

NOTICE OF COUNCIL MEETING

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

The Ordinary Meeting of the



will be held in

**Council Chamber
Redbanks Road
Mallala**

on

Monday 26 June 2023 at 4.30pm

A handwritten signature in black ink, appearing to be "J. Miller", is positioned above the printed name and title.

James Miller
CHIEF EXECUTIVE OFFICER

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1 ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges that we meet on the traditional country of the Kurna people of the Adelaide Plains and pays respect to elders past, present and emerging. We recognise and respect their cultural heritage, beliefs and relationship with the land and we acknowledge that they are of continuing importance to the Kurna people living today.

2 ATTENDANCE RECORD**3 CONFIRMATION OF COUNCIL MEETING MINUTES**

3.1 Confirmation of Minutes – Ordinary Council Meeting – 22 May 2023

“that the minutes of the Ordinary Council Meeting held on 22 May 2023 (MB Folios 17795 to 17805 inclusive) be accepted as read and confirmed.”

MINUTES

of the

Ordinary Council Meeting



Held, pursuant to the provisions of the
Local Government Act 1999, in the

**Council Chamber
Redbanks Road
Mallala**

on

Monday 22 May 2023 at 4.30pm

The Acting Mayor formally declared the meeting open at 4.36pm.

1 ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges that we meet on the traditional country of the Kurna people of the Adelaide Plains and pays respect to elders past, present and emerging. We recognise and respect their cultural heritage, beliefs and relationship with the land and we acknowledge that they are of continuing importance to the Kurna people living today.

2 ATTENDANCE RECORD

Present:

Acting Mayor Marcus Strudwicke

Councillor Alana Bombardieri

Councillor Kay Boon

Councillor Terry-Anne Keen

Councillor John Lush

Councillor Dante Mazzeo

Councillor Margherita Panella

Councillor David Paton

Councillor Eddie Stubing

Staff in Attendance:

Chief Executive Officer

Mr James Miller

Director Corporate Services

Ms Sheree Schenk

Director Finance

Mr Rajith Udugampola

Director Growth and Investment

Mr Darren Starr

Director Infrastructure and Environment

Mr Thomas Jones

Group Manager – Development and Community

Mr Michael Ravno

Administration Support Officer – Infrastructure and Environment/Minute Taker

Ms Lauren Bywaters

Senior Information Technology Officer

Mr Thomas Harris-Howson

Governance Administration Officer

Ms Stacie Shrubsole

Apologies:

Mayor Mark Wasley

3 MINUTES

3.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING – 24 APRIL 2023

RESOLUTION 2023/119

Moved: Councillor Boon

Seconded: Councillor Panella

“that the minutes of the Ordinary Council Meeting held on 24 April 2023 (MB Folios 17776 to 17790 inclusive) be accepted as read and confirmed.”

CARRIED

3.2 CONFIRMATION OF MINUTES – SPECIAL COUNCIL MEETING – 1 MAY 2023

RESOLUTION 2023/120

Moved: Councillor Keen

Seconded: Councillor Lush

“that the minutes of the Special Council Meeting held on 1 May 2023 (MB Folios 17791 to 17794 inclusive) be accepted as read and confirmed.”

CARRIED

4 BUSINESS ARISING

Nil

5 DECLARATION OF MEMBERS' INTEREST

Nil

6 ADJOURNED BUSINESS

Nil

7 MAYOR'S REPORT

7.1 MAYOR'S REPORT

RESOLUTION 2023/121

Moved: Councillor Keen

Seconded: Councillor Boon

“that Council, having considered Item 7.1 – *Mayor's Report – May 2023*, dated 22 May 2023, receives and notes the report.”

CARRIED

7.2 ACTING MAYOR'S REPORT

RESOLUTION 2023/122

Moved: Councillor Keen

Seconded: Councillor Boon

“that Council, having considered Item 7.2 – *Acting Mayor’s Report – May 2023*, dated 22 May 2023, receives and notes the report.”

CARRIED

8 REQUESTED DOCUMENTS/CORRESPONDENCE TO BE TABLED

Nil

9 DEPUTATIONS

9.1 DEPUTATION – MR BRENTON BELL SPOKESPERSON FOR THE MALLALA LIONS CLUB – PROPOSED CAMPING GROUND DEVELOPMENT

Mr Brenton Bell, spokesperson for the Mallala and Districts Lions Club, gave an 11-minute briefing to Council, including an introduction to the Mallala and Districts Lions Club and the Clubs recent projects, an update on current projects and in doing so requested Council’s support in progressing the development of a proposed campground at Dublin to be managed by the Club, including answering questions of Members.

RESOLUTION 2023/123

Moved: Councillor Lush

Seconded: Councillor Keen

“that the Chief Executive Officer enter into discussion with the Mallala and Districts Lions Club to determine the possibility of leasing land for the development of a bush camp by the Lions Club in Dublin and bring back a report to Council with all relevