation Change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Growth</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating (Deficit)/Surplus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expenditure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Borrowings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan Repayment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
As shown in Table 5 above, 1.80% increase in average rate is not financially sustainable in the long-run without cutting Council expenditures considerably or increasing borrowings. Table 6 shows that a 3.00% (2.50% rate in the dollar increase by the Council and 0.50% increase in valuation by Valuer General Department) increase in average rate will result in 85 cents per week increase in average rates for residential rate payers and 92 cents per week with a 3.25% (2.75% rate in the dollar increase by the Council and 0.50% increase in valuation by Valuer General Department) increase in average rate for residential rate payers.
Differential General Rates

Every resident benefits in some part from the general amenity of the council area, whether that is at the present time or in the future. The amenity includes the local economy, general council operations and the ability to use council facilities.

It is acknowledged that the system of council rates is in essence a system of taxation against property prescribed through the provisions of the Local Government Act 1999. However, Council has assessed that the level of differential rating imposed is governed in part by the ability to pay, the potential for income tax deductions and the perception of accessibility or useability of council services by the residents and consumers. To this end, Council has decided that:

(a) Commercial Properties

Commercial properties generally have available to them, their employees and customers the same services as other ratepayers. However, in most cases commercial users have a greater impact on the main services such as road maintenance and generally derive a greater benefit from the services provided. In addition, commercial properties have potential taxation benefits.

(b) Industrial Properties

Industrial properties generally have available to them, their employees and customers the same services as other ratepayers. However, in most cases industrial users have a greater impact on the main services such as road maintenance and generally derive a greater benefit from the services provided, particularly where, for example, large amounts of raw or unrefined product is delivered to site for processing utilising Council’s infrastructure. In addition, industrial properties have potential taxation benefits.

(c) Primary Production Properties

Primary Production properties tend to be more remote from some of the services provided by Council. In terms of infrastructure adjacent their properties they may not have sealed or formed roads, footpaths or street lighting. However they do have capacity to enjoy the formed roads, footpaths or street lighting and enjoy the same level of amenity as other residents of the Council area. In addition, primary production properties have potential taxation benefits.

Fixed Charge

A Council may impose a fixed amount payable by way of rates, provided that it has not imposed a minimum charge. Where two or more adjoining properties have the same owner and are occupied by the same occupier, only one fixed charge is payable by the ratepayer.

In 2017/2018 Council proposes to increase fixed charge from $100 to $102 in line with increase in average rate which will affect 4,256 rateable properties. Council considers it appropriate that all rateable properties make a base level contribution to the cost of administering Council’s activities and to the cost of creating and maintaining the physical infrastructure that supports each property.

Natural Resource Management Board Levies

The whole of the Council area is located within the boundaries of the Adelaide and Mount Lofty Ranges Natural Resource Management Board. Contributions are sought in 2017/2018 totalling $162,000.

Council is operating as a revenue collector for the Natural Resource Management Boards in this regard. It does not retain this revenue or determine how the revenue is spent.

Service Charges

Community Wastewater Management System (CWMS)

Council provides a Community Wastewater Management System to residential and commercial properties in Mallala & Middle Beach. Table 7 below shows the estimated costs of the of operating and maintaining this service for the 2017/2018 Financial Year including funds required to repayment Council loan obtained for the Mallala CWMS Scheme.

Table 7: Draft CWMS Budget for 2017/2018
<table>
<thead>
<tr>
<th>Description</th>
<th>Mallala Scheme</th>
<th>Middle Beach Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest on Investments</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>CWMS Charge</td>
<td>191,622</td>
<td>19,920</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>192,622</strong></td>
<td><strong>19,920</strong></td>
</tr>
</tbody>
</table>

**Less : Operating Expenses & Loan Repayments**

<table>
<thead>
<tr>
<th>Description</th>
<th>Mallala Scheme</th>
<th>Middle Beach Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depreciation</td>
<td>86,442</td>
<td>6,685</td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td>31,960</td>
<td>-</td>
</tr>
<tr>
<td>Interest Payments - CWMS Loan</td>
<td>83,996</td>
<td>-</td>
</tr>
<tr>
<td>Principal Repayment - CWMS Loan</td>
<td>18,651</td>
<td>-</td>
</tr>
<tr>
<td>Consultants</td>
<td>10,000</td>
<td>-</td>
</tr>
<tr>
<td>Consumables &amp; Hardware</td>
<td>12,150</td>
<td>1,150</td>
</tr>
<tr>
<td>Contractors</td>
<td>19,000</td>
<td>-</td>
</tr>
<tr>
<td>Electricity</td>
<td>7,500</td>
<td>4,000</td>
</tr>
<tr>
<td>Insurance</td>
<td>10,000</td>
<td>826</td>
</tr>
<tr>
<td>ESCOSA Licence Fee</td>
<td>300</td>
<td>-</td>
</tr>
<tr>
<td>Materials</td>
<td>10,000</td>
<td>-</td>
</tr>
<tr>
<td>Postage &amp; Freight</td>
<td>100</td>
<td>-</td>
</tr>
<tr>
<td>Service Contracts</td>
<td>21,000</td>
<td>7,000</td>
</tr>
<tr>
<td>Telephone</td>
<td>2,800</td>
<td>-</td>
</tr>
<tr>
<td>Water</td>
<td>500</td>
<td>-</td>
</tr>
<tr>
<td>Rubble</td>
<td>1,500</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenses &amp; Loan Repayments</strong></td>
<td><strong>315,899</strong></td>
<td><strong>19,661</strong></td>
</tr>
</tbody>
</table>

**Net Cash Surplus/(Deficit)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Mallala Scheme</th>
<th>Middle Beach Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(123,277)</td>
<td>259</td>
</tr>
</tbody>
</table>

Council recovers above cost through the imposition of a service charge of $586.00 per unit for all properties where the service is available. Where the service is provided to rebated land, a service charge is still levied against the land.

The Council is not proposing to increase Mallala CWMS charge in 2017/2018 from the current amount of $586.00. However, in relation to Middle Beach Scheme, the CWMS charge for the “small tank” is proposed to be increased to same as “large tank” as smaller tanks are pumped twice yearly hence the Council is pumping the equivalent amount of sludge/effluent from all properties. Therefore, irrespective of the tank size, all properties connected to the Middle Beach CWMS system should pay a similar charge.

✔ Kerbside Waste Collection Program

The Council also provides a three bin refuse collection service (Domestic Waste, Recycling & Organic) within the townships of Mallala, Two Wells and Dublin and a two bin refuse collection service (Domestic Waste & Recycling) in rural and coastal settlement areas. The service is also provided to those ratepayers in Council’s area that are able to access the service along the designated collection routes. In addition, Council provides a weekly service in which all public bins (street, parks and reserves and sporting club bins) with in the district are emptied to ensure the continued ambiance of public space.

The full cost of operating and maintaining kerbside waste collection program for 2017/2018 is estimated to be $0.506m. The two trucks that deliver the program has already passed their useful life and due for replacement, costing around $0.600m.

However, the management is currently working with Barossa Regional Procurement Group to ascertain whether the delivery of Council’s waste collection program through a dedicated contactor is more efficient and cost effective. Therefore, pending the outcome of the tender process, Council proposes not to increase 2016/2017 waste levy of $180 in 2017/2018 Financial Year for each property within the designated township, rural or coastal settlements bin service areas.

Where the service is provided to rebated land, a service charge is still levied against the land.
Some residents may have to utilise one of 21 collection points to have their bin emptied as the waste collection truck does not traverse all roads in the district. Those residents are entitled to following waste levy reductions if the resident’s collection point is greater than 500 metres from the access point to their land.

i. If greater than 500 metres but no more than 2 kilometres from the resident’s access point to their land, 75% of the annual levy is charged ($135);
ii. If greater than 2 kilometres but less than 5 kilometres, 50% of the annual levy is charged ($90);
iii. 5 kilometres or more from the access point to their land, no annual levy is charged.

➤ Mandatory Township Refuse Charges

Council is proposing to make the waste levy mandatory for properties located within the townships of Mallala, Two Wells and Dublin from 2017/2018 Financial Year which was an option in prior years.

➤ Payment of Rates

Under Section 181 of the Local Government Act 1999, Council must provide the opportunity for all ratepayers to pay rates by quarterly instalments. Council payment dates proposed for the 2017/2018 Financial Year will be 01 September 2017, 01 December 2017, 02 March 2018 and 01 June 2018.

Late Payment of Rates

The Local Government Act 1999 provides that Councils impose an initial penalty of 2% on any payment for rates, whether by instalment or otherwise, that is received late. A payment that continues to be late is then charged an interest rate, set each year according to a formula in the Act, for each month it continues to be late. Council allows a further three working days after the due date for payment as a grace period. Thereafter late payment penalties are applied in accordance with the Local Government Act 1999.

Council issues a final notice for payment of rates when rates are overdue i.e. unpaid by the due date. Should rates remain unpaid more than 28 days after the issue of the final notice, then the Council will refer the debt to their debt collection agency for collection.

All Courts costs incurred by Council in the recovery of outstanding rates and fines are payable by the ratepayer. When Council receives a payment in respect of overdue rates, Council applies the money received as follows:

i. firstly – in payment of any costs awarded to, or recoverable by, the Council in any court proceedings undertaken by the Council for the recovery of the rates;
ii. secondly – in satisfaction for any liability for interest;
iii. thirdly – in payment of any fine;
iv. fourthly – in satisfaction of liabilities for rates in the order in which those liabilities arose in payment of rates, in date order of their imposition (starting with the oldest account first).

➤ Remission and Postponement of Rates

Postponement or Rates - Hardship

Section 182 of the Local Government Act 1999 permits Council, on the application of the ratepayer, to partially or wholly remit rates or to postpone rates, on the basis of hardship. Where a ratepayer is suffering hardship in paying rates they are invited to contact Council’s Rates Officer, on (08) 8527 0200 to discuss the matter. Such enquiries are treated confidentially by Council.

Seniors Rate Postponement

Section 182A of the Local Government Act provides the option for State Senior Card holders to apply to postpone part of their council rates on a long term basis. The deferred amount is subject to monthly interest charge, with the accrued debt being payable on the disposal or sale of the property. Postponement is similar to a reverse mortgage by relying on the equity in the property. A ratepayer who has a State Seniors Card may apply for postponement of a portion of the council rates payable on property they own if it is their principal place of residence and if no other person other than their spouse has an interest as owner of the property and there is appropriate equity in the property. Further information can be obtained from Council’s Rates Officers on (08) 8527 0200.
 Rebate of Rates

The Local Government Act 1999 requires Councils to rebate the rates payable for certain land uses. This includes 100% rate rebates granted on Places of Worship, Public Cemeteries, Hospitals and land occupied by Universities, and 75% rate rebates have been granted on Educational facilities (subject to some qualifications).

Discretionary rebates may be applied by the Council under Section 166 of the Act. Council annually considers many applications for rate rebates and has in the past, and is again for the 2017/2018 Financial Year, proposing to rebate rates charged to various district community and sporting organisations.

Sale of Land for Non-Payment of Council Rates

The Local Government Act 1999 provides that a Council may sell any property where the rates have been in arrears for three years or more. The Council is required to notify the principal ratepayer and the owner (if not the same person) of the land of its intention to sell the land and provide the owner with details of the outstanding amounts. If payment of the outstanding amount is not received within one month the property may be sold. Except in extraordinary circumstances, the Council enforces the sale of land for arrears of rates.

8. How to Measure Council Performance

The measure of the Council’s success is driven by the achievement of the strategic objectives outlined in the Strategic Plan 2013-2016 which also identifies the desired outcomes expected from the strategic objectives. In addition to the strategic outcomes, the Council also measures its achievements through the following non-financial and financial Indicators.

Non-Financial Indicators

To ensure that the Council delivers on the strategic objectives set out in the Strategic Plan 2013-2016 and Annual Business Plan, it is paramount that annual budget activities and projects are completed on time while delivering project outcomes as planned. Therefore, the progress of the activities and projects will be closely monitored to ensure that there will be no project delays and budget overruns.

Financial Indicators

When evaluating activities undertaken during any given financial year, the Council considers a number of factors, one being the future financial sustainability of the Council.

A series of financial indicators have been developed by the local government sector to assist in determining whether a council is financially sustainable or moving to a position of financial sustainability.

Financial indicators which are used by the Council to measure performance and financial sustainability as recommended by the Model Financial Statements approved by the Minister for Local Governments and Local Government Association of South Australia are;

1. Operating Surplus Ratio - Desired level is 0% and 10% on average over long term;
2. Net Financial Liabilities Ratio - Desired level is greater than 0% but no more than 100% on average over long term; and
3. Asset Sustainability Ratio - Desired level is greater than 90% but less than 110% on average over long term.

1. Operating Surplus/ (Deficit) Ratio

The Council’s long term financial sustainability is dependent upon ensuring that, on average over time, its operating income is higher than operating expenses (i.e. an Operating Surplus).

The operating surplus ratio is the operating surplus (deficit) expressed as a percentage of operating income. A positive ratio indicates the percentage of operating income available to help fund proposed capital expenditure. A negative ratio indicates the percentage increase in operating income or the approximate decrease in operating expenses required to achieve a break-even operating result.
The following graph (Figure 7) shows, Adelaide Plains Council’s operating results and Operating Surplus/(Deficit) Ratio since 2010/2011 Financial Year. Accordingly it has reported an operating deficit throughout the period, except in two (2) financial years. Projected operating deficit in 2017/2018 is the largest for the period and will have a long term impact on Council financial sustainability unless;

a) the operating expenses are cut significantly; or
b) general rate revenue is increased by more than 1.80% if the community doesn’t want to compromise the level and scope of services delivered by the Council; or

increase borrowings to deliver 2017/2018 Council services & programs that have to be paid by the future generation which however would create inter-generational inequality.

Conclusion: Council has not being achieving the desired level of operating results as recommended by Local Government Association of South Australia.

2. Asset Sustainability Ratio

Asset Sustainability Ratio measures whether the Council is renewing or replacing existing physical assets (roads, footpaths, stormwater drainage, buildings, plant & equipment and furniture & fittings etc.) at the same rate the stock of these assets is wearing out. The ratio is calculated by measuring actual capital expenditure on renewal or replacement of assets, relative to the expenditure on renewal or replacement of assets as per Council’s Infrastructure & Assets Management Plans.
Conclusion: Council has not been achieving the desired level of Assets Sustainability Ratio as recommended by Local Government Association of South Australia.

3. Net Financial Liabilities Ratio

This ratio indicates the extent to which the net financial liabilities of the Council or its total indebtedness can be met by Council’s total operating revenue. Net financial liabilities measure a council’s indebtedness. It is a broader measure than net debt as it includes all of a council’s obligations including provisions for employee entitlements and creditors.

The net financial liabilities ratio is calculated by expressing net financial liabilities at the end of a financial year as a percentage of operating income for the year. Net financial liabilities equals total liabilities less financial assets where financial assets include cash, investments, loans to community groups, receivables and prepayments. Where the ratio is increasing, it indicates a greater amount of a council’s operating revenues is required to service its financial obligations.

Conclusion: Council has been operating within the range recommended by the Local Government Association of South Australia for Net Financial Liability Ratio.
9. Long Term Financial Plan 2017/2018 to 2026/2027

Background

Section 122 (1a) of the Local Government Act requires councils to develop and adopt:

(a) a Long Term Financial Plan (LTFP) for a period of at least 10 years; and
(b) an infrastructure and asset management plan, relating to the management and development of infrastructure and major assets by the council for a period of at least 10 years (and these plans will also be taken to form part of the council’s strategic management plans).

Section 122 (4) (a) (i) the Act requires that the LTFP should be reviewed as soon as practical after the adoption of the Annual Business Plan. However, Section 122 (4) (b) of the Act specifies that the Council must undertake a comprehensive review of its Long Term Financial Plans within 2 years after each general election of the council.

The purpose of a Council’s LTFP is to express, in financial terms, the activities that it proposes to undertake over the medium to longer term to achieve its stated objectives. It is similar to, but usually less detailed than, the annual budget. Just like the budget, it is a guide for future action although its preparation requires the Council to think about not just one year but the longer-term impact of revenue and expenditure proposals. The aggregation of future strategic plans and business initiatives and their intended outlays and anticipated revenues, enables the accumulating overall financial and economic implications to be readily identified and, if warranted, proposed future activities to be revised. The LTFP should specify and take account of:

- Expected expenses and capital outlays for each year of the plan;
- Expected revenues for each year and their source;
- Any variations in net debt required as a result of expected cash flow needs;
- Performance measures to enable assessment of the Council’s financial sustainability over the period of the plan.

Long Term Financial Objective of the Adelaide Plains Council

Long Term Financial Objective of Adelaide Plains Council is to be “a Council which delivers on its strategic Objectives by managing its financial resources in a sustainable and equitable manner by incremental growth and service cost containment to reduce the operating deficit over time; as opposed to burdening the ratepayers of the Council with short term excessive increases to their annual council rate bill”.

Financial sustainability means having a financial position capable of meeting long-term service and infrastructure levels and standards, acceptable to the community, without substantial increases in rates or cuts to services. The Long Term Financial Plan has been developed based on following budget principles. They are:

Principle 1: Breakeven budget

Cost of annual Council’s services and programs, including depreciation of assets, are fully funded by the current ratepayers being the consumers of those Council services, programs and assets.

Principle 2: Rate Stability

Annual rate collections are fair and equitable for the ratepayers with the aim to keep rate revenue increases stable over the medium term.

Principle 3: Infrastructure and Asset Management

Maintain Infrastructure and Assets in line with the Council’s Infrastructure Asset Management Plans.

Principle 4: Prudent Debt Management
Prudent use of debt to invest in new long term assets to ensure intergenerational equity between current and future users.

The Long Term Financial Plan (LTFP) provides the financial projections and budget framework to guide the development of the detailed annual budget and provide a level of assurance to Elected Members and the community on the sustainability of Council operations.

A 10 year Long Term Financial Plan summarises the financial impacts of Council’s strategic directions and provides an indication of the sustainability of these plans. By evaluating our financial strategies over a planning horizon of 10 years we can determine how decisions we make now and for the 2017/2018 budget will impact on future and ensure the impact of rates is spread equitably across generations of ratepayers so that planned service standards over the long term and infrastructure levels can be met without unplanned and disruptive increases in rates or cuts to services.

The Long Term Financial Plan is prospective information. Actual results are likely to vary from the information presented. Consequently, the information presented is prepared on the basis of best estimate assumptions as to future events which Council expects are likely to take place. These estimates arise from information known as at 10th April 2017.

Long Term Financial Plan has been developed as part of Council’s ongoing financial planning to assist Council to plan within a longer term strategic framework. Key inputs and influences on the Long Term Financial Plan include:

- An assessment of Council's current financial position for achieving longer term financial sustainability;
- Alignment with the Strategic Plan;
- Consideration of Council’s appropriate role and responsibilities;
- Alignment with Council Programs;
- Alignment with Corporate Programs and internal support strategies;
- Alignment with agreed service provision and delivery standards;
- Alignment with Infrastructure and Asset Management Plans; and
- Costing of proposed strategies before they are agreed.

The draft LTFP for the period 2018-2027 shows that Council is expected to make operating deficits for the next 10 financial years with a 1.80% increase in average rate (excluding the impact of Two Wells developments) and 0.50% growth. While this is not the ideal proposition the Council want to project for the next financial year in terms of financial sustainability, it shows Council’s true financial situation, that need to be addressed by a combination of actions such as:

a. Commitment to Improve the efficiency & the productivity of the Council operations;
b. Reduce council operating/capital expenditure to a level sustainable & accepted by the Community;
c. Targeting government grants to supplement Council rates revenue in delivering Council programs (co-contribution from the Council may be required);
d. Introduce separate rate to meet expenses associated with high standard of service level and contractual obligations associated with Two Wells development;
e. Increase Fixed Charge (remained at $100 since 2012/2013 Financial Year) as well as rate in the dollar in line with CPI or more;
f. Implement a freeze on recruitment of staff for new (& unfunded) positions (not the replacement of existing positions); and

g. Continue to participate in collaborative procurements through LGA Procurement & Barossa Regional Procurement Group (BRPG) to receive group discount on purchases; etc.

Assumptions used in the preparation of Long Term Financial Plan 2017/2018 to 2026/2027
Table 8 below summarises the assumptions that were used in the preparation of draft 2017/2018 Budget and 10 year LTFP.

<table>
<thead>
<tr>
<th>Description</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates</td>
<td><strong>- General Rates</strong>&lt;br&gt;For year 1 (2017/2018 Financial Year) a 1.80% increase in existing average rate (consist of 1.30% rate in the $ increase by the Council &amp; 0.50% valuation increase by the Valuer General) and 0.50% growth from new assessment.&lt;br&gt;From year 2 to 10 - 1.80% increase in existing average rate and a growth of 0.10% from new assessments has been assumed.</td>
</tr>
<tr>
<td>- CWMS Charge</td>
<td>No change from the current level of $586. However, may need to review the charge once the full cost of operating the scheme is known upon the hand over of the scheme to the Council later this year.</td>
</tr>
<tr>
<td>- Refuse Collection Charge</td>
<td>No change from current level of $180 pending the outcome of tender process currently undertaken by BRPG.</td>
</tr>
<tr>
<td>- NRM Levy</td>
<td>1.30% from year 1 to 10.</td>
</tr>
<tr>
<td>- Fixed Charge</td>
<td>1.80% increase from year 1 to 10</td>
</tr>
<tr>
<td>Statutory charges</td>
<td>1.30% on average over next 10 years</td>
</tr>
<tr>
<td>User charges</td>
<td>1.30% on average over next 10 years</td>
</tr>
<tr>
<td>Grants, subsidies and contributions</td>
<td>Based on confirmed grant funding only. No estimates were made for Road-to-Recovery (R2R) grant after 2018/2019 as Federal Government is yet to announce the availability of R2R funding beyond 2018/2019. (i.e. R2R grant of $360,177 for 17/18 &amp; $180,089 for 18/19, FAG remain constant at 2017/2018 level of $1,294,389 for the next 10 years.</td>
</tr>
<tr>
<td>Investment Income</td>
<td>An estimated fixed income of $1,500 per year.</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>2.00% on average over next 10 years</td>
</tr>
<tr>
<td>Other Income</td>
<td>2.00% on average over next 10 years</td>
</tr>
<tr>
<td>Employee Costs</td>
<td>1.80% on average over next 10 years</td>
</tr>
<tr>
<td>Materials, contracts and other expenses</td>
<td>1.30% on average over next 10 years</td>
</tr>
<tr>
<td>Depreciation, Amortisation &amp; Impairment</td>
<td>2.00% on average over next 10 years</td>
</tr>
<tr>
<td>Finance Costs</td>
<td>Based on actual interest payable on existing loans and expected cash advance loans.</td>
</tr>
</tbody>
</table>

Long-term Financial Plan does not include the financial impact of Two Wells housing development.

The following page shows Council’s Long Term Financial Plan for the 10 year period developed based on above assumptions.
### ADELAIDE PLAINS COUNCIL
DRAFT LONG TERM FINANCIAL PLAN
STATEMENT OF COMPREHENSIVE INCOME
2017/2018 TO 2026/2027

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
<th>YEAR 5</th>
<th>YEAR 6</th>
<th>YEAR 7</th>
<th>YEAR 8</th>
<th>YEAR 9</th>
<th>YEAR 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPERATING INCOME</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Rates</td>
<td>8,806,601</td>
<td>8,967,785</td>
<td>9,131,951</td>
<td>9,299,155</td>
<td>9,469,455</td>
<td>9,642,907</td>
<td>9,819,571</td>
<td>9,999,506</td>
<td>10,182,773</td>
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<tr>
<td>Statutory charges</td>
<td>335,205</td>
<td>339,563</td>
<td>343,977</td>
<td>348,449</td>
<td>352,979</td>
<td>357,567</td>
<td>362,216</td>
<td>366,924</td>
<td>371,694</td>
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<td>User charges</td>
<td>142,825</td>
<td>144,682</td>
<td>146,563</td>
<td>148,468</td>
<td>150,398</td>
<td>152,353</td>
<td>154,334</td>
<td>156,340</td>
<td>158,373</td>
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<tr>
<td>Grants, subsidies and contributions</td>
<td>1,679,566</td>
<td>1,499,803</td>
<td>1,320,043</td>
<td>1,320,377</td>
<td>1,320,715</td>
<td>1,321,057</td>
<td>1,321,403</td>
<td>1,321,755</td>
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<tr>
<td>Investment Income</td>
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<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
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<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
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<tr>
<td>Reimbursements</td>
<td>162,443</td>
<td>165,692</td>
<td>169,006</td>
<td>172,386</td>
<td>175,834</td>
<td>179,350</td>
<td>182,937</td>
<td>186,596</td>
<td>190,328</td>
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<td>Other Income</td>
<td>14,969</td>
<td>15,268</td>
<td>15,574</td>
<td>15,885</td>
<td>16,203</td>
<td>16,527</td>
<td>16,858</td>
<td>17,195</td>
<td>17,539</td>
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<tr>
<td>Share of loss - joint ventures &amp; associates</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Operating Project Income</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Operating Project Income-Carried Forward</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>TOTAL INCOME</td>
<td>11,143,109</td>
<td>11,134,292</td>
<td>11,128,613</td>
<td>11,306,220</td>
<td>11,487,082</td>
<td>11,671,261</td>
<td>11,858,818</td>
<td>12,049,816</td>
<td>12,244,317</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>OPERATING EXPENSES</th>
<th></th>
<th></th>
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<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Costs</td>
<td>4,739,668</td>
<td>4,824,982</td>
<td>4,911,832</td>
<td>5,000,244</td>
<td>5,090,249</td>
<td>5,181,873</td>
<td>5,275,147</td>
<td>5,370,100</td>
<td>5,466,763</td>
</tr>
<tr>
<td>Materials, contracts and other services</td>
<td>3,430,258</td>
<td>3,446,410</td>
<td>3,491,214</td>
<td>3,536,600</td>
<td>3,582,575</td>
<td>3,629,149</td>
<td>3,676,328</td>
<td>3,724,120</td>
<td>3,772,534</td>
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<tr>
<td>Finance Costs</td>
<td>412,563</td>
<td>372,221</td>
<td>329,825</td>
<td>288,960</td>
<td>258,166</td>
<td>233,809</td>
<td>231,718</td>
<td>227,248</td>
<td>224,862</td>
</tr>
<tr>
<td>Share of loss - joint ventures &amp; associates</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
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<tr>
<td>Operating Project Expenses</td>
<td>857,973</td>
<td>520,180</td>
<td>167,339</td>
<td>170,351</td>
<td>100,000</td>
<td>100,000</td>
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<tr>
<td>Operating Project Expenses-Carried Forward</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>TOTAL EXPENSES</td>
<td>12,297,283</td>
<td>12,076,750</td>
<td>11,870,425</td>
<td>12,024,776</td>
<td>12,119,183</td>
<td>12,293,788</td>
<td>12,494,129</td>
<td>12,697,907</td>
<td>12,905,181</td>
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<table>
<thead>
<tr>
<th>OPERATING SURPLUS / (DEFICIT)</th>
<th></th>
<th></th>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>(1,154,174)</td>
<td>(942,456)</td>
<td>(741,812)</td>
<td>(718,556)</td>
<td>(632,100)</td>
<td>(622,527)</td>
<td>(635,310)</td>
<td>(648,091)</td>
<td>(660,864)</td>
<td>(673,624)</td>
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<tr>
<td>Asset Disposal &amp; Fair Value Adjustments</td>
<td>69,000</td>
<td>252,500</td>
<td>31,850</td>
<td>177,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Amounts specifically for new or upgraded assets</td>
<td>490,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Physical resources received free of charge</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>NET SURPLUS (DEFICIT)</td>
<td>(594,674)</td>
<td>(689,958)</td>
<td>(709,962)</td>
<td>(541,556)</td>
<td>(632,100)</td>
<td>(622,527)</td>
<td>(635,310)</td>
<td>(648,091)</td>
<td>(660,864)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>OTHER COMPREHENSIVE INCOME</th>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes in revaluation surplus - infrastructure, property, plant &amp; equipment</td>
<td>2,764,589</td>
<td>2,687,991</td>
<td>2,800,755</td>
<td>2,847,144</td>
<td>2,896,347</td>
<td>2,975,191</td>
<td>3,055,748</td>
<td>3,138,048</td>
<td>3,222,121</td>
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<td>Share of other comprehensive income - joint ventures and associates</td>
<td>(30,000)</td>
<td>(30,000)</td>
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<tr>
<td>Impairment (expense) / recoupments offset to asset revaluation reserve</td>
<td>(430,000)</td>
<td>(430,000)</td>
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<tr>
<td>TOTAL COMPREHENSIVE INCOME</td>
<td>1,709,915</td>
<td>1,538,033</td>
<td>1,630,793</td>
<td>1,845,588</td>
<td>1,804,246</td>
<td>1,892,664</td>
<td>1,960,438</td>
<td>2,029,957</td>
<td>2,101,257</td>
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</tbody>
</table>
### ASSETS

#### Current Assets
- **Trade & other receivables**: $584,651
- **Inventories**: $266,000

#### Non-Current Assets
- **Financial Assets (Investment in GRFMA)**: $4,758,438
- **Equity accounted Investments**: $89,599,691
- **Other Non-current Assets**: $442,400

#### Total Assets

### LIABILITIES

#### Current Liabilities
- **Trade & Other Payables**: $1,189,400
- **Borrowings**: $3,539,962
- **Provisions**: $748,000

#### Non-current Liabilities
- **Borrowings**: $4,673,790
- **Provisions**: $748,000

#### Total Liabilities

### NET ASSETS

### EQUITY

#### Accumulated Surplus

#### Asset Revaluation Reserve

#### Other Reserves

#### TOTAL EQUITY
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<tr>
<td><strong>CASH FLOWS FROM OPERATING ACTIVITIES</strong></td>
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</tr>
<tr>
<td>Rates - general &amp; other</td>
<td>8,806,601</td>
<td>8,967,785</td>
<td>9,131,951</td>
<td>9,299,155</td>
<td>9,469,455</td>
<td>9,642,907</td>
<td>9,819,571</td>
<td>9,999,506</td>
<td>10,182,773</td>
<td>10,369,436</td>
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<td>Fees &amp; other charges</td>
<td>335,205</td>
<td>339,563</td>
<td>343,977</td>
<td>348,449</td>
<td>352,979</td>
<td>357,567</td>
<td>362,216</td>
<td>366,924</td>
<td>371,694</td>
<td>376,526</td>
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<td>User charges</td>
<td>142,825</td>
<td>144,682</td>
<td>146,563</td>
<td>148,468</td>
<td>150,398</td>
<td>152,353</td>
<td>154,334</td>
<td>156,340</td>
<td>158,373</td>
<td>160,431</td>
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<td>Investment receipts</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
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<td>Grants utilised for operating purposes</td>
<td>1,679,566</td>
<td>1,499,803</td>
<td>1,320,043</td>
<td>1,320,377</td>
<td>1,320,715</td>
<td>1,321,057</td>
<td>1,321,403</td>
<td>1,322,110</td>
<td>1,322,471</td>
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<td>Reimbursements</td>
<td>162,443</td>
<td>165,692</td>
<td>169,006</td>
<td>172,386</td>
<td>175,834</td>
<td>179,350</td>
<td>182,937</td>
<td>186,596</td>
<td>190,328</td>
<td>194,134</td>
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<td>Other revenues</td>
<td>14,969</td>
<td>15,268</td>
<td>15,574</td>
<td>15,885</td>
<td>16,203</td>
<td>16,527</td>
<td>16,858</td>
<td>17,195</td>
<td>17,539</td>
<td>17,889</td>
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<td><strong>Payments</strong></td>
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<td></td>
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<tr>
<td>Employee costs</td>
<td>(4,739,668)</td>
<td>(4,824,982)</td>
<td>(4,911,832)</td>
<td>(5,000,244)</td>
<td>(5,090,249)</td>
<td>(5,181,873)</td>
<td>(5,275,147)</td>
<td>(5,370,100)</td>
<td>(5,466,762)</td>
<td>(5,565,163)</td>
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<td><strong>Net Cash provided by (or used in) Operating Activities</strong></td>
<td>1,702,646</td>
<td>1,970,499</td>
<td>2,228,404</td>
<td>2,310,064</td>
<td>2,456,092</td>
<td>2,526,430</td>
<td>2,575,625</td>
<td>2,626,063</td>
<td>2,677,774</td>
<td>2,730,787</td>
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<tr>
<td>Grants specifically for new or upgraded assets</td>
<td>490,500</td>
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<td>Sale of replaced assets</td>
<td>69,000</td>
<td>252,500</td>
<td>31,850</td>
<td>177,000</td>
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<td><strong>Payments</strong></td>
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<tr>
<td>Expenditure on renewal/replacement of assets</td>
<td>(1,962,624)</td>
<td>(3,360,121)</td>
<td>(1,746,589)</td>
<td>(1,934,772)</td>
<td>(3,000,000)</td>
<td>(3,039,000)</td>
<td>(3,078,507)</td>
<td>(3,118,528)</td>
<td>(3,159,068)</td>
<td>(3,200,136)</td>
</tr>
<tr>
<td>Expenditure on new/upgraded assets</td>
<td>(1,019,180)</td>
<td>(1,003,660)</td>
<td>(349,160)</td>
<td>(266,800)</td>
<td>(200,000)</td>
<td>(200,000)</td>
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<tr>
<td><strong>Net Cash provided by (or used in) Investing Activities</strong></td>
<td>(2,422,304)</td>
<td>(4,111,281)</td>
<td>(2,063,899)</td>
<td>(2,824,572)</td>
<td>(3,200,000)</td>
<td>(3,239,000)</td>
<td>(3,278,507)</td>
<td>(3,318,528)</td>
<td>(3,359,068)</td>
<td>(3,400,136)</td>
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<td><strong>CASH FLOWS FROM FINANCING ACTIVITIES</strong></td>
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<tr>
<td>Proceeds from Borrowings</td>
<td>1,200,000</td>
<td>2,800,000</td>
<td>550,000</td>
<td>200,000</td>
<td>1,250,000</td>
<td>700,000</td>
<td>750,000</td>
<td>700,000</td>
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<td><strong>Payments</strong></td>
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<tr>
<td><strong>Net Cash provided by (or used in) Financing Activities</strong></td>
<td>(585,107)</td>
<td>2,150,038</td>
<td>(137,046)</td>
<td>(289,387)</td>
<td>(742,766)</td>
<td>676,759</td>
<td>725,713</td>
<td>674,620</td>
<td>673,478</td>
<td>672,285</td>
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<td><strong>Net Increase (Decrease) in cash held</strong></td>
<td>134,551</td>
<td>9,256</td>
<td>27,459</td>
<td>3,895</td>
<td>1,142</td>
<td>35,812</td>
<td>22,831</td>
<td>17,817</td>
<td>2,935</td>
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<td><strong>Cash &amp; cash equivalents at beginning of period</strong></td>
<td>9,798</td>
<td>19,055</td>
<td>46,513</td>
<td>42,618</td>
<td>41,476</td>
<td>5,664</td>
<td>28,495</td>
<td>10,651</td>
<td>2,835</td>
<td>5,769</td>
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<tr>
<td><strong>Cash &amp; cash equivalents at end of period</strong></td>
<td>9,798</td>
<td>19,055</td>
<td>46,513</td>
<td>42,618</td>
<td>41,476</td>
<td>5,664</td>
<td>28,495</td>
<td>10,651</td>
<td>2,835</td>
<td>5,769</td>
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<tr>
<td><strong>Operating Revenues</strong></td>
<td>11,143,109</td>
<td>11,134,292</td>
<td>11,128,613</td>
<td>11,306,220</td>
<td>11,487,082</td>
<td>11,671,261</td>
<td>11,858,818</td>
<td>12,049,816</td>
<td>12,244,317</td>
<td>12,442,388</td>
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<td><strong>less Operating Expenses</strong></td>
<td>(12,297,283)</td>
<td>(12,076,750)</td>
<td>(11,870,425)</td>
<td>(12,024,776)</td>
<td>(12,119,183)</td>
<td>(12,293,788)</td>
<td>(12,494,129)</td>
<td>(12,697,907)</td>
<td>(12,905,181)</td>
<td>(13,116,012)</td>
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<tr>
<td><strong>Operating Surplus / (Deficit) before Capital Amounts</strong></td>
<td>(1,154,174)</td>
<td>(942,458)</td>
<td>(741,812)</td>
<td>(718,556)</td>
<td>(632,100)</td>
<td>(622,527)</td>
<td>(635,310)</td>
<td>(648,091)</td>
<td>(660,864)</td>
<td>(673,624)</td>
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<td><strong>less Net Outlays on Existing Assets</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expenditure on renewal and replacement of Existing Assets</td>
<td>1,962,624</td>
<td>3,360,121</td>
<td>1,746,589</td>
<td>1,934,772</td>
<td>3,000,000</td>
<td>3,039,000</td>
<td>3,078,507</td>
<td>3,118,528</td>
<td>3,159,068</td>
<td>3,200,136</td>
</tr>
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<td><strong>less Depreciation, Amortisation and Impairment</strong></td>
<td>(2,806,820)</td>
<td>(2,862,957)</td>
<td>(2,920,216)</td>
<td>(2,978,620)</td>
<td>(3,038,193)</td>
<td>(3,098,957)</td>
<td>(3,160,936)</td>
<td>(3,224,154)</td>
<td>(3,288,638)</td>
<td>(3,354,410)</td>
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<td><strong>less Proceeds from Sale of Replaced Assets</strong></td>
<td>(69,000)</td>
<td>(252,500)</td>
<td>(31,850)</td>
<td>(177,000)</td>
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</tr>
<tr>
<td><strong>Net Outlays on New and Upgraded Assets</strong></td>
<td>(913,197)</td>
<td>244,664</td>
<td>(1,205,477)</td>
<td>(1,220,848)</td>
<td>(38,193)</td>
<td>(59,957)</td>
<td>(82,429)</td>
<td>(105,627)</td>
<td>(129,569)</td>
<td>(154,274)</td>
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<td>Capital Expenditure on New and Upgraded Assets</td>
<td>1,019,180</td>
<td>1,003,660</td>
<td>349,160</td>
<td>266,800</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
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<tr>
<td><strong>(including investment property &amp; real estate developments)</strong></td>
<td>(490,500)</td>
<td>-</td>
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</tr>
<tr>
<td><strong>less Amounts received specifically for New and Upgraded Assets</strong></td>
<td>528,680</td>
<td>1,003,660</td>
<td>349,160</td>
<td>266,800</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
</tr>
<tr>
<td><strong>Net Lending / (Borrowing) for Financial Year</strong></td>
<td>(769,657)</td>
<td>(2,190,782)</td>
<td>114,505</td>
<td>235,492</td>
<td>(793,908)</td>
<td>(762,570)</td>
<td>(752,882)</td>
<td>(742,464)</td>
<td>(731,295)</td>
<td>(719,350)</td>
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</tbody>
</table>
Long Term Financial Ratios

Following graphs shows the long-term financial ratios as recommended by Local Government Financial Management Regulation 2011 based on 1.80% increase in average rates & 0.50% growth from new assessments and exclusive of the financial impact of Two Wells housing development.

1. Operating Surplus/(Deficit) Ratio

![Operating Surplus/(Deficit) Ratio Graph]

**Note:** Financial Sustainability Information Paper 9 of the LGA recommend an Operating Surplus Ratio of between 0% and 15% on average over long term.

2. Asset Sustainability Ratio

![Asset Sustainability Ratio Graph]

**Note:** Financial Sustainability Information Paper 9 of the LGA recommend an Asset Sustainability Ratio of greater than 90% but less than 110% on average over long term.

3. Net Financial Liabilities Ratio
Note: Financial Sustainability Information Paper 9 of the LGA recommend a Net Financial Liabilities Ratio of greater than zero but no more than 100% of total operating revenue on average over long term.
EXECUTIVE SUMMARY

- On 24 January 2017, the Governance Advisory Panel considered amendments to the Council Members Allowances and Benefits Policy and recommended to Council that they “...consider an alternate methodology of recording/use of motor vehicle by the Mayor for Council business (other than the Mayor Travel Log Form) that is compliant with the Regulations” (Resolution 2017/002).
- At the Ordinary Council meeting of 20 February 2017, Council resolved “that administration bring back a report on the options available for the Mayor to record his fuel use for his motor vehicle” (Resolution 2017/025).
- A number of options were explored to find a suitable alternative, including a GPS tracking device and a GPS enabled log via a smart phone application.

RECOMMENDATION

“That Council, having considered Item 12.5.1 – Mayor’s Vehicle Log, dated 18 April 2017, receives and notes the report and in doing so:-

1. Confirms that the current methodology of recording the use of motor vehicle by the Mayor for Council business journeys as provided in Attachment A – Mayor Travel Log Form to the Council Members Allowances and Benefits Policy be maintained; and
2. That this practice/process be reflected within the Council Members Allowances and Benefits Policy.”

BUDGET IMPACT

Estimated Cost: $ Nil
Future ongoing operating costs: $ Nil
Is this Budgeted? No
RISK ASSESSMENT

Accurate data is required for appropriate accountability

Attachments
DETAILED REPORT

Purpose

For the Council to consider alternate methodology for recording the use of motor vehicle by the Mayor for Council business.

Background/History

Council currently provides a variety of allowances and benefits for elected members which are articulated in its ‘Council Members Allowances and Benefits Policy’. The policy provides that the Mayor is afforded the use of a Council provided fuel card and that business travel is recorded on the Mayor Travel Log Form, which is Attachment A to the policy. The Mayor is often called upon to travel to a number of locations utilising his own vehicle. This report aims to evaluate options to record these journeys in a more streamlined and convenient manner while not diminishing the same level of accountability that the present system provides.

Discussion

In an effort to streamline the vehicle log procedure a number of options were explored. They were:

Using a GPS enabled electronic vehicle log via a smart phone App

Two products of this sort were tested over a period of a week each. Both Apps seemed to have a capability of capturing some information automatically such as distance travelled and the date/time of the journey. However in each case it was found that the systems were unreliable with frequent and unexplainable drop outs during journeys returning false data. Additionally the Apps still required a certain amount of manual data entry namely the purpose of the journey and start odometer reading which proved cumbersome particularly on a small screen. Data can be uploaded to a spreadsheet for administrative purposes.

Installing a GPS tracking device

This is similar to the above but is a device that is installed in the car. These devices are already in use with some operational Council vehicles (trucks, graders, utes etc). They are designed primarily for safety and operational efficiency purposes. They are generally not used as a pseudo vehicle log book, but having said that, it is possible to set them up that way. Price of this unit is initially $2000 and a further $30 per month thereafter.
Continue using the existing arrangements
This would seem to be the most cost-effective and reliable method of recording business usage. The Mayor maintains the travel log form attached to the policy and records the odometer readings, distance travelled, date and purpose of each business journey. It would, however, be clearer if this procedure was reflected within the policy itself.

Conclusion
Three options have been evaluated to find a reliable and cost effective method of recording the Mayor’s business travel. Two methods explored utilise GPS tracking but were found to be either unreliable, expensive or are not designed to do exactly what is required in this case. The existing method appears to be the most suitable method providing reliability and accountability.

References
Legislation
Local Government Act 1999

Council Policies
Council Members Allowance and Benefits Policy
EXECUTIVE SUMMARY

Council recently adopted a new Short Stay Accommodation Policy (Council resolution no. 2016/386). Following the adoption of this report there has been progress towards the implementation of the timeframes with regard to ordering of signage at Parham which will be installed immediately after Easter and will then be subsequently managed by Council’s General Inspector. The area where visitors have camped at the Mallala Oval is determined to be not a formal or legal camping ground and so a new temporary camping ground is proposed on the newly gazetted area immediately to the east of the oval grounds. At the same time the campers occupying the oval grounds illegally should be moved on. A further matter is that of the current status of allowing camping free of charge. This is at odds with what is considered as normal practice around the state and is also a burden on the ratepayer as the cost of maintaining facilities such as toilets and showers is not offset by any specific income other than general rates.

RECOMMENDATION 1

“that Council, having considered Item 12.5.2 – Camping Reserves, dated 18 April 2017, receives and notes the report.”

RECOMMENDATION 2

“that Council, having considered Item 12.5.2 – Camping Reserves, dated 18 April 2017,

1. Set aside $13,000 of the current budget via the Q3 budget review utilising savings in other programmes to construct a temporary short stay accommodation area to accommodate approximately 17 sites on a section of old Marshman Road (now part of the Oval allotment being CT6163/218 allotment 20) and the adjacent
Council owned land (CT6163/219, allotment 21), including associated drainage works and fencing to be accessed from Wasleys Road.

2. Charge a fee of $10 per site per night applied to both Parham and the new Mallala camp ground and a coin operated timer be retrofitted to the existing shower at the Mallala oval set at $2 for a 7 minute shower.”

RECOMMENDATION 3

“that Council, having considered Item 12.5.2 – Camping Reserves, dated 18 April 2017, and in recognition of the public risk in allowing campers to dwell at the Mallala Oval, not being a formal camp ground, that the area be sign posted as “No Camping Permitted” and actively policed as such.”

RECOMMENDATION 4

“that Council, having considered Item 12.5.2 – Camping Reserves, dated 18 April 2017, seek to commence discussions with interested parties to further develop an enhanced camping ground or caravan park at the new Mallala camp ground, and operate the facility into the future.”

BUDGET IMPACT

The following costs are relevant to the current operating and maintenance costs and also the capital cost of building a temporary (approximately 12 site capacity) camp site immediately east of the present location.

**Estimated Cost:**
- $13,000 to build the temporary camping ground

**Future ongoing operating costs:**
- $1,500 Gas
- $3,570 Cleaning costs including consumables
- $3,100 General maintenance plus operating costs for administering and monitoring the camp sites.
- $1,062 Repairs (blocked drains, hot water service)

**Is this budgeted**
- The $13,000 capital cost is currently unbudgeted.
- The remainder are current costs and budgeted.

RISK ASSESSMENT

By adopting the recommendation(s), Council will mitigate a significant current risk in that campers are currently using a site which is not a dedicated camping area. Should an
accident occur such as a tree falling on a tent or caravan the ramifications would be further complicated by evidence of Council’s complacency.

Council is currently at risk of being seen to support campers ahead of oval users such as the local sporting clubs such as the Mallala Football Club.

Attachments

1. Rough map showing the temporary short stay accommodation location
2. Recently adopted short stay accommodation policy
3. Letter from Mallala Football Club dated 25 February 2017
DETAILED REPORT

Purpose

The purpose of this report is to update Council on matters following the recent adoption of the Short Stay Accommodation Policy and advise on costs to create a temporary short stay accommodation area for campers adjacent the Mallala Oval and propose a fee regime to help recover costs associated with the maintenance of the shower and toilet facilities.

Background/History

Council recently introduced conditions of use to the existing camping reserve at Parham and a new camping reserve adjacent to the Mallala Oval. In so doing Council adopted a new Short Stay Accommodation Policy at its Ordinary Council Meeting of 19 December 2016 (Council resolution no. 2016/386).

Currently campers are occupying a section of the Mallala Oval grounds to the East of the oval. A recent survey found there to be seventeen campers present. These campers enjoy free camping as is the case at Parham camp ground as well. Toilet and shower facilities are provided nearby at the Mallala camp ground but not at Parham. The shower is locked and a key can be obtained from Mallala Fuel on Adelaide Road and paying a $5 fee and $20 deposit which is returned on the return of the key. The proceeds of the fee go to the Mallala Lions Club and all maintenance costs including providing gas for the hot water service to the showers and cleaning are borne by Council. The Mallala Football Club has on a number of occasions written to Council concerned at the proximity of the campers to the oval and the difficulties associated with dealing with these campers (Attachment 3 is the latest communication in this regard). It is also apparent that the campers by default enjoy free admission to the football games given they are already on-site and it has been proven difficult to require them to pay the game admission fee.

The Parham Camping ground has also been subject to controversy as many visitors tend to stay for great lengths of time, some are more or less permanent and there is also an element of anti-social behaviour been reported to local Police. At both facilities there are episodes of mis-use, for example hand basins used for laundering clothes and waste water from caravans deposited directly to the adjacent ground.

Discussion

The recently adopted Short Stay Accommodation Policy enables the introduction of terms and conditions for campers staying at Council camping reserves and sets a limit on the length of stay. The terms of use will be facilitated via a permits system, with the completion of a self-registration form by campers which is collected in a lockable box located at the reserve. The policy also allows for a fee to be levied for the use of the grounds.

Parham Camping Reserve
Administration will install the permit system at the Parham Camping Reserve after the Easter break, together with the installation of new signage on site.

The permits will provide Council’s Authorised Officer the ability to monitor the length of stay of campers at the reserve and to issue an expiation notice for breaches of the camping terms and conditions, as set out in Council’s Short Stay Accommodation Policy.

**Mallala Camping Ground**

The new site for the short stay facility at the Mallala Oval was formally gazetted on 19 January 2017 following Council resolution no. 2016/386 to designate land adjacent to the Mallala Oval as a camping reserve in accordance with Clause 2.5 of Council’s *By-law No.2 – Local Government Land*.

Council Administration will need to seek development approval for the new temporary short stay facility, which will require the preparation of a detailed site and landscaping plan for the reserve. Once developed, the permits system will be introduced to the new camping reserve in accordance with Council’s Short Stay Accommodation Policy.

Following the successful adoption of the recommendation in this report, staff will embark on immediately submitting a development application to create approximately 12 camping sites on the land as depicted on the attached sketch map. This process is necessary because it represents a change of use for the land which was formerly a road and open paddock.

It is hoped that an interested party may be found to take this project to another level, being the further expansion and development of the temporary ground to a more substantial level and then go on to operate the grounds as an ongoing business. To this end, it is recommended that discussions ensue with such interested parties.

**Camping Fees**

The issue of the cost to run these facilities is also relevant. In both cases there is no fee applied to the use of the camp ground. This is unusual as camping grounds, particularly those that provide BBQ’s and ablution facilities, typically charge a fee. For example, Kangaroo Island Council charge $17 per couple per night (shower is an additional cost via coin operated machine at $2 per shower). City of Onkaparinga flat fee of $13 per person per night (no mention of available facilities) and National Parks vary with a typical cost at Deep Creek Conservation Park being $15 per site per night (no facilities mentioned).

Council have expressed a desire to attract visitors to the area and one way to assist in achieving that is to provide free accommodation. However, it is most apparent that charging a camp fee would not be out of visitor’s normal expectation, nor would it severely deter them from visiting the area, as is the case elsewhere. Accordingly, it is recommended that a fee of $10 per site per night be applied to both Parham and the new Mallala camp ground.
and a coin operated timer be retrofitted to the existing shower at the Mallala oval and set at a fee of $2 for a 7 minute shower.

**Conclusion**

The two camping grounds at Mallala and Parham experience a lot of patronage with some visitors staying for long periods of time. Currently there are moves to regulate the length that a visitor can stay at the Parham Campground which will also be applied to the new camp ground at Mallala once built. This report also recommends a fee to be charged for staying at the grounds, plus a fee to use the shower at Mallala.

---

**References**

**Legislation**

Local Government Act is relevant

**Council Policies**

Short Stay Accommodation policy
Attachment 1

To report **12.5.2 – Camping Reserves**

Dated 18 April 2017

**Camping Boundary Map**
Attachment 1

To report **12.5.2 – Camping Reserves**

Dated 18 April 2017

**Short Stay Accommodation Policy**
1. Objective

1.1 Council is committed to providing short stay accommodation areas for public use. This policy is intended to outline the conditions of use for Council’s local government land designated as camping reserves.

2. Scope

2.1 This policy applies to any community land or road reserve owned by, or in the care and control of Council, which by Council resolution has been designated as a camping reserve in line with By-law 2 - Local Government Land. This policy also aligns with By-law 3 – Roads and Council’s Major Sport and Recreation Precincts Community Land Management Plan.

3. Definitions

Camping Reserve - any land vested in or under the control of Council which the Council has set aside as a camping reserve and is identified by one (1) or more signs bearing the words “camping reserve” with or without other words.

Camping Site - a designated area within a camping reserve where a camp can be set up.

Camp - includes setting up a camp, or causing a tent, camper trailer, caravan, motor home or makeshift structure to remain on land whether or not any person is in attendance or sleeps on the land.

Short Stay - a period of no longer than three (3) consecutive nights during peak periods and no longer than seven (7) consecutive nights off peak, unless otherwise signed.

Special Event - an event designated by Council by resolution or approved by the Chief Executive Officer as a special event for the purposes of this Policy.

Peak Period - public holidays, school holidays and special events.

Authorised Officer – means a person appointed by a Council as an authorised person under Chapter 12, Part 3 of the Local Government Act 1999.
4. **Policy Statement**

4.1 The core components of the Short Stay Accommodation Policy are to:

- set parameters around the use, times of stay, activities and management of the amenity of the site; and,
- address ongoing health, safety and welfare issues with designated short stay accommodation sites.

5. **Terms of Use**

5.1 **Camping Reserves**

Camping is permitted on any appropriately signed land and is subject to the conditions detailed on the sign within the following parameters which users must abide:

5.1.1 Users are required to obtain and complete a self-registration permit and must provide the following information:

a. Name  
b. Address  
c. Contact phone number  
d. Type of vehicle and vehicle registration number  
e. Number of people camping  
f. Mode of camping (caravan, tent or motor home)  
g. Camping site number (if applicable)  
h. Length of stay  
i. Confirmation of fee paid (if applicable)

5.1.2 Where a fee is required for staying within a camping reserve, this will be payable using an honesty box located within the camping reserve.

5.1.3 Campers must only camp within a designated camping site (if applicable) and must not camp or park their vehicle on any prohibited areas within the camping reserve.

5.1.4 Campers must display a valid camping permit at their camp at all times.

5.1.5 The maximum length of stay at any camping reserve is three (3) consecutive nights during peak periods and no longer than seven (7) consecutive nights off peak, unless otherwise sign posted. No return to the same camping reserve is permitted for a period of seven (7) consecutive days.

5.1.6 The camp reserve must be kept clean and tidy at all times.

5.1.7 Campers must not deface, foul, damage or inappropriately use any public amenity provided for use.
5.1.8 Campers must dispose of black or grey water only at designated disposal points.

5.1.9 Generators must not be used between the hours of 10:00pm and 08:00am at permitted sites.

5.1.10 Dogs must be kept on a leash at all times within the camping reserve and any dog waste must be disposed of appropriately.

5.1.11 Campers must be considerate of other camping reserve users, visitors and local residents. Any activity that disturbs the quiet enjoyment of others is not permitted.

5.1.12 Campers must pack up and leave the camping reserve by 11am on their day of departure.

5.1.13 Campers must follow any lawful direction or instruction given by an Authorised Officer.

5.2 **Permitted Vehicles**

5.2.1 The following vehicles are not permitted;

- Commercial trucks; and
- Cars without additional camping provisions (e.g. tent, camper trailer, caravan or motor home).

5.2.2 Due to manoeuvring limitations within some camping reserves, restrictions on vehicle size will be sign posted as necessary within the reserves.

6. **Breaches of this Policy**

Council reserves the right to refuse or deny access to camping reserves on Council land. Failure to leave Council land at the instruction of an Authorised Officer is deemed to be in breach of By-law 2 - Local Government Land or By-law 3 - Roads and an expiation notice may be issued and police contacted, if deemed necessary by the Authorised Officer.

7. **Maps**

Areas of Local Government land/roads designated by Council as camping reserves are shown on the maps in Appendix 1.

8. **Related Documents**

By-law 2 – Local Government Land
By-law 3 – Roads
Major Sport and Recreation Precincts Community Land Management Plan
9. **Records Management**

   All documents relating to this policy will be registered in Council’s Record Management System and remain confidential where identified.

10. **Document Review**

    This policy will be reviewed periodically to ensure legislative compliance and that it continues to meet the requirements of Council, its activities and programs.

11. **References**

    Local Government Act 1999

12. **Further Information**

    Members of the public may inspect this policy free of charge on Council’s website at [www.apc.sa.gov.au](http://www.apc.sa.gov.au) or at Council’s Principal Office at: 2a Wasleys Rd, Mallala SA 5502

    On payment of a fee, a copy of this policy may be obtained.

    Any queries in relation to this policy must be in writing and directed to Council’s General Manager, Development and Community.
Map 2: Parham Camping Reserve
Attachment 1

To report **12.5.2 – Camping Reserves**

Dated 18 April 2017

**Letter- Mallala Football Club**
25 February 2017

District Council of Mallala
PO Box 18
MALLALA SA 5502

Dear Council

Mallala Football Club would like to follow up from previous correspondence, if there are now any controls in place to manage the Camping inside the Mallala Sporting Complex grounds.

As previously mentioned, we have received complaints such as, the positioning of annexes over the road way, campers using spectators parking areas on game days, campers parked in the players warm up area. Parents have expressed some concern about how close to the oval the campers are on training nights and children having to enter the camp sites to retrieve balls.

We now would like to inform Council that Mallala Football Club and Mallala Netball Club are hosts for the APFL and APNA Grand Final this year on 16th September. We have concerns for campers in the grounds and would like to request for this major event, campers can be relocated prior of this date. Parking is always a concern on this extremely busy day and for the safety of all, campers are able to settle at an alternative location.

As we now understand, Council may have a By-Law put in place so the Oval Complex camping can be adequately controlled by Council Inspectors.

We trust you understand our situation and await your response.

Kind regards

David Algar
President - Mallala Football Club
OVERVIEW

To provide for Council’s information and monitoring, the status of actions that are currently being processed (Attachment 1).

This report provides the status of Council Resolutions that have not yet been closed out (finalised) for the period April 2015 to February 2017. However, those previously outstanding matters that have been finalised since the last report to Council are also included for the sake of completeness.

The Council Resolutions for March 2017 are provided in full for Council Members’ information.

Administration acknowledges the efficiencies afforded the Council Members monitoring their performance and the confidence built using transparent control measures.

RECOMMENDATION(S)

1. “that Council, having considered Item 13.2.1 – Council Resolutions/Action Report, dated 18 April 2017, receives and notes the report.”
Attachments

1. Resolution Status Report

References

Legislation

Local Government Act 1999

Local Government (Procedures at Meetings) Regulations 2013

Council Policies

N/A
Attachment 1

To report 13.2.1 – Council Resolutions/Action Report

Dated 18 April 2017

Resolution Status Report
<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Item Number</th>
<th>Title</th>
<th>Resolution Description</th>
<th>Resolution Number</th>
<th>Status/Comments ('Deferred, Ongoing, Agenda, Completed')</th>
<th>Responsible Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>27-Apr-15</td>
<td>17.2</td>
<td>Lewiston Community Focal Point Study - Phase 2: Cost Benefit Analysis (CON13/8)</td>
<td>“that the Council, having considered Item 17.2 - Lewiston Community Study Phase 2: Cost Benefit Analysis, dated 27 April 2015, request that a report be brought back to Council to include costs, flooding concerns, native vegetation issues, identified community club and group participation and minimum cost infrastructure requirements for Hams Park, Clara Harniman Reserve and 210 Hayman Road.”</td>
<td>2015/129</td>
<td>Ongoing - Staff are continuing negotiations with community groups interested in relocation</td>
<td>Development &amp; Community</td>
</tr>
<tr>
<td>21-Dec-15</td>
<td>14.2</td>
<td>Long Term Financial Plan (CON12/537)</td>
<td>“that Council undertake a substantial and complete review of its Long Term Financial Plan in good time for the next Budget.”</td>
<td>2015/328</td>
<td>Agenda 19/6/17</td>
<td>CEO Finance &amp; Economic Development</td>
</tr>
<tr>
<td>18-Jan-16</td>
<td>14.2</td>
<td>Dedicated car parking facilities (CON12/537)</td>
<td>“that the Chief Executive Officer be instructed to bring a report back to council that provides suitable options for the provision of dedicated car parking facilities at Webb Beach, Parham and Thompson Beach. Further, that in undertaking this research, the CEO be instructed to commence discussions with agencies such as Fisheries, Coast Protection Branch, Native Vegetation Council, Natural Resources Management Board, DPTI, and the Northern Adelaide International Bird Sanctuary with a view of obtaining their position and the prospect of securing funding for this initiative.”</td>
<td>2016/005</td>
<td>Agenda 15/5/17</td>
<td>Infrastructure</td>
</tr>
<tr>
<td>18-Jan-16</td>
<td>16.4</td>
<td>Strategic Plan Exemption (CON12/1150)</td>
<td>“that Council, having considered Item 16.4 – Strategic Plan Exemption, dated 18 January 2016, acknowledges its statutory obligations to commence a comprehensive review within the prescribed time frame. However, given Council is in the process of a supplementary election for Mayor and recruitment of a Chief Executive Officer, it would be appropriate to defer commencement on the review until these matters have been concluded and roles filled.”</td>
<td>2016/016</td>
<td>Completed - refer Resolution 2017/009</td>
<td>Development &amp; Community</td>
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<tr>
<td>Meeting Date</td>
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<tr>
<td>16-May-16</td>
<td>8.5</td>
<td>Environmental Management Advisory Committee Recommendation - EMAC and Working Party</td>
<td><strong>Formal Motion</strong> “that this matter lay on the table”</td>
<td>2016/143</td>
<td>Deferred - laying on the table</td>
<td>Development &amp; Community</td>
</tr>
<tr>
<td>20-Jun-16</td>
<td>12</td>
<td>Petition</td>
<td>“that the petition dated 4 April 2016 in relation to the Community Bus Service be formally presented to the CDAC for their consideration and subsequent recommendation to Council.”</td>
<td>2016/176</td>
<td>CDAC Agenda - TBA</td>
<td>Development &amp; Community</td>
</tr>
<tr>
<td>20-Jun-16</td>
<td>14.4</td>
<td>Future Annual Staff Costs (CON12/537)</td>
<td><strong>Formal Motion:</strong> “that this motion lay on the table until after the next meeting of the SPDPC meeting in July 2016.”</td>
<td>2016/181</td>
<td>Deferred - laying on table</td>
<td>CEO Development &amp; Community</td>
</tr>
<tr>
<td>20-Jun-16</td>
<td>16.6</td>
<td>Parham – Horse Activity Management (CON12/131)</td>
<td>“that Council endorses the continued use of Main Street between the Esplanade and East Terrace at Parham as a horse float parking area until the end of 2016, prior to a further report being brought back to Council on establishing a more permanent horse float parking option.”</td>
<td>2016/202</td>
<td>Ongoing</td>
<td>Development &amp; Community</td>
</tr>
<tr>
<td>18-Jul-16</td>
<td>9.2.1</td>
<td>Strategic Planning and Development Policy Committee (CON14/35) Recommendations to Council of the meeting held 27 June 2016</td>
<td>“that Council, having considered Item 6.2 - Northern Food Bowl Protection DPA – Draft Statement of Intent, dated 27 June 2016, authorise the Chief Executive Officer to submit the Northern Food Bowl Protection DPA – Draft Statement of Intent to the Minister for Planning for approval following any further amendments to the SOI by the CEO and or delegate.”</td>
<td>2016/224</td>
<td>Ongoing - SOI in its final format is now with Minister for Planning awaiting endorsement.</td>
<td>CEO Development &amp; Community</td>
</tr>
<tr>
<td>18-Jul-16</td>
<td>9.2.2</td>
<td>Strategic Planning and Development Policy Committee (CON14/35) Recommendations to Council of the meeting held 27 June 2016</td>
<td>“that Council, having considered Item 6.2 - Northern Food Bowl Protection DPA – Draft Statement of Intent, dated 27 June 2016, authorise the Chief Executive Officer to negotiate any minor amendments to the Statement of Intent as requested by the Minister for Planning”</td>
<td>2016/225</td>
<td>Ongoing - SOI in its final format is now with Minister for Planning awaiting endorsement.</td>
<td>CEO Development &amp; Community</td>
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<td>Meeting Date</td>
<td>Item Number</td>
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<tr>
<td>15-Aug-16</td>
<td>16.5</td>
<td>Camping Grounds By-Laws and Length of Stay (CON12/961)</td>
<td>“that Council considers the possible introduction of a new bylaw to regulate length of stay matters associated with short term camping grounds into the next substantive bylaw review to take effect in 2017.”</td>
<td>2016/257</td>
<td>Ongoing - by-law review</td>
<td>Development &amp; Community</td>
</tr>
<tr>
<td>19-Sep-16</td>
<td>15.1</td>
<td>Middle Beach Revegetation Protection (CON12/573)</td>
<td>“that Council investigate the possibility by way of report, of reinstating/raising dune to suitable or pre development height, behind the length of the rear row of dwellings at Middle Beach, so as to help protect revegetation efforts from salt water rise and prevent wetland damage caused by off road 4 wheel drive vehicle activity.”</td>
<td>2016/289</td>
<td>Deferred - Refer Item 17.7 - 17/10/16 - Resolution 2016/337 re: current policy position.</td>
<td>Development &amp; Community</td>
</tr>
<tr>
<td>19-Sep-16</td>
<td>15.1</td>
<td>Middle Beach Revegetation Protection (CON12/573)</td>
<td>“that Council following the inspection, investigate by way of a report, the raising of that section of low lying access road into and out of Middle Beach which is subject to regular inundation by storm surge and rain events.”</td>
<td>2016/290</td>
<td>Deferred - Refer Item 17.7 - 17/10/16 - Resolution 2016/337 re: current policy position.</td>
<td>Infrastructure</td>
</tr>
<tr>
<td>19-Sep-16</td>
<td>15.2</td>
<td>Parham and Webb Beach Culverts (CON12/573)</td>
<td>“that Council investigate by way report the installation of a culvert suitably sited under road into and out of Parham with intention of possible mitigation of pressure and depth of tidal storm surge waters in lagoon at back of Township.”</td>
<td>2016/291</td>
<td>Deferred - Refer Item 17.8 - 17/10/16 - Resolution 2016/338 re: current policy position.</td>
<td>Infrastructure</td>
</tr>
<tr>
<td>19-Sep-16</td>
<td>15.2</td>
<td>Parham and Webb Beach Culverts (CON12/573)</td>
<td>“that Council investigate by way report raising and placing culvert under suitable section of low lying road into and out of Webb Beach.”</td>
<td>2016/292</td>
<td>Deferred - Refer Item 17.8 - 17/10/16 - Resolution 2016/338 re: current policy position.</td>
<td>Infrastructure</td>
</tr>
<tr>
<td>19-Sep-16</td>
<td>16.5</td>
<td>Request for the Mallala Chamber Refurbishment (CON12/953)</td>
<td>“that Council, having considered Item 16.5 - Request for the Mallala Chamber Refurbishment, dated 19 September 2016, and further that Council adopts option 1 appended to the report with an imminent focus of upgrading the visual equipment in the 2016-2017 financial year with the maximum budget expenditure of $50,000, with a subsequent focus to be on upgrading the audio equipment and chamber furniture in the 2017-2018 financial year.”</td>
<td>2016/298</td>
<td>Ongoing - part 1 of upgrade is complete, part 2 yet to commence</td>
<td>Infrastructure</td>
</tr>
<tr>
<td>Meeting Date</td>
<td>Item Number</td>
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<tr>
<td>19-Sep-16</td>
<td>16.6</td>
<td>Suicide Prevention Network (CON12/1040)</td>
<td>“that Council, having considered Item 16.6 - Suicide Prevention Network dated 19 September 2016, that staff arrange a network proposal meeting with the Office of the Chief Psychiatrist and invite Rod McKenzie from Gawler Suicide Prevention Network, the Hon John Dawkins, Minister Leesa Vlahos, Local Member for Goyder Steven Griffiths, the Mallala Ratepayers Association along with representatives from local SAPOL, CFS, Ambulance, Lions Clubs, sporting clubs, RSL Branches, Elected Members and Staff”.</td>
<td>2016/300</td>
<td>Ongoing - Most effective way to establish a Suicide Prevention Network being considered, with input from neighbouring councils and stakeholders, prior to 'network proposal meeting' being set</td>
<td>Development &amp; Community</td>
</tr>
<tr>
<td>19-Sep-16</td>
<td>17.8</td>
<td>Two Wells Football &amp; Netball Sporting Clubs Inc – Ground Lease (CON12/912)</td>
<td>“that Council, having considered Item 17.8 - Two Wells Football and Netball Sporting Clubs Inc – Ground Lease, dated 19 September 2016, authorises the Chief Executive Officer to negotiate and finalise any outstanding terms of the lease as provided for in Attachment 2 appended to report – Item 17.8.”</td>
<td>2016/320</td>
<td>Ongoing - awaiting response from Crown Lands Unit of Department of Environment, Water &amp; Natural Resources</td>
<td>Development &amp; Community Governance &amp; Communications</td>
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<tr>
<td>19-Sep-16</td>
<td>17.8</td>
<td>Two Wells Football &amp; Netball Sporting Clubs Inc – Ground Lease (CON12/912)</td>
<td>“that Council, having considered Item 17.8 - Two Wells Football and Netball Sporting Clubs Inc – Ground Lease, dated 19 September 2016, and subject to Ministerial consent, authorises, pursuant to Sections 38 and 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer to execute under the common seal of Council, the lease agreement between the Adelaide Plains Council and Two Wells Football and Netball Sporting Clubs Inc.”</td>
<td>2016/321</td>
<td>Ongoing - awaiting response from Crown Lands Unit of Department of Environment, Water &amp; Natural Resources</td>
<td>Development &amp; Community Governance &amp; Communications</td>
</tr>
<tr>
<td>17-Oct-16</td>
<td>16.1</td>
<td>Hard Waste Voucher (CON12/573)</td>
<td>“that administration by way of report Council, investigate all options, costs, notify etc the possibility of a once a year voucher for bona fide residents hard waste by definition delivered to council transfer station.”</td>
<td>2016/330</td>
<td>Agenda 21/8/17 - Options are being investigated and also are part of the BRPG tender for waste services which will be assessed in July 2017. After this a report will be forwarded to Council recommending a way forward for both kerbside waste and recycling services and kerbside waste services.</td>
<td>Infrastructure</td>
</tr>
<tr>
<td>Meeting Date</td>
<td>Item Number</td>
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<td>Resolution Description</td>
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<td>17-Oct-16</td>
<td>16.2</td>
<td>Calomba Daisy Control (CON12/573)</td>
<td>“that administration by way of report to Council investigate all available options and scenarios for eradication primarily of Calomba Daisy and other declared pest plants firstly along Ruskin Road reserve and secondly adjacent property’s bounding reserve deemed to have infestations of Calomba Daisy and other declared pest plants.”</td>
<td>2016/331</td>
<td>Deferred - matter laying on the table (2016/384 - 19/12/16).</td>
<td>Infrastructure</td>
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<tr>
<td>17-Oct-16</td>
<td>18.2</td>
<td>Kerbside Collection - Waste Truck Replacement (CON12/498)</td>
<td>“that Council, having considered Item 18.2 – Kerbside Collection - Waste Truck Replacement, dated 17 October 2016, endorses the CEO to allow administration to seek external quotations, prior to the scheduled replacement vehicle, to provide the Adelaide Plains Council’s kerbside collection services through the Barossa Procurement Group with a further report to Council on the evaluation”.</td>
<td>2016/343</td>
<td>Agenda 21/8/17 - Options are being investigated and also are part of the BRPG tender for waste services which will be assessed in July 2017. After this a report will be forwarded to Council recommending a way forward for both kerbside waste and recycling services and kerbside waste services.</td>
<td>Infrastructure</td>
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<tr>
<td>17-Oct-16</td>
<td>18.4</td>
<td>Moquet Lee Reserve and Grace Plains Cemetery remediation (CON12/1046)</td>
<td>“that Council, having considered Item 18.4 – Moquet Lee Reserve and Grace Plains Cemetery remediation, dated Monday 17 October 2016, endorse the Trustees of the Moquet Lee Reserve, Grace Plains, to carry out remediation work and proceed with grant funding applications”.</td>
<td>2016/346</td>
<td>Completed</td>
<td>Development &amp; Community</td>
</tr>
<tr>
<td>21-Nov-16</td>
<td>15.3</td>
<td>Salt Creek Remediation engagement of hydrological engineer</td>
<td>“that Council instructs its CEO to bring back report which outlines indicative costs to engage an independent hydrological engineer to provide options for remediating a short stretch of Salt Creek at Middle Beach adjacent to boat ramp.”</td>
<td>2016/352</td>
<td>Agenda 18/4/17 - (Refer Item 17.8 - 17/10/16 - Resolution 2016/338 re: current policy position)</td>
<td>Infrastructure</td>
</tr>
<tr>
<td>21-Nov-16</td>
<td>15.5</td>
<td>Independent Review of Coastal Settlements Adaptations Study</td>
<td>“that Council instructs the CEO to bring back a report on the cost of an independent and comprehensive review of Council’s Coastal Settlement Adaptation Study inclusive of and not restrictive of all further relevant data, information historical or otherwise.”</td>
<td>2016/354</td>
<td>Ongoing - prior to report coming back to Council for consideration, meeting with key stakeholders to occur</td>
<td>Development &amp; Community</td>
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<td>21-Nov-16</td>
<td>17.4</td>
<td>Donation of Water Tanks for Pinery Fire Area</td>
<td>“that Council, having considered Item 17.4 – Donation of water tanks for Pinery fire area dated 21 November 2016, • Instructs the CEO to continue with the investigations of supporting the implementation of the proposal for one (1) donated tank to be located at Moquet Lee Reserve described as Lot 675, FP 17542 comprised in CT 5776/435.”</td>
<td>2016/364</td>
<td>Ongoing - Development Application for Moquet Lee Reserve approved</td>
<td>Infrastructure</td>
</tr>
<tr>
<td>21-Nov-16</td>
<td>17.4</td>
<td>Donation of Water Tanks for Pinery Fire Area</td>
<td>“that Council, having considered Item 17.4 – Donation of water tanks for Pinery fire area dated 21 November 2016, • Instructs the CEO to continue with the investigations of supporting the implementation of the remaining two (2) donated tanks location to be determined by way of report and presented back to Council.”</td>
<td>2016/365</td>
<td>Completed</td>
<td>Infrastructure</td>
</tr>
<tr>
<td>21-Nov-16</td>
<td>17.8</td>
<td>Two Wells Golf Club Inc – Ground Lease</td>
<td>“that Council, having considered Item 17.8 – Two Wells Golf Club Inc – Ground Lease, dated 21 November 2016, receive and note the report, and in doing so:- A. Authorises the Chief Executive Officer to negotiate and finalise any outstanding terms of the lease, B. Subject to Ministerial consent, authorises, pursuant to Section 38 and 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer to execute under the common seal of Council, the lease agreement between the Adelaide Plains Council and Two Wells Golf Club Inc, C. In accordance with Section 166(1)(j) of the Local Government Act 1999, Council, being satisfied that the land comprised in Crown Record 5764/757, Assessment 40451, 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 percent (%) of the rates imposed, effective from the 2017/18 rating year.”</td>
<td>2016/369</td>
<td>Ongoing - awaiting response from Crown Lands Unit of Department of Environment, Water &amp; Natural Resources</td>
<td>CEO Governance &amp; Communications</td>
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<tr>
<td>19-Dec-16</td>
<td>15.1</td>
<td>Rescind Motion (2016/133) Sea Level Gauge</td>
<td>“that Council resolution 2016/133 which provides:– “that prior to any current or future coastal protection infrastructure works or policy being undertaken/adopted, such works or policy be subject to further peer review based on local data obtained from modern Sea Level Gauge.” be rescinded”.</td>
<td>2016/379</td>
<td>N/A (motion lost) *motion to the same effect cannot be brought for at least 12 months</td>
<td>Executive</td>
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<td>19-Dec-16</td>
<td>16.5</td>
<td>Control Options for Colomba Daisy and other Declared Plants</td>
<td>“that the matter lay on the table.”</td>
<td>2016/384</td>
<td>Ongoing - lying on table</td>
<td>Infrastructure</td>
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| 19-Dec-16    | 17.1        | Camping Reserves and Short Stay Accommodation Policy | “that Council, having considered Item 17.1 - Camping Reserves and Short Stay Accommodation Policy dated 19 December 2016:  
a) designate the land adjacent to the Mallala Oval, comprised in Certificate of Title Register Book (part) Volume 6163 Folio 218 and (part) Volume 6163 Folio 219 outlined in red in Map 1 of Attachment 2 to this report, as a camping reserve for the purposes of camping in accordance with Clause 2.5 of Council’s By-law No.2 – Local Government Land.”  
b) authorise the Chief Executive Officer to give passing of the above resolution in the Bunyip and Plains Producer newspapers and the South Australian Government Gazette, in line with the Local Government Act 1999 (Part 1, 246, 4a).”  
c) endorse the Draft Short Stay Accommodation Policy.” |
<p>| 19-Dec-16    | 17.5        | Adelaide Plains Equestrian Club – Proposed Licence | “that Council, having considered Item 17.5 – Adelaide Plains Equestrian Club - Proposed Licence dated 19 December 2016, and subject to Development Approval being granted and remnant vegetation being adequately fenced off, authorises, pursuant to Sections 38 and 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer to execute the Licence Agreement between Council and the Adelaide Plains Equestrian Club Inc, and to execute the licence agreement as amended.” |</p>
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<tr>
<td>19-Dec-16</td>
<td>17.6</td>
<td>Proposed Grazing Lease</td>
<td>“that Council, having considered Item 17.6 – Proposed Grazing Lease dated 19 December 2016, receive and note the report, and in doing so:- 1. authorises Council staff to commence the public consultation process pursuant to Section 202 of the Local Government Act 1999 in regard to the leasing of Section 296 and Sections 335, Redbanks, comprised in Crown Record Volume 5764 Folio 748 and Volume 5764 Folio 753, 2. and in the event that objections are received to the leasing of Section 296 and Sections 335, Redbanks, comprised in Crown Record Volume 5764 Folio 748 and Volume 5764 Folio 753 during the public consultation process, a report be presented to Council for consideration, 3. and in the event that no objections are received to the leasing of Section 296 and Sections 335, Redbanks, comprised in Crown Record Volume 5764 Folio 748 and Volume 5764 Folio 753 by the conclusion of the public consultation process, the Chief Executive Officer be authorised to negotiate and finalise any outstanding terms of the lease, 4. authorises Council staff to make application to the Crown Lands Unit of the Department of Environment, Water &amp; Natural Resources pursuant to Section 22(1) of the Crown land Management Act 2009 seeking Ministerial consent in regard to the granting of a lease to CS Musolino over Section 296 and Sections 335, Redbanks, comprised in Crown Record Volume 5764 Folio 748 and Volume 5764 Folio 753, and subject to Ministerial consent, authorises, pursuant to Sections 38 and 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer to execute the lease agreement between the Adelaide Plains Council and CS Musolino.”</td>
<td>2016/395</td>
<td>Completed - refer Resolution 2017/063</td>
<td>Governance &amp; Communications</td>
</tr>
<tr>
<td>19-Dec-16</td>
<td>17.7</td>
<td>The Light and Wakefield Rivers Monitoring and Alert System</td>
<td>“that Council, having considered Item 17.7 - The Light and Wakefield Rivers Monitoring and Alert System, dated 19 December 2016, support the Department of Environment Water and Natural Resources preparation of an application in to the 2015-2017 National Disaster Relief Program. A project that implements a flood monitoring and warning system for the Light and Wakefield River catchments.”</td>
<td>2016/397</td>
<td>Ongoing</td>
<td>Infrastructure</td>
</tr>
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<td>19-Dec-16</td>
<td>17.7</td>
<td>The Light and Wakefield Rivers Monitoring and Alert System</td>
<td>“that Council, having considered Item 17.7 - The Light and Wakefield Rivers Monitoring and Alert System, dated 19 December 2016, In providing support for a 2015-2017 National Disaster Resilience Program project application, reserves its right to commit to funding and proceed with the project subject to considering a cost sharing model for the project.”</td>
<td>2016/398</td>
<td>Ongoing</td>
<td>Executive Infrastructure</td>
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<td>19-Dec-16</td>
<td>17.8</td>
<td>Rededication of Crown Land – Two Wells Bowling Club</td>
<td>“that Council, having considered Item 17.8 – Rededication of Crown Land – Two Wells Bowling Club, receive and note the report and authorise the Chief Executive Officer to make application to Department of Environment, Water &amp; Natural Resources (DEWNR) to have Section 144 Two Wells, comprised in CR 5755/735, rededicated for both a Recreation Reserve to accommodate the Two Wells Bowling Club and a Reserve for a Soldiers Memorial Garden to accommodate the War Memorial and the Playground area.”</td>
<td>2016/399</td>
<td>Ongoing - letter sent to Crown Lands Unit of DEWNR requesting a rededication of the land</td>
<td>Governance &amp; Communication</td>
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<tr>
<td>19-Dec-16</td>
<td>17.8</td>
<td>Rededication of Crown Land – Two Wells Bowling Club</td>
<td>“that Council, having considered Item 17.8 – Rededication of Crown Land – Two Wells Bowling Club, amend the Club’s existing lease over Section 144 comprised in CR 5753/647 to include portion of Allotment 103 comprised in CR 5753/647.”</td>
<td>2016/400</td>
<td>Ongoing - awaiting legal advice</td>
<td>Governance &amp; Communication</td>
</tr>
<tr>
<td>19-Dec-16</td>
<td>18.1</td>
<td>Urgent Business - SES Two Wells Oval Staging Area Reminder</td>
<td>“that the Chief Executive Officer commences discussions with State Emergency Service reminding them of their obligation to remediate the Two Wells Oval Staging area adjacent to the Community Centre and Football Clubrooms as a result of the September 2016 flood event. In the event that no action results, the Chief Executive Officer be authorised to elevate the matter with the respective Minister placing them on notice, that Council will carry out the remediation works and seek recompense for the work undertaken”.</td>
<td>2016/401</td>
<td>Completed</td>
<td>Executive</td>
</tr>
<tr>
<td>16-Jan-17</td>
<td>4.1</td>
<td>Independent Structural Report – Recommendations for Wasleys Bridge Maintenance</td>
<td>“that Council, having considered Item 17.4 – Independent Structural Report - Recommendations for Wasleys Bridge Maintenance, dated 19 December 2016, undertake consultation in relation to either closure or reduced load limit/local traffic only on Wasleys Bridge and that management bring a subsequent report back to Council for consideration.”</td>
<td>2017/003</td>
<td>Ongoing - load limit satisfactory and external funding being sourced for possible upgrades.</td>
<td>Infrastructure</td>
</tr>
<tr>
<td>16-Jan-17</td>
<td>15.1</td>
<td>Motion on Notice</td>
<td>“that Council instruct the CEO to engage a suitably qualified and experienced site contaminant consultant to undertake an environmental assessment of property namely 210 Hayman Road to presence/absence of any site contaminants.”</td>
<td>2017/005</td>
<td>Agenda 15/5/17</td>
<td>Infrastructure Development &amp; Community</td>
</tr>
<tr>
<td>16-Jan-17</td>
<td>17.1</td>
<td>Strategic Plan Update</td>
<td>“that Council, having considered Item 17.1 – Strategic Plan Update, dated 16 January 2017, endorses the commencement of the comprehensive review of its strategic management plan and delegates to the Chief Executive Officer the scoping and timeframe for the review and letting of the tender for the successful consultant; with further advice to be presented to Council at the first workshop.”</td>
<td>2017/009</td>
<td>Agenda 18/4/17</td>
<td>Development &amp; Community</td>
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<td>16-Jan-17</td>
<td>17.5</td>
<td>Dublin History Group Inc – Exercise of Lease Renewal</td>
<td>“that Council, having considered Item 17.5 – Dublin History Group Inc – Exercise of Lease Renewal, dated 16 January 2017, authorise Council staff to exercise the right of renewal in accordance with the Dublin History Group Inc Lease over the Dublin Institute for a further five (5) years from 1 March 2017 to 28 February 2022.”</td>
<td>2017/014</td>
<td>Completed</td>
<td>Governance &amp; Communications</td>
</tr>
<tr>
<td>20-Feb-17</td>
<td>15.1</td>
<td>Corporate Communications</td>
<td>&quot;that Council instructs the Chief Executive Officer to bring a report back to the Chamber which outlines the various means of communications between the elected body and management over the preceding three month period. The report to provide a breakdown of whether communications are strategic or operational matters, and administrative resources allocated to communication responses.”</td>
<td>2017/027</td>
<td>Agenda 18/4/17</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>20-Feb-17</td>
<td>16.4</td>
<td>Lewiston Playground Fencing</td>
<td>“that Council, having considered Item 16.4 – Lewiston Playground Fencing, dated 20 February 2017, a further report to council outlining our liabilities and risk associated with children accessing Hayman Road from the playground site, internal risk assessment, fencing solutions and signage to be included and all associated costs.”</td>
<td>2017/032</td>
<td>Agenda 15/5/17 - refer Resolution 2017/005</td>
<td>Infrastructure Finance &amp; Economic Development</td>
</tr>
<tr>
<td>20-Feb-17</td>
<td>17.1</td>
<td>Sealing of Hart Road, Lower Light</td>
<td>“that Council having considered Item 17.1 – Sealing of Hart Road, Lower Light, dated 20 February 2017, authorises the Chief Executive Officer to seal 2.53kms of Hart Road from Port Wakefield Road to Days Egg Pty Ltd as part of its 2017/2018 Capital Works Program if the grant application is successful with the Federal Government and Days Egg Pty Ltd contributes $150,000 towards the cost of the project.”</td>
<td>2017/035</td>
<td>Completed</td>
<td>Executive Office and Finance &amp; Economic Development</td>
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<td>20-Feb-17</td>
<td>17.3</td>
<td>Mallala Community Arts Inc – Exercise of Lease Renewal</td>
<td>“that Council, having considered Item 17.3 – Mallala Community Arts Inc – Exercise of Lease Renewal, dated 20 February 2017, authorise Council staff to grant a right of renewal of the Lease of the Mallala Institute to the Mallala Community Arts Inc for a further five (5) years from 28 March 2017 to 27 March 2022, subject to Item 8 – Public Risk Insurance in the First Schedule being increased to $20 million.”</td>
<td>2017/037</td>
<td>Completed</td>
<td>Governance &amp; Communications</td>
</tr>
<tr>
<td>20-Feb-17</td>
<td>17.4</td>
<td>Section 270 Review – Hayman Road Playground</td>
<td>“that Council, having considered Item 17.4 – Section 270 Review – Hayman Road Playground, dated 20 February 2017, notes that the Chief Executive Officer will give consideration to what action, if any, is required with respect to the investigator’s additional recommendations contained at paragraph 5.5 of the investigator’s report, and take such action as deemed appropriate.”</td>
<td>2017/042</td>
<td>Ongoing</td>
<td>Executive Office Governance &amp; Communications</td>
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<td>20-Mar-17</td>
<td>1.3</td>
<td>Leave of Absence</td>
<td>&quot;that the leave of absence for Councillor Keen be accepted until she has recovered sufficiently enough to re-attend meetings.&quot;</td>
<td>2017/054</td>
<td>Completed</td>
<td>Executive Office</td>
</tr>
<tr>
<td>20-Mar-17</td>
<td>2.1</td>
<td>Confirmation of Minutes</td>
<td>&quot;that the minutes of the Ordinary Council meeting held on Monday 20 February 2017 (MB Folios 13461 to 13479, inclusive), be accepted as read and confirmed.&quot;</td>
<td>2017/055</td>
<td>Completed</td>
<td>Executive Office</td>
</tr>
<tr>
<td>20-Mar-17</td>
<td>8.1</td>
<td>Mayor’s Report</td>
<td>&quot;that the Mayor’s report be accepted.&quot;</td>
<td>2017/057</td>
<td>Completed</td>
<td>Executive Office</td>
</tr>
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<td>20-Mar-17</td>
<td>15.1</td>
<td>Rate Capping</td>
<td>&quot;that Adelaide Plains Council adopt a position that future rate rises be aligned to and not exceed each years current South Australian Consumer Price Index.&quot;</td>
<td>2017/058</td>
<td>Agenda 18/4/17</td>
<td>Finance &amp; Economic Development</td>
</tr>
<tr>
<td>20-Mar-17</td>
<td>16.2</td>
<td>Strategic Plan Update</td>
<td>&quot;that Council, having considered Item 16.2 - Strategic Plan Update, dated 20 March 2017, receives and notes the report.&quot;</td>
<td>2017/060</td>
<td>Completed</td>
<td>Development &amp; Community</td>
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<td>20-Mar-17</td>
<td>17.1</td>
<td>Mallala Netball Club – Proposed Lease</td>
<td>“that Council, having considered Item 17.2 - Mallala Netball Club – Proposed Lease dated 20 March 2017, receive and note the report, and in doing so:— 1. authorises Council staff to commence the public consultation process pursuant to Section 202 of the Local Government Act 1999 in regard to the leasing of portion of Allotment 14 and Allotment 20, Mallala comprised in Certificate of Title Volume 5862 Folio 8 and Volume 6163 Folio 218, 2. and in the event that objections are received to the leasing of portion of Allotment 14 and Allotment 20, Mallala comprised in Certificate of Title Volume 5862 Folio 8 and Volume 6163 Folio 218 during the public consultation process, a report be presented to Council for consideration, 3. and in the event that no objections are received to the leasing of portion of Allotment 14 and Allotment 20, Mallala comprised in Certificate of Title Volume 5862 Folio 8 and Volume 6163 Folio 218, by the conclusion of the public consultation process, the Chief Executive Officer be authorised to negotiate and finalise any outstanding terms of the lease 4. authorises, pursuant to Sections 38 and 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 Netball Club 5. in accordance with Section 166(1)(j) of the Local Government Act 1999, Council, being satisfied that the portion of Allotment 14 and Allotment 20, Mallala comprised in Certificate of Title Volume 5862 Folio 8 and Volume 6163 Folio 218, 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 percent (%) of the rates imposed, effective from the 2017/18 rating year, and 6. authorises the Chief Executive Officer to liaise with the Mallala Netball Club advising them”</td>
<td>2017/062</td>
<td>Ongoing - Public consultation commenced (Notice in Bunyip and Plains Producer on 29/3/17).</td>
<td>Development &amp; Community Governance &amp; Communications</td>
</tr>
<tr>
<td>20-Mar-17</td>
<td>17.2</td>
<td>CS Musolino – Proposed Grazing License instead of Lease</td>
<td>“that Council, having considered Item 17.2 – CS Musolino – Proposed Grazing License instead of Lease, dated 20 March 2017 receive and note the report and authorises, pursuant to Sections 38 and 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer to execute the licence agreement between the Adelaide Plains Council and CS Musolino.”</td>
<td>2017/063</td>
<td>Completed - License executed by Council</td>
<td>Governance &amp; Communications</td>
</tr>
<tr>
<td>Meeting Date</td>
<td>Item Number</td>
<td>Title</td>
<td>Resolution Description</td>
<td>Resolution Number</td>
<td>Status/Comments ('Deferred, Ongoing, Agenda, Completed')</td>
<td>Responsible Department</td>
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</table>
| 20-Mar-17    | 17.3        | Animal Management 2017/2018 | "that administration bring back a report with regard to cat registration outlining the following:-
- How other councils are managing the issue;
- The charges; and
- What policies and practices they are using."
| 2017/066     | Agenda 15/5/17 | Development & Community | C              |
| 20-Mar-17    | 17.5        | Development, Planning and Infrastructure Act - Implementation | "that Council, having considered Item 17.5 - Development, Planning and Infrastructure Act - Implementation, dated 20 March 2017, receives and notes the report."
| 2017/067     | Completed | Development & Community | C              |
| 20-Mar-17    | 17.5        | Development, Planning and Infrastructure Act - Implementation | "that Council, having considered Item 17.5 - Development, Planning and Infrastructure Act - Implementation, dated 20 March 2017,
(1) Note that funds may be required as part of Council’s contribution to the SA Planning Portal, and if required set aside funds within Council’s Long Term Financial Plan.
(2) Acknowledge that the Chief Executive Officer may appoint an interim Assessment Manager in accordance with the requirements of the Planning, Development and Infrastructure Act.
(3) Support Council Administration to commence negotiation with adjoining Councils and other entities to investigate the potential for establishing a Joint Planning Board and/or Regional Assessment Panel in accordance with the requirements of the Planning, Development and Infrastructure Act, and report back to Council on the outcomes of those investigations, within a timeframe to enable the recruitment and appointment of members to a Board or Panel (if so determined).
(4) Have the General Manager, Development and Community report back to Council on the reappointment of the Development Assessment Panel in line with the Assessment Panel requirements pursuant to the transitional arrangements under the Planning, Development and Infrastructure Act and the Statutes Amendment (Planning, Development and Infrastructure) Bill 2016."
| 2017/068     | Completed | Development & Community | C              |
| 20-Mar-17    | 17.6        | Community Partnerships Fund 2016/2017 | "that Council, having considered Item 17.6 - Community Partnerships Fund 2016/17, dated 20 March 2017, defer the program for this financial year."
| 2017/069     | Completed | Development & Community | C              |
| 20-Mar-17    | 18         | Urgent Business - Site Inspections | "that a meeting at the site of Temby Road and Port Wakefield Highway be convened with all Elected Members, involved General Managers and a representative from Hickinbotham."
| 2017/070     | Completed - site meeting held 30/3/17 | Development & Community | C              |
OVERVIEW

The Ombudsman SA released a copy of his final audit report: *Right of Review – An Audit of Local Government Internal Review of Council Decisions Procedures* and is seeking a response from all sixty eight (68) Councils to his seven (7) recommendations.

The full report is available on the Ombudsman’s Website through the following link:


An extract of the Ombudsman’s Executive Summary to his report outlining his conclusions and recommendation is included in **Attachment 1**.

The Ombudsman’s report is summarised below:

- Section 270 of the *Local Government Act 1999* requires Council to develop and maintain policies, practices and procedures for dealing with:

  “(a) any reasonable request for the provision of a service by the council or for the improvement of a service provided by the council; and

  (b) complaints about the actions of the council, employees of the council, or other persons acting on behalf of the council.”

- The Ombudsman initially audited twelve (12) local government authorities and found that five (5) of the twelve (12) were not compliant with legislative requirements. Adelaide Plains Council was not included in the initial audit.

that it is compliant with Section 270 of the Local Government Act 1999 and no further amendments are recommended. A copy of Council’s policy is included in Attachment 2.

- Following Council’s adoption of the above policy, Management also formulated an Internal Review of Council Decisions Procedure to be read in conjunction with the policy document. The procedure document is also compliant with the legislative requirements but has been updated to include the following paragraph at the conclusion of Clause 3.1, as per the Ombudsman’s recommendation 3:

  “Applications should be made within 6 months of the most recent Council decision on a matter, however this timeframe may be extended by the Chief Executive Officer (or nominee) on a case by case basis depending on the review merit (for example, if additional information has been learnt that may have changed the original decision if it was known).”

A copy of Council’s Internal Review of Council Decisions Procedure is included in Attachment 3.

- The Ombudsman requested a response to his seven (7) recommendations by 31 March 2017 and a copy of Management’s response on behalf of Council is included in Attachment 4.

RECOMMENDATION

1. “that Council, having considered Item 13.2.2 – Response to Ombudsman SA – Section 270 Right of Review Audit, dated 18 April 2017, receives and notes the report and acknowledges that Council’s Internal Review of Council Decisions Policy is compliant with current legislative requirements.”

Attachments

1. Ombudsman SA Executive Summary
4. Council response letter to Ombudsman dated 22 March 2017
References

Legislation

Local Government Act 1999

Ombudsman Act 1972

Council Policies

Internal Review of Council Decisions Policy
Attachment 1

to report 13.2.2 – Response to Ombudsman SA – Section 270 Right of Review Audit

dated 18 April 2017

Ombudsman SA Executive Summary
EXECUTIVE SUMMARY

In April 2015, my Office conducted a desktop evaluation to assess the current state of policies/procedures of councils regarding the internal review of council decisions. All 68 councils were assessed and the following emerged:

- 8 councils did not have an internal review policy/procedure available on their website
- 21 councils had not yet reviewed their policy by the due date
- 13 councils did not provide a date for the next review
- 15 councils had not included rate declaration issues or service charges as required by section 270(2)(ca) of the Local Government Act.

The evaluation also involved an examination of the section 270 internal review policy/procedure documents of a selected group of 12 councils, as found on their websites. The evaluation sought to identify whether council policies were compliant with section 270 of the Act and whether recommendations by the Ombudsman in his 2011 audit report have been implemented.

The desktop evaluation found that the internal review policies/procedures of five out of the 12 councils were not fully compliant with section 270 of the Act. In particular, the five councils’ policies/procedures failed to refer to section 270(2)(ca), that requires provision to be made for applications relating to the impact of a declaration of rates or service charges. There also appeared to be a wide variation in council methods for citing exclusions, despite the Local Government Association of South Australia (LGASA) promoting an Internal Review of a Council Decision Model Policy and Procedure in 2012.

SUMMARY OF RECOMMENDATIONS

The following findings and recommendations are made in the body of the report under the headings that I adopted for the conduct of the audit. They are directed at achieving change in the use of the section 270 procedures across councils, and aim to:

- address administrative deficiencies
- guide councils to implement changes that can improve their administrative processes
- improve the delivery of services
- improve the standard of public administration in South Australian councils.

Availability of internal review policy to the public

Conclusion

Audited councils all recognise the importance of making their internal review of decisions procedure available to the public. However, most councils do not actively promote the procedure, preferring to steer complainants towards informal or negotiated procedures to resolve grievances. Whilst this is legitimate, I consider that councils should make people aware of their right to a formal review of decision.

Recommendation 1

That all councils highlight a direct link on their website homepage to a plain English description of the procedure available for making an application for internal review of council decision. The procedure could usefully be linked to the council’s complaint handling policy information that also outlines steps that can be taken for informal resolution of complaints.
Compliance with the Local Government Act

Conclusion
Despite an earlier Ombudsman SA audit on complaint handling conducted in 2011, half of the 12 audited councils in this survey were still not compliant with the law as it applies to grievances that relate to the impact that any declaration of rates or service charges may have had on ratepayers. All audit councils accept that this omission needs to be remedied.

Recommendation 2
That all councils ensure that their internal review of decisions procedure is fully compliant with the requirements of section 270 of the Local Government Act 1999. Further, that all council CEOs confirm in writing to the Ombudsman their full compliance with section 270 of the Act by 31 March 2017.

Time limits on applications for review

Conclusion
Council section 270 procedures allow for varying or no time limits for acceptance of applications for internal review of decisions. The Act is silent on the issue and there is no fetter on applying a time limit. There is an argument for consistency in approach across all councils. Most councils consider that a period of six months or more is appropriate. Councils are mindful that section 270 reviews may be resource intensive and are reluctant to consider older matters when no application was received at or near the time of decision.

Recommendation 3
That all councils include a reference to a six month time limit for accepting internal review of council decision applications in a revised version of their internal review of decisions procedure. Consideration should also be given to the exercise of a discretion by councils to allow a longer time limit to apply in particular cases.

Decisions to which the internal review process can apply/cannot apply

Conclusion
There is a wide range of policy positions determined by councils in South Australia on appeal and review arrangements in the areas of planning, development and expiation of offences. Some councils wrongly decline to consider a section 270 application for review in these categories on the basis that the area is covered, or should be covered, by the provisions of legislation outside the Local Government Act, e.g. the Development Act.

Recommendation 4
That all councils revise the part of their internal review of decision procedure that deals with 'Matters outside the scope of the policy and procedures' to explicitly state that matters that fall outside statutory appeals procedures will be considered for the conduct of a section 270 review on the merits of the individual application. Further, that councils discuss with the LGASA the desirability of including this commitment in the LGASA Internal Review of a Council Decision Model Policy and Procedure.
Independent conduct of an internal review of decision

**Conclusion**
Many South Australian councils have developed internal review practices that seek to manage situations where an original decision-maker (often the CEO) may have a conflict of interest. Whilst internal senior delegation of responsibility is a preferred option, many councils are willing to involve independent reviewers where possible and when available.

**Recommendation 5**
That all councils, through the auspices of regional Local Government Associations, consider and report to the Ombudsman by 31 March 2017 on the option of developing regional panels of independent reviewers who can assist councils with complex review matters.

Matter types and learning outcomes from internal reviews of decision

**Conclusion**
The statistics from the Local Government Grants Commission show that section 270 applications received by councils have doubled in the past seven years. Whilst the numbers are still low, and concentrated largely in metropolitan councils, there is some evidence that councils are willing to use the internal review mechanism more now than in the past. Councils have shown an ability to analyse review outcomes to inform better administrative practice.

**Recommendation 6**
That all councils periodically evaluate their section 270 review investigations and document learning outcomes relevant to their administrative practices and functional responsibilities. That, as appropriate, these learning outcomes are shared with the Local Government Governance and Policy Officers Network (GPON) and relevant local government interests.

Do councils need more governance support?

**Conclusion**
The evidence from councils about the value of the GPON as a forum for issues of common interest in governance policy and practice is strong. A majority of South Australian councils now participate and there is a clear body of support for GPON to extend its influence and relevance across the local government sector in its area of expertise.

**Recommendation 7**
That the existing membership and leadership of GPON consider if there is a case to be made to all councils for an expanded role for the Network - whether this be expanded membership development of a website and/or project and research relevant to governance standards in councils - or other governance priority identified by the Network.
Attachment 2

to report 13.2.2 – Response to Ombudsman SA – Section 270 Right of Review Audit
dated 18 April 2017

Internal Review of Council Decisions Policy
1. Objective

This Policy is made pursuant to Section 270 of the Local Government Act 1999 (Act) and specifically addresses the manner in which requests for a review of a previous decision of Council will be dealt with, and provides a fair, consistent and structured process for any party dissatisfied with a decision which has been made by Council or its agents.

2. Scope

2.1 Application of Policy

This Policy applies when reviewing decisions of Council as outlined below.

Council also has defined procedures for dealing with complaints and requests for service. As a general rule, Council will promote these procedures in the first instance as they offer the potential for immediate resolution. An internal review is the third tier in Council’s complaints handling process. It will apply:

- when matters cannot be resolved satisfactorily;
- when a decision has to be reviewed by the elected Council (Refer to Internal Review of Council Decision Procedures clause 4.1- Assignment of Application for Review).

2.2 Matters outside the scope of the policy and procedures

Other provisions in the Local Government Act prescribe appeal arrangements in certain circumstances. For example:

- objections to valuations made by a Council and appeals against orders made pursuant to section 254 of the Local Government Act.

Other legislation that has its own prescribed appeal procedures, including:
• the Development Act 1993;

While Council prefers to work with its’ customers to resolve requests for review quickly and effectively, an applicant will always retain the right to seek other forms of resolution, such as contacting the Ombudsman, or taking legal action at any time. Note however that as a general rule, the Ombudsman prefers that matters be addressed by Council in the first instance, unless this is not appropriate in the circumstances.

2.3 Council’s Commitment

Council, its committees, staff and contractors make decisions every day which impact on members of the community. It is imperative that these decisions are fair, objective and subject to review.

Council is committed to open, responsive and accountable government. This includes providing processes by which citizens adversely affected by a decision of Council can have their grievances considered.

The Internal Review of Council Decision Policy and Procedure will be widely accessible to ensure that customers are fully aware of their right to request the review of a decision and the process that will be followed.

Everyone will be treated equally, in accordance with good administrative practice. The Council’s policy and procedures are designed to ensure that:

• Every applicant has the opportunity to make an application for review of a decision covered by this procedure;
• An unbiased assessment is undertaken;
• Decisions are based on sound evidence;
• Applicants receive information about the outcome of the review.

3. Definitions

Alternative Dispute Resolution includes mediation, conciliation or neutral evaluation as set out in Section 271 of the Local Government Act.

Applicant is the party lodging the requests for review. Examples include residents, ratepayers, members of a community group, users of the Adelaide Plains Council facilities and visitors to the area.

Business Day means a day when the Adelaide Plains Council is normally open for business, i.e. Monday to Friday, excluding public holidays.

Council refers to the Adelaide Plains Council.

Decision is a position adopted by the Adelaide Plains Council or its employees. It will generally be a judgement reached after consideration of relevant information.
**Decision-maker** refers to the individual or entity responsible for the decision under review.

**Employee** includes a person employed directly by the Adelaide Plains Council in a full time, part time or casual capacity (whether that position is permanent or contractual) and persons providing services to, or on behalf of, the Council even though they may be employed by another party.

**Reviewer** refers to the individual or entity responsible for resolution of a request for review of a decision.

4. **Policy Statement**

*Section 270 of the Local Government Act 1999* requires Council to maintain “policies, practices and procedures” for dealing with requests for service and complaints including a procedure about “the review of decisions of:

- the council;
- employees of the council;
- other persons acting on behalf of the council.”

Council has a **three tier process** for managing customer complaints as set out below, which includes immediate, informal resolution as well as established processes for review by senior staff.

1. **Immediate response to resolve the complaint**

   All staff are empowered to handle complaints in the first instance and it is preferable that they are dealt with promptly at the initial point of contact and at the appropriate officer level.

2. **Complaint escalated to a more senior officer**

   A complaint will be directed to a more senior officer in the Council, where circumstances indicate that the complaint would be more appropriately handled at a higher level. This may occur, for example, where an officer has been involved in the matter that is the subject of the complaint, where the complaint is about an issue that requires a decision to be made at a more senior level, or where a complaint concerns a matter that ranges across more than one Council work area.

3. **Internal review of a Council decision by statutory process**

   Internal review of a Council decision is available under *Section 270 of the Local Government Act 1999*. This is a process established by legislation that enables a Council to reconsider all the evidence relied on to make a decision, including new evidence if relevant. This process is generally a last resort in the complaint handling process, but may also be used in situations which are not able to be resolved by other means, such as a complaint about a decision of the CEO.
The Internal Review of Council Decision Policy and Procedure for review of a decision commences at the point where:

- Tier 1 & 2 of the complaint handling process has already been undertaken and not resolved;
- An Internal Review of Council Decision Application Form is received; or
- A complaint escalates to Tier 3 of handling a service request or complaint relating to Council’s Policies and Procedures outlined in Clause 8 of this Policy.

The aim of this policy and procedure, which is available on Council’s website, is to ensure a fair, consistent and structured process for any party dissatisfied with a decision which has been made by Council or its agents.

The Internal Review of Council Decision Policy and Procedure applies to all Council staff who may be involved in receiving an application for review of a Council decision.

4.1 Key Principles

The Internal Review of Council Decision Policy and Procedure are based on five principles, which are fundamental in the way Council approaches requests for service, complaint handling and reviews of decisions. They are:

- Fair treatment: which requires impartiality, confidentiality and transparency at all stages of the process;
- Accessibility: to be accessible there must be broad public awareness about Council’s policies and procedures and a range of contact options;
- Responsiveness: this will be achieved by providing sufficient resources, well trained staff and ongoing review and improvement of the systems;
- Efficiency: requests and complaints will be resolved as quickly as possible, while ensuring that they are dealt with at a level that reflects their level of complexity;
- Integration of different areas of Council where the matter under review overlaps functional responsibilities.

5. Specific Provisions - Relating to Rates and/or Service Charges

In accordance with the Local Government Act 1999 - Section 270 (2)(ca), if applications for review relate to the impact that any declaration of rates or service charges may have had on ratepayers then such applications, will be dealt with promptly and if appropriate, addressed through the provision of relief or concessions under the Act.

Residential land owners experiencing financial hardship relating to water and sewerage services to remain connected to a retail service may be eligible for assistance under Council’s Water & Sewerage Services Hardship Policy.
6. **Record Keeping**

All documents, notes, photographs and correspondence must be retained and stored in accordance with Council’s Records Management protocols as required by *Section 125 of the Local Government Act*.

All applications must be recorded in Council’s records management system in such a way that the information can also be analysed for service improvement opportunities.

7. **Reporting**

Administration will maintain a register of all applications for review received (and their outcomes) during each financial year, and provide a report on use of the Internal Review of Council Decisions process in Council’s Annual Report in accordance with *Section 270(8) of the Local Government Act 1999*.

The reporting will outline:

- The number of requests for review received in the relevant financial year;
- The matters to which the applications relate;
- The outcome of the subsequent reviews; and
- Any other matter prescribed by Regulation.

8. **Related Documents**

- Annual Report
- Customer Service Charter
- Internal Review of Council Decision Application Form
- Internal Review of Council Decision Procedure
- Records Management Policy
- Water & Sewerage Services Hardship Policy
- Whistleblowers Policy

9. **Records Management**

All documents relating to this Policy will be registered in Council’s Record Management System and remain confidential where identified.

10. **Document Review**

This Policy will be reviewed periodically to ensure legislative compliance and that it continues to meet the requirements of Council its’ activities and programs.
11. References

Development Act 1993

Freedom of Information Act 1991

Internal Review of Council Decision Procedures – Clause 4.1

Local Government Act 1999 (S270) (S271) (S254) (S125)

Local Government Act 1999 - Section 270 (2)(ca)

Further Information

Members of the public may inspect this Policy free of charge on Council’s website at www.apc.sa.gov.au or Council’s Principal Office at:

2a Wasleys Rd,
Mallala SA 5502

On payment of a fee, a copy of this policy may be obtained. Any queries in relation to this Policy must be in writing and directed to the Governance Officer.
Attachment 3

to report 13.2.2 – Response to Ombudsman SA – Section 270 Right of Review Audit
dated 18 April 2017

Internal Review of Council Decisions Procedure
1. Introduction

The aim of this Procedure, which is available on Council’s website, is to ensure a fair, consistent and structured process for any party dissatisfied with a decision which has been made by Council or its agents. This document should be read in conjunction with the Internal Review of Council Decision Policy also located on Council’s website.

The Procedure applies to all Council staff who may be involved in receiving an application for review of a Council decision.

Every Application will be treated equally, in accordance with good administrative practice. Council’s procedures are designed to ensure that:

- Every applicant has the opportunity to make an application for review of a decision covered by this procedure;
- An unbiased assessment is undertaken;
- Decisions are based on sound evidence; and
- Applicants receive information about the outcome of the review.

2. Definitions

Alternative Dispute Resolution includes mediation, conciliation or neutral evaluation as set out in section 271 of the Local Government Act.

Applicant is the party lodging the requests for review. Examples include residents, ratepayers, members of a community group, users of the Adelaide Plains Council’s facilities and visitors to the area.

Business Day means a day when the Adelaide Plains Council is normally open for business, i.e. Monday to Friday, excluding public holidays.

Council refers to the Adelaide Plains Council.

Decision is a position adopted by the Adelaide Plains Council or its employees. It will
generally be a judgement reached after consideration of relevant information.

**Decision-maker** refers to the individual or entity responsible for the decision under review.

**Employee** includes a person employed directly by the Adelaide Plains Council in a full time, part time or casual capacity (whether that position is permanent or contractual) and persons providing services to, or on behalf of, the Council even though they may be employed by another party.

**Reviewer** refers to the individual or entity responsible for resolution of a request for review of a decision.

3. **Procedure**

3.1 **Making an application**

An application for a review of a Council decision provides Council with an opportunity to revisit a decision which has aggrieved an interested party. This may include an individual or a group, ratepayer, resident or business owner. Depending on the particular circumstances, it may also include a person who is not the direct subject of the decision. (For example, where a Council issues a permit for a person to keep more than the maximum number of dogs permitted under a by-law, a neighbour may seek an internal review of the decision.) Council will determine whether a person has a sufficient interest to apply for an internal review of a decision, on a case-by-case basis.

The Internal Review of Council Decision Application Form (Appendix 1), located on Council’s website must be provided, setting out the reasons for applying for the review (that is, why the applicant believes that the decision is wrong). Although Council can be expected to have information and material relevant to the matter under review, an application for review may also include new, relevant information or evidence to support the application.

Applications should be made within six (6) months of the most recent Council decision on a matter, however this timeframe may be extended by the Chief Executive Officer (or nominee) on a case by case basis depending on the review merit (for example, if additional information has been learnt that may have changed the original decision if it was known).

3.2 **Assisting with the application for review**

It is essential that no one is excluded from lodging an application for review because of any difficulties they may have representing themselves. All staff are expected to offer assistance where appropriate and provide it on request, including assistance in documenting the reasons for the review in writing when circumstances warrant.
If necessary arrange access to interpreters, aids or advocates to ensure that an applicant is treated equitably.

### 3.3 Internal Review Contact Officer

An Internal Review Contact Officer (IRCO) appointed by the Chief Executive Officer is the initial point of contact for applicants.

The role of the Internal Review Contact Officer is to:

- Explain the procedure to the applicant and explore any alternative options to resolve the matter, such as alternative dispute resolution prior to an application for review;
- Acknowledge the receipt of the application;
- Maintain a register of all applications for review received and the outcomes of the applications;
- Outline the timeframes involved and the action to be taken in the first instance;
- Undertake a preliminary investigation to determine what actions have already been taken to try to resolve the matter;
- Keep the applicant informed of progress;
- Ensure adequate records are maintained; and
- Report to Council at prescribed intervals on all applications lodged for review.

All applications are to be referred to the IRCO immediately, including meeting with the applicant or transferring a telephone call when contact is first made.

### 3.4 Acknowledging an application for review

The IRCO is responsible for:

- Working in conjunction with the appropriately delegated officer to determine how the review will be handled;
- Advising the applicant of the process to be undertaken and the time of the next contact; and
- Ensuring the application is properly lodged and assigned.

Applications for a review of a decision must be responded to within [10] business days, acknowledging receipt and advising of the expected timeframe for dealing with the matter. Council will use its best endeavours to ensure that a review of the original decision will be completed within [21] business days. However if the decision is to be reviewed by Council, a committee, or an external panel there
may be delays caused by meeting cycle timelines. In more complex cases, a review may take longer.

The applicant will be regularly informed of progress, either by email, letter or telephone.

3.5 Applications for a review of the impact of rates or services charges

If Council receives an application for a review of a decision concerning the financial impact of Council rates or services charges, these will be dealt with as a matter of priority. Where circumstances warrant, Council will consider financial relief or the granting of concessions in line with the provisions of the Local Government Act 1999 - Section 270 (2)(ca).

4. Undertaking a Review

4.1 Assignment of applications for review

The elected Council will be the reviewer:

- When the decision being reviewed was made by the elected Council, a Committee of the Council or the CEO;
- When the decision relates to civic and ceremonial matters; and
- In other circumstances as determined by the CEO or resolution of the Council.

Council is also responsible for determining who will undertake the investigation and the preparation of a report for Council consideration. (This may be the CEO, his/her delegate, or an expert party from outside the organisation.)

Where the elected Council is not the reviewer, a review methodology to suit the nature of the internal review to be undertaken will be chosen from the following:

- CEO;
- A panel comprised of Council Members and Senior Staff;
- A panel of experts external to the organisation; and
- The assistance of an external person.

Wherever possible and appropriate, Council will seek to involve an external person or panel to assist with the review, including the enlistment of employees of other Councils.

4.2 Role of reviewer

The role of a reviewer is to review the decision in question to ensure that the decision-maker complied with the following procedural requirements and made
the best possible decision in the circumstances:

- The decision must be within a power properly conferred on the decision-maker under the relevant Act;
- A decision-maker must consider all matters which are relevant to the making of the decision and not take into account matters which are not relevant to the decision;
- A decision-maker must not make a decision or exercise a power or discretion in bad faith or for an improper purpose;
- A decision-maker must ensure that findings of fact are based on evidence;
- Decisions must be reasonable;
- Those who may be affected by a decision must be accorded procedural fairness, which includes the principles of natural justice;
- A decision-maker must properly consider the application of existing policies; and
- A decision-maker must not exercise a discretionary power at the direction of another person.

4.3 Review process

In carrying out a review of a decision, the reviewer will consider all the information and material that was before the original decision-maker and any additional relevant information or material provided by the applicant. The reviewer will ‘stand in the shoes’ of the original decision-maker and make the best decision available on the evidence.

This means the reviewer will do more than simply consider whether the decision is legally and procedurally correct. The reviewer will also consider whether a different decision would be better, based on the evidence. The process of merits review, as described above, will typically involve a review of the facts that support a decision, including any new evidence that may come to light.

4.4 Providing ‘Procedural Fairness’

Council will observe the principles of procedural fairness (also called ‘natural justice’) when exercising its statutory powers which could affect the rights and interests of individuals. Put simply, ‘procedural fairness’ involves:

- Giving an applicant a right to put their case forward. This will generally involve giving an applicant the opportunity to provide all relevant documentary evidence, rather than an oral hearing;
- Ensuring that the reviewer does not have a personal interest in the
outcome (is not biased); and

- Acting only on proper evidence that is capable of proving the case.

### 4.5 Giving Reasons

While there is no statutory requirement to give reasons for a decision, Council will provide reasons for the decision of the reviewer where practicable.

Council will always give reasons to explain the outcome where:

- A decision is not in accordance with published policy;
- A decision is likely to detrimentally affect rights or interests of individuals (or organisations) in a material way; or
- Conditions are attached to any approval, consent, permit, licence or other authorisation.

### 4.6 Refusing an application for review

A council, or a person assigned to consider the application, may refuse to consider an application for review if:

- the application is made by an employee of the council and relates to an issue concerning his or her employment;
- it appears that the application is frivolous or vexatious; or
- the applicant does not have a sufficient interest in the matter.

Refusing an application for review will not be done lightly and reasons for the refusal will document the evidence on which a refusal is based.

Refusal will also be given where existing review processes are already available, for example:

- By-Laws and Orders;
- Electoral Issues – Local Government (Elections) Act;
- Development Act matters;
- Freedom of Information requests;
- Expiation of Offences – Dog and Parking Controls;
- Rates;
- Valuation of Property – Valuer General;
- Land use;
- Code of Conduct matters;
• Employment related matters;
• Conflict of Interest matters – Elected Members;
• Electoral Sign issues – Commonwealth and State; and
• Decisions made through delegations under several other Acts (ie Health and Food Act).

5. Remedies

Where the review of a decision upholds the applicant’s grievance, an appropriate remedy or response will be determined which is consistent and fair for both Council and applicant. The remedy chosen will be proportionate and appropriate to the failure identified.

As a general principle the applicant will, so far as possible, be put in the position he or she would have been in, had the decision not been made. This may mean changing a decision. Where circumstances are such that it is not possible to return to the original situation, or to rectify the outcome of the decision, it may only be possible to offer an apology.

The range of other possible outcomes includes:
• an explanation;
• mediation;
• an admission of fault;
• a change to policy, procedure or practice;
• a correction of misleading records;
• financial compensation, including a refund of any fees;
• the waiving of a debt;
• the remission of a penalty;
• disciplinary action; and
• referral of a matter to an external agency for further investigation or prosecution.

The remedy or response may be one, or a combination of these actions. The chosen remedy will be proportionate and appropriate to the failure in service and take account of what the applicant is seeking as an outcome of the review.

If an apology is required it will be done promptly and the applicant advised that appropriate action will be taken to ensure the problem is not repeated.

Compensation will only be offered in cases where the loss or suffering is considered substantial. The Council itself and the CEO are the only people authorised to offer financial compensation and this will only occur after consultation with the Local Government...
Association Mutual Liability Scheme.

When advising an applicant of the outcome of a review, information will also be provided about alternative remedies, including any rights of appeal and the right to make a complaint to an external agency such as the SA Ombudsman [www.ombudsman.sa.gov.au](http://www.ombudsman.sa.gov.au).

6. Reporting

All applications will be recorded in Council’s records management system in such a way that the information can also be analysed for service improvement opportunities.

The IRCO records the following information about all applications for review:

- the number of applications for review made;
- the kinds of matters to which the applications relate;
- the outcome of applications; and
- such other matters as may be prescribed by the regulations.

The IRCO will submit a report to Council annually about section 270 applications for review of a decision, including:

- the number of applications for review made under this section;
- the kinds of matters to which the applications relate; and
- the outcomes of applications under this section.

The IRCO will also provide information on how the outcomes have been used to improve Council’s customer service, policies, procedures and practices.

This information, as specified in \textit{section 270(8) of the Local Government Act}, will be included in Council’s Annual Report.

\textit{A council must, on an annual basis, initiate and consider a report that relates to:}

\textit{a)} \textit{the number of applications for review made under this section: and}

\textit{b)} \textit{the kinds of matters to which the applications relate: and}

\textit{c)} \textit{the outcome of applications under this section: and}

\textit{d)} \textit{such other matters as may be prescribed by the regulations.}

7. Related Documents

Internal Review of Council Decision Application Form (attached)

Internal Review of Council Decision Policy
8. **Records Management**

All documents relating to this Procedure will be registered in Council’s Record Management System and remain confidential where identified.

9. **Document Review**

This Procedure will be reviewed periodically to ensure legislative compliance and that it continues to meet the requirements of Council its’ activities and programs.

10. **References**

*Local Government Act 1999 (S270) (S271 (8)) Local Government Act 1999 (S270) (2)(ca)*


**Further Information**

Members of the public may inspect this Procedure free of charge on Council’s website at [www.apc.sa.gov.au](http://www.apc.sa.gov.au) or Council’s Principal Office at:

2a Wasleys Rd,  
Mallala SA 5502

On payment of a fee, a copy of this Procedure may be obtained. Any queries in relation to this Procedure must be in writing and directed to the General Manager – Governance and Communications.
**APPENDIX 1**

**Internal Review of A Council Decision Application Form**

Pursuant to Section 270 of the *Local Government Act 1999*

---

**APPROVED BY MANAGEMENT:** January 2016  
**CURRENT VERSION:** V1.0  
**ADMINISTERED BY:** General Manager Governance & Communications  
**LAST REVIEW DATE:** 2016  
**NEXT REVIEW DATE:** 2017

---

**TRIM CON: 12/200**  
**RELATED POLICY:** Internal Review of Council Decisions Policy

---

**Applicant’s Details**

- [ ] Mr  
- [ ] Mrs  
- [ ] Ms  

**Name:**

---

**Address:**

---

**Email:**

---

**Telephone:**  
**Mobile:**

---

**Assistance Required:**

- **Type:** (e.g. Interpreter)  
  **Name of person assisting:**

---

**Applicant to arrange:**  
**Council to arrange:**

---

**Date of Initial Complaint:**  
**Officer’s Name:**

---

**Date of Escalated Complaint:**  
**Senior Officer’s Name:**

---

**Summary of Decision to be reviewed as a last resort of complaint/service handling:**

---

**List of Attachments:**

---

**Signature of Applicant:**  
**Date:**

---
<table>
<thead>
<tr>
<th>Signature of Staff member:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Staff member:</td>
<td>Position:</td>
</tr>
<tr>
<td>(Please Print)</td>
<td></td>
</tr>
</tbody>
</table>
Attachment 4
to report 13.2.2 – Response to Ombudsman SA – Section 270 Right of Review Audit
dated 18 April 2017
Council response letter to Ombudsman dated 22 March 2017
CON12/592

22 March 2017

Attention: Mr Wayne Lines
Ombudsman SA
PO Box 3651
Rundle Mall SA 5000

By email: ombudsman@ombudsman.sa.gov.au

Dear Mr Lines,


I refer to your correspondence dated 18 November 2016 seeking a response to recommendations 1-7 of your abovementioned report.

We have now considered your recommendations and advise as follows:-

Recommendation 1 – Availability to the Public

Council has the following documents available on Council’s website:-

1. Internal Review of Council Decisions Policy; and

The above documents are easily accessible from Council’s website homepage under ‘Council Documents – Policies’ and also via a web banner on the homepage.

Recommendation 2 – Compliance with the Local Government Act

Upon review of Council’s Internal Review of Council Decisions Procedure, we believe Council is fully compliant with Section 270 of the Local Government Act 1999 and in particular includes a separate paragraph (Clause 3.5) relating to applications for a review of the impact of rates or services charges in line with the provisions of Section 270(2)(ca).
Recommendation 3 – Time Limits on Applications for Review

Council is supportive of the inclusion of a six month time limit for accepting Internal Review of Council Decision Applications, and is in the process of amending the Procedure through the insertion of the following new paragraph:

“Applications should be made within 6 months of the most recent Council decision on a matter, however this timeframe may be extended by the Chief Executive Officer (or nominee) on a case by case basis depending on the review merit (for example, if additional information has been learnt that may have changed the original decision if it was known).”

Recommendation 4 – Decisions to which the Internal Review Process can apply/cannot apply

Council believes that other legislation that has its own prescribed appeal procedures should not be included in the Section 270 review process. Some examples are listed below:-

- The Development Act 1993/proposed Planning, Development and Infrastructure Act;
- The Environment Protection Act 1993;
- The Freedom of Information Act 1991; and
- The Dog and Cat Management Act 1995.

Recommendation 5 – Independent Conduct of an Internal Review of Decision

As we are a small, rural Council we do not have the in-house expertise with investigation skills to adequately undertake complex Section 270 reviews. Council received one application for internal review in the last 12 months and Council engaged Norman Waterhouse Lawyers to undertake the investigation. This was to ensure that an independent review was conducted as it was assessed that no member of staff had the expertise or independence to undertake the review in-house.

However, this was a costly exercise and Council would therefore support the option of developing regional panels of independent reviewers who can assist with complex review matters. The matter of regional panels was recently discussed by the Central Local Government Region (Legatus Group) and they did not support this proposal. They were of the opinion that councils could seek the assistance of appropriately qualified independent reviewers from an adjoining council, which we understand has previously been the practice for most councils in the region.

Recommendation 6 – Matter types and learning outcomes from internal review of decision

Whilst the number of Section 270 reviews have been minimal (average 1 per year), it is Council’s practice to evaluate its Section 270 Policy and Procedure following the conclusion of each review. Council’s General Manager of Governance and Communications regularly attends the Governance and Policy Officers Network (GPON) and shares governance-related information, including outcomes of Section 270 reviews.

Recommendation 7 – Do Councils need more governance support?

The GPON is used as an information sharing and problem solving forum with informal meetings on a quarterly basis, with emails also regularly exchanged amongst the network between meetings. It is
Council’s view that it is unnecessary to formalise the GPON as it is a well established and effective network in its existing format, and it would be an unnecessary expense to resource an expanded role or increase its formality at this time.

From time to time, Council also consults the Local Government of South Australia (LGA) for various advice in relation to governance matters and has based its Internal Review of Council Decisions Policy on the LGA Model Policy and Procedure.

We trust that our response will assist you with the finalisation of an implementation report to the Minister for Local Government.

Should you require any further information, please contact Sheree Schenk, General Manager, Governance and Communications, on (08) 8527 0200 or by email at sschenk@apc.sa.gov.au.

Yours sincerely,

James Miller
Chief Executive Officer
OVERVIEW

Purpose
This report provides an update on the preparation of Council's Strategic Plan 2017-2020 and the consultation and engagement plan proposed to meet legislative and Council consultation requirements.

Background
In March 2017, Council engaged planning consultant Urban and Regional Planning Solutions (URPS) to undertake a comprehensive review of the current Strategic Plan, to develop and implement an interactive consultation program with relevant stakeholders, and to develop Council’s Strategic Plan 2017-2020.

URPS is currently undertaking the initial phases of the project plan, comprising data collection, review of relevant strategic documents and initial stakeholder engagement.

Consultation and Engagement Plan
In accordance with the requirements of the Local Government Act 1999, members of the public must be given a reasonable opportunity to be involved in the development and review of Council’s Strategic Management Plans. In line with Council’s Public Consultation Policy, the project has been determined to be a Community Consultation Level 4 i.e. a “Council wide issue of strategic / financial / environmental importance”.

To meet the requirement of the Local Government Act 1999 and Council’s Consultation Policy, the consultation and engagement plan proposed for the preparation of the Strategic Plan will include the following public and agency consultation:-
Preparation of Draft Strategic Plan

- Formation of a Strategic Plan Working Party comprising key staff members and Elected Member representation
- 3 separate community workshops in Mallala, Dublin and Two Wells
- 2 Elected Member workshops
- Internal consultation with relevant staff
- Key stakeholder meeting with State Government, LGA, RDA Barossa and adjacent Councils
- Direct engagement with large employers and land owners to provide input into the Plan

Consultation on Draft Strategic Plan

- Advertisement in The Bunyip, The Plains Producer, The Echo and District Communicator where practicable
- Media Release
- Minimum 21 days allowance for responses
- Copies of major reports and plans being made available at Council Offices and Two Wells Library
- Relevant details placed on Council’s Website and Noticeboards
- Report to Council summarising and considering responses for Council decision

An initial meeting with URPS was held on 27 March 2017 to discuss Council priorities for the Strategic Plan 2017-2020, including strategic focus areas, goals and outcomes. Membership of the Strategic Plan Working Party has since been confirmed at a Special Meeting of Council held on 3 April 2017 as comprising:-

- Tony Flaherty, Mayor
- Mel Lawrence, Deputy Mayor
- Councillor Terry-Ann Keen
- Councillor Jo Daniele
- James Miller, Chief Executive Officer
- Rob Veitch, General Manager – Development & Community
- Martin Waddington, General Manager – Infrastructure
- Sheree Schenk, General Manager – Governance & Communications
- Rajith Udugampola, General Manager – Finance & Economic Development
- Megan Lewis, Planning Officer

Proposed dates for upcoming consultation workshops are as follows:-

- Key Stakeholder Workshop: 27 April 2017
- Dublin Community Workshop: 9 May 2017
- Mallala Community Workshop: 11 May 2017
- Two Wells Community Workshop: 17 May 2017
• Pre-Draft Strategic Plan Elected Member Workshop: 22 May 2017
• Strategic Plan Working Party Workshop: 5 June 2017
• Post-Consultation Elected Member Workshop: 24 July 2017

It is anticipated that the final draft Strategic Plan 2017-2020 will be presented to Council for endorsement at Ordinary Council on 21 August 2017.

Summary

URPS is developing Council’s Strategic Plan 2017-2020 in collaboration with staff and key stakeholders. A comprehensive consultation and engagement plan has been prepared to meet the requirements of the Local Government Act 1999 and Council’s Public Consultation Policy. Indicative dates for Community, Elected Member and Strategic Plan Working Party workshops have been proposed.

RECOMMENDATION(S)

1. “that Council, having considered Item 13.3.1 – Strategic Plan – Status Update, dated 18 April 2017, receives and notes the report.”

Attachments

1. N/A

References

Legislation

Local Government Act 1999

Council Policies

Public Consultation Policy
OVERVIEW

Background

David Pisoni MP, Shadow Minister for Planning, Transport and Infrastructure and Shadow Minister for Local Government, has written to Council with details of the State Liberal Party’s ‘Globe Link’ policy and to invite feedback from Council on the policy.

Discussion

If elected in March 2018, a Marshall Liberal Government will seek to develop ‘Globe Link’, an alternative corridor for heavy freight that will avoid existing freight routes in heavily congested and populated metropolitan areas and the Adelaide Hills.

The Globe Link alternative freight corridor will comprise:-

- A new northern bypass rail freight corridor which passes behind the Adelaide Hills from Murray Bridge up to Truro and then down from the north of the Barossa Valley to join the Adelaide-Darwin line north of Two Wells.

- A new road freight carriageway running parallel to the northern rail bypass. This will connect the South Eastern Freeway with the Sturt Highway and Northern Expressway, as well as the proposed Northern Connector, enabling a 100km/h link from Murray Bridge to Port Adelaide.

- A 24 hour freight-only airport at Murray Bridge.

- An Intermodal Export Park near Murray Bridge providing a confluence of transport networks to attract major logistics businesses, distribution, cold-chain and other freight-associated services.
It is proposed that the corridor will utilise existing or legacy railway corridors and roads. The various elements of the project would be financed with a combination of state, federal and private equity funds.

If elected, a Marshall Liberal Government would plan to begin work on a masterplan for Globe Link within 100 days of taking office.

Consultation

The State Liberal Party is currently conducting a three month consultation process on the Globe Link policy. Administration has prepared a draft submission (Attachment 2) for consideration. While Council’s ability to influence the Globe Link policy and proposed masterplan will be limited, there may be opportunities for APC to lobby for upgrades of existing ‘lead-in’ infrastructure to support growth of the Food Bowl within the Adelaide Plains area.

Summary

The State Liberal Party has written to Council with details of their proposed ‘Globe Link’ policy for the development of an alternative heavy freight corridor within South Australia, if a Marshall Liberal Government is elected in March 2018. Administration has drafted a response for consideration.

RECOMMENDATION(S)

1. “that Council, having considered Item 13.3.2– State Liberal Party Globe Link Policy, dated 18 April 2017, receives the report and in doing so, endorses the proposed feedback to David Pisoni MP.”

Attachments

1. State Liberal Party Globe Link Policy
2. Draft Submission on the State Liberal Party Globe Link Policy

References

Legislation

N/A

Council Policies

N/A
Attachment 1

To report 13.3.2 – *State Liberal Party Globe Link Policy*

Dated 18 April 2017

*State Liberal Party Globe Link Policy*
18 April 2017

David Pisoni MP
State Member for Unley
372 Unley Road
UNLEY PARK
SA  5061

Dear Mr Pisoni,

RE: GLOBE LINK POLICY

Thank you for the opportunity to provide feedback on the State Liberal Party’s Globe Link policy proposal.

Adelaide Plains Council is supportive of initiatives for productive infrastructure development which will have a positive influence upon the economic growth of the Council region.

There is considerable potential for economic growth north of the Gawler River within the Adelaide Plains Council area, particularly in the food value adding and transport, storage and logistic sectors. The horticulture, food processing and distribution industries form one of a number of sectors pivotal to the economic prosperity of South Australia.

The extension of the Virginia Pipeline System (VPS) and the Northern Adelaide Irrigation Scheme (NAIS) project will facilitate the expansion of irrigation in horticulture and field and fodder crops, and other food production and allied industries in the region. The NAIS project is expected to create approximately 3,500 jobs in the Northern Adelaide Plains region.

Productive infrastructure initiatives have the potential to grow the regional economy and expand markets for producers in the Northern Adelaide Plains. If a Marshall Liberal Government is elected in March 2018, Adelaide Plains Council would seek to be a key stakeholder in the development of a master plan for Globe Link, particularly in relation to the Northern Adelaide Plains region.

Yours sincerely,

James Miller
Chief Executive Officer
Attachment 2

To report 13.3.2 – *State Liberal Party Globe Link Policy*

Dated 18 April 2017

**Draft Submission on the State Liberal Party Globe Link Policy**
GLOBE LINK
CONNECTING SOUTH AUSTRALIA TO THE WORLD

2036
2036 will mark our State’s bicentenary

By the time our State turns 200 years old, I want South Australia to be a place of prosperity.

Planning and delivering on my vision for a better future starts now.

This policy is just part of our plan to deliver a clear and responsible pathway to recovery and success.

See where it fits in below

1.0 GROWING OUR ECONOMY

1.3 Investing in programs to increase export potential of businesses to drive sales and opportunities

1.5 Investing in productive infrastructure that drives the expansion of existing industries and unlocks new opportunities in the industries of the future

2.0 THE BEST EDUCATION SYSTEM

3.0 BEING A HEALTHY STATE

4.0 STRENGTHENING COMMUNITIES

5.0 BUILDING OUR STATE

5.1 Delivering on the needs of South Australia in an efficient and sustainable way

5.2 Prioritising the productive infrastructure that our State needs

5.5 Ensuring our transport system is safe and responsive to the needs of users and good value for money

6.0 ENSURING SAFETY AND JUSTICE

6.1 Collaborating with police, emergency services and government agencies to deliver the best possible community safety outcomes

7.0 PROTECTING OUR ENVIRONMENT

8.0 EMBRACING OUR UNIQUE CULTURE

9.0 RUNNING AN EFFICIENT AND STABLE GOVERNMENT
THE PROBLEM

South Australia has lacked a vision for growing our export capacity for more than a decade. Our share of national merchandise exports has shrunk from 7.3% to 4.3% over the past 15 years. There is no plan or blueprint for expanding our access to overseas markets and leveraging our competitive advantages as a state to boost exports, grow our economy and create jobs.

The current Labor Government has often set ambitious targets to grow our exports, without taking any meaningful action to achieve them. Hence, they constantly revise or abandon them and leave South Australia's export performance to fall behind.

One of the keys to expanding our export performance is efficient market access through productive infrastructure.

South Australia used to suffer from the ‘tyranny of distance’ being so far from traditional markets like the UK and Europe. Now we are on the doorstep of Asia, the fastest growing economic region in the world.

By 2050, world food demand will increase by 70%. Much of that will occur in Asia, on our doorstep.

To take full advantage of markets in the region, our businesses need the most efficient and cost-effective way to access those markets.

A generational upgrade of our freight export infrastructure is required to provide our companies with the competitive advantage they need.

A generational upgrade of our freight export infrastructure is required to provide our companies with the competitive advantage they need to get our premium quality South Australian products to markets across the globe.

South Australia’s economic future does not lie in selling lattes to each other – we need to grow exports to transform our economic capacity and deliver tens of thousands of new, sustainable jobs into our economy.
THE STATE LIBERAL’S PLAN

THE CORRIDOR

There have long been proposals to develop a more convenient and safe corridor for freight movement into, and out of, metropolitan Adelaide. Currently, the vast majority of freight entering and exiting the city from Victoria and the state’s South East comes through the Adelaide Hills.

By road it travels along the South Eastern Freeway down to the Toll Gate, then primarily it snakes along Portrush Road and Hampstead Road, then along Grand Junction Road to Port Adelaide, or up Port Wakefield Road and out of the city.

By rail it snakes through the Adelaide Hills and down into Mitcham, then adjacent to the CBD and up to the Port or up along Main North Road.

Our plan will develop an alternative corridor for heavy freight. The dangerous conditions on the Princes Highway and the noisy and disruptive freight railway will be replaced with a corridor which sweeps behind the Adelaide Hills from Murray Bridge up to Truro and then down from the north of the Barossa Valley to join road freight to the Northern Expressway before joining the Northern Connector and then the Port River Expressway and rail freight to the Adelaide-Darwin line north of Two Wells.

The corridor will utilise existing or legacy railway corridors and roads.

The corridor will avoid the heavily populated areas of the existing freight routes and be non-stop directly into the heart of the Port.
An effective and modern rail transport network is critical to managing the expected growth in the national land freight task.

The Adelaide Melbourne railway has served us well since the late 1800s. But we now need an alternative way to carry heavy freight through the Adelaide Hills.

The new northern bypass rail freight corridor will ensure South Australia continues to have a central role in interstate freight movements, by addressing current network limitations and future capacity constraints.

It will also provide internationally competitive transport outcomes for South Australian businesses, exporters, and potential investors through improved end-to-end supply chain efficiencies.

The existing rail freight alignment is failing to keep pace with either current or projected demand.

Tight curves, steep gradients, and height restrictions along the Adelaide Hills corridor, limit the ability to increase the freight load as trains must be single-stacked and cannot exceed 1,900 metres.

Removing freight trains from the Adelaide and Mitcham Hills will ease road infrastructure bottlenecks and help mitigate bushfire risk. As recently as 2014, a freight train was identified as the likely cause of a bushfire in Belair National Park.

With South Australia’s rail freight task forecast to increase by 90 percent between 2010 and 2030, capacity constraints are expected within the next 10-20 years.

Realigning freight movements along the northern bypass will enable South Australia’s network to capitalise on improved technology and modern operational practices – including longer, double-stacked trains – resulting in increased train speed and load carrying ability.
Safe, efficient and sustainable road freight infrastructure is central to unlocking the productive capacity of South Australian businesses and exporters.

A new road freight carriageway running parallel to the northern rail bypass would provide transport companies with unprecedented speed and efficiency in the movement of road freight in our State.

Articulated and heavy rigid trucks currently travel along metropolitan roads through densely populated suburban areas, battling local traffic conditions – congestion, reduced speed limits, traffic lights, and school crossings.

It is dangerous and inefficient.

The new corridor would provide freight trucks with unfettered access to and from Port Adelaide and the sorting yards north of the city, bypassing 36 traffic signals. The first traffic light encountered after leaving Victoria would be in the heart of the Port.

It would connect the South Eastern Freeway with the Sturt Highway and Northern Expressway, as well as the proposed Northern Connector, enabling a 100km/h link from Murray Bridge to Port Adelaide.

A Marshall Liberal Government will work to keep large freight trucks off suburban roads, improving road safety, increasing productivity, and reducing costs associated with the transportation of road freight in South Australia.
At the Murray Bridge end of the new corridor, there is a perfect location to build a new, freight-only airport with no curfew, thus operating 24 hours a day, 7 days a week.

This type of airport can produce significant efficiencies as the flight schedule can be determined based on the most cost-effective time to land at the alternate destination.

As it is a freight-only terminal, there is also substantially cheaper operating costs.

There is a lot of interest from private equity to invest in airports of a similar nature. Being able to access export markets across Asia by efficient airfreight will open up enormous opportunities for our fresh produce and advanced manufactured goods.

An airport of this type would have the capacity to attract products for export from across our state, and would potentially attract export goods from the west of Victoria as well. Countless new and existing businesses would have a major change to market access capacity and cost structure.
INTERMODAL EXPORT PARK

By bringing together the four modes of freight movement, namely road, rail and air, we will create an unprecedented opportunity for an Intermodal Export Park at the confluence of these transport networks near Murray Bridge.

An intermodal combining all four forms of freight would be the first of its kind in South Australia and one of the few in Australia. The intermodal would be critical to realising the full potential of joining this infrastructure together.

Apart from freight movements, the intermodal would also have the capability to attract major logistics businesses, distribution, cold-chain and other freight-associated services.

The Intermodal Export Park would generate significant value from land sales, due to the substantial structure being proposed. This would provide a valuable dividend towards the infrastructure costs of the project.
FINANCING

The various elements of this project will be financed with a combination of state, federal and private equity funds.

A detailed business plan will be prepared as part of the master planning process to identify the most appropriate funding arrangement for delivering the various elements of this project and the subsequent benefits.

A Marshall Liberal Government will partner with the federal government to deliver the funding required to make this project a reality. Private sector funding will also be sought where appropriate, however a road toll will not form part of the funding mix.

Securing federal funding will require submission of a Master Plan with a full business case and successful cost/benefit analysis to Infrastructure Australia. Complementing this process, a Marshall Liberal Government will establish Infrastructure South Australia as an independent body to manage this process and ensure the investment is of value for funds committed.
CONSULTATION

We want to engage with the community to deliver our vision.

As the next step, we will undertake three months of consultation with the community, stakeholders and interested parties to seek their views.

Based on the feedback we receive, a Marshall Liberal Government will initiate the development of the Master Plan for Globe Link.

This is a multi-billion-dollar vision that will take at least a decade to implement but the need to begin the planning is urgent.

We will initiate preparation of the Master Plan within 100 days of taking office.
“By bringing together the four modes of freight movement, namely road, rail, air and sea, we will create an unprecedented opportunity”

Steven Marshall, State Liberal Leader
If you would like to provide feedback on our policy or learn more about our plan, please get in touch via:

---

**The Office of Steven Marshall MP**  
**Parliament House** - North Terrace, Adelaide SA 5000  
**Phone:** 08 8237 9295  
**Email:** steven@stevenmarshall.com.au  
**Web:** www.stevenmarshall.com.au  
facebook.com/StevenMarshallMP  
@Marshall_Steven
Councillor Jones gave notice of his intention to ask the following questions:

**Preamble**

210 Hayman Road playground site Lewiston continues to have perceived issues of safety, security of infrastructure, site contamination and question of public health, a revelation that soil from Railway siding was imported onto site raised concern at council meeting recently which saw council overwhelmingly support testing of site which drew media attention, the issue of continued costs in relation to site upkeep should also be considered as with consistency of development within floodplain policy area regarding site importation of fill.

**Question 1:**

In interest of ensuring consistency under Development Act in particular when dealing with public space, since development of 210 Hayman Road site its known soil/fill has been imported onto site over time which is situated within flood hazard zone 3, when was a Development application submitted and approved for importation of soil onto 210 Hayman Road site, approximately how much fill has been imported and to what extent was fill planned in the original development application? please specify

**Question 2:**

As site is public space was all of the imported soil tested for suitability for fill in a children's play area?

**Question 3:**

As large amount of garden mulch was also used on site was a DA or approval needed before importation, if not why not and was it tested for any contaminants before spreading over site? please specify

**Question 4:**

What has been total costs to now associated with development of 210 Hayman Road site including demolition of original rental house, shedding, tree removal, amendments to original approval ERD court costs and two Development Act sec 270 reviews regarding council decisions?

**Question 5:**

What are the annual costs associated with maintaining 210 Hayman Road site?

The questions on notice 14.1.1 will be addressed in a report to Councils Ordinary meeting of the 15 of May 2017, which will include other outstanding queries concerning fencing and traffic.
Councillor Jones gave notice of his intention to ask the following questions:

<table>
<thead>
<tr>
<th>Question 1:</th>
<th>What is this financial year’s cost to APC ratepayers for removal of illegal roadside waste?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>For 2016/17 to date, $34,170 has been spent. This includes staff hours, plant usage &amp; vehicle km’s that Council has used to clear illegal dumping.</td>
</tr>
</tbody>
</table>

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<tr>
<th>Question 2:</th>
<th>What has been the average cost of illegal roadside waste removal over the last 10 years, including the current financial year?</th>
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<tbody>
<tr>
<td>Answer:</td>
<td>Over the last 10 years including 2016/17, an average of $58,796 has been spent. 80% of these costs were incurred in-house ie Council using its own staff and plant to remove illegal dumping.</td>
</tr>
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<thead>
<tr>
<th>Question 3:</th>
<th>What is Council doing to mitigate illegal dumping of various waste materials on Council roadsides, parks and coastal areas?</th>
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<tbody>
<tr>
<td>Answer:</td>
<td>There is signage within the Council area advising that it is illegal to dump rubbish on roadside. Rubbish is removed as soon as resources become available.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Question 4:</th>
<th>What responsibility does Council’s General Inspector or others have in respect of enforcing and prosecuting South Australia’s Local Nuisance and Litter Control Bill 2015?</th>
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<tbody>
<tr>
<td>Answer:</td>
<td>The General Inspector is authorised to deal with the Local Nuisances and Litter Control Act 2016.</td>
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<thead>
<tr>
<th>Question 5:</th>
<th>What Council By-law covers illegal dumping on Council roadside, parks and coastal areas, please specify?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>There is no mention of illegal rubbish dumping on council roads, parks, and coastal area in Council By-laws. It is not required as the Local Nuisance and Litter Control Act 2016 covers this area.</td>
</tr>
<tr>
<td>Question 6:</td>
<td>What statistics are available that has seen Council successfully expiate offenders for illegal dumping on Council roadside, parks and coastal areas?</td>
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<tr>
<td>Answer:</td>
<td>Council’s General Inspector has successfully expiated two offenders in the last two years.</td>
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<tr>
<th>Question 7:</th>
<th>What statistics are available that has seen Council successfully prosecute offenders for illegal dumping on Council roadside, parks and coastal areas</th>
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</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>None have been prosecuted due to lack of evidence. Most rubbish is dumped during the night, in isolated areas or out of sight and it is very difficult to obtain credible evidence.</td>
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<tr>
<th>Question 8:</th>
<th>What is reason discarded, damaged or burned out vehicles are left for long extended periods on council road reserves, open space and coastal areas?</th>
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<tbody>
<tr>
<td>Answer:</td>
<td>The law requires Councils to follow a procedure in regards to the collection of vehicles left on roadsides, council road reserves, open space and coastal areas. This applies to all vehicles, no matter what condition they are in. Council needs to obtain SAPOL clearance that the vehicle is not stolen before it can be removed. Sometimes this requires Crime Investigation to be involved. Once clearance is received, the removal is prioritised and collection occurs as resources are available.</td>
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<tr>
<th>Question 9:</th>
<th>Why are damaged burned vehicles not removed to one of Council transfer stations in first instance, in order so as to protect Council image and amenity?</th>
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<tbody>
<tr>
<td>Answer:</td>
<td>See answer to Question 8 above.</td>
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</tbody>
</table>
**Preamble:**
Council, at its March ordinary meeting, resolved not to increase rates above South Australian CPI. Following this resolution, budget workshops have outlined the financial impacts that this resolution brings to the delivery of Council's services. The adoption of this policy position with no financial analysis behind it is not good practice.

**Motion 1:**
Moved Mayor Flaherty Seconded

"that Council, having adopted the below resolution at the March ordinary meeting, which provides:-

'that Adelaide Plains Council adopt a position that future rate rises be aligned to and not exceed each years current South Australia Consumer Price Index.'

rescinds the resolution."
### 14.3.2 Amendment to 21 November 2016

**Adoption of Minutes**

<table>
<thead>
<tr>
<th>Container No:</th>
<th>CON12/537</th>
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</thead>
<tbody>
<tr>
<td>Report Date:</td>
<td>18 April 2017</td>
</tr>
<tr>
<td>Prepared by:</td>
<td>Councillor Keen</td>
</tr>
</tbody>
</table>

**Preamble:**

At the November meeting when we were at item 2: Confirmation of Minutes, both Cr Strudwicke and I stood up at the same time to speak on our amendments. The Mayor raised his arm to me and side we will come to you next councillor. Marcus proceeded to put his amendments while I awaited the Mayor to acknowledge me and give me a chance to stand and add my amendments to the minutes.

Unfortunately the Mayor put the motion before I had a chance to stop him and have a chance to amend the minutes.

Therefore I wish to put the following Notice of Motion for the Council Meeting. (at the time I did protest in the chamber). The Mayor apologised for his lapse, but we were unable and unaware as to how to correct the minutes after they have been approved.

<table>
<thead>
<tr>
<th>Motion 1:</th>
<th>Moved Cr Keen Seconded</th>
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<tr>
<td>Moved Cr Keen Seconded “that the minutes of the Council’s meeting of 21 November 2016 be corrected as follows: 1. The following be inserted immediately below the text ‘Councillor Daniele stated that he would not apologise to anyone’ at item 15.1 ‘Motions on Notice - Gawler River – Cleaning /dredging of river bed’: After! Cr Jones called for a Point of Order as the statement was offensive to all Councillors. The Mayor did not make a ruling, however the Mayor asked that Councillor Daniele apologise to all Councillors present in the chamber for the remark made that Councillors have no regard for residents and ratepayers. Cr Daniele continued to debate why he did not need to apologise. Insert! ‘Cr Keen called for a Point of Order as Cr Daniele was still debating why he believed he did not need to apologise or withdraw his statements.</td>
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</table>
The Mayor accepted the Point of Order and asked Cr Daniele to apologize to all Councillors present in the chamber for the remark made and to withdraw the statement that Councillors have no regard for residents and ratepayers.

Cr Daniele asked the Mayor what he would do if he did not apologize or withdraw his statement.”
| Preamble: | I have been approached by the Mallala Anglican Church regarding the CWMS service charge. The Scheme passes the church property, therefore a service charge is levied by Council. The church has only a handful of parishioners, and no toilet or septic or other wastewater emissions. They have no need of the system, have no drains to connect to it, and no capacity to pay the annual charge. For these reasons, they are seeking an exemption from Council and have approached me to assist. I therefore wish to move: - |
| Motion 1: | Moved Cr Strudwicke Seconded “that Council exempt the Anglican Church Mallala (Assessment Number 20099) Aerodrome Road, from the requirement to pay the Annual CWMS Service Charge for the current year, and future yearly exemptions be considered annually on the agenda, at the time when the rates are being declared.” |
16.1.1 Legal Services Fee Proposals

**Council Recommendation**

“that under the provisions of Section 90(2) and (3)(d) of the *Local Government Act 1999*, an order be made with the exception of the Chief Executive Officer, General Managers and Minute Secretary, all other persons present and the public be excluded from attendance at the meeting in order to consider in confidence a briefing titled:-

16.1.1 – Legal Services Fee Proposals:

(d) commercial information of a confidential nature (note being a trade secret) the disclosure of which;

(i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party;

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

That accordingly, on this basis, the principle that meetings of Adelaide Plains Council should be conducted in a place open to the public has been outweighed by the need to keep discussion confidential”.

**Council Recommendation**

“that, in accordance with Section 91(7) and Section 91(9) of the *Local Government Act 1999* and on the grounds that Item:-

16.1.1 – Legal Services Fee Proposals

for Council meeting held on 18 February 2017, was received, discussed and considered in confidence pursuant to Section 90 (3)(d) of the *Local Government Act 1999*, this meeting of the Council, does order that:

(a) the agenda item, report and annexures and any other associated information submitted to this meeting and the minutes of this meeting in relation to the matter remain confidential and not available for public inspection until further order of the Council;
16.1.2 By-law Review

**Council Recommendation**

“that under the provisions of Section 90(2) and (3)(d) of the Local Government Act 1999, an order be made with the exception of the Chief Executive Officer, General Managers and Minute Secretary, all other persons present and the public be excluded from attendance at the meeting in order to consider in confidence a briefing titled:—

19.1 – *By-law Review*:

(d) commercial information of a confidential nature (note being a trade secret) the disclosure of which;

(i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party;

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

That accordingly, on this basis, the principle that meetings of Adelaide Plains Council should be conducted in a place open to the public has been outweighed by the need to keep discussion confidential”.

**Council Recommendation**

“that, in accordance with Section 91(7) and Section 91(9) of the Local Government Act 1999 and on the grounds that Item:—

19.1 – *By-law Review* for Council meeting held on 18 February 2017, was received, discussed and considered in confidence pursuant to Section 90 (3)(d) of the Local Government Act 1999, this meeting of the Council, does order that:

(a) the agenda item, report and annexures and any other associated information submitted to this meeting and the minutes of this meeting in relation to the matter remain confidential and not available for public inspection until further order of the Council;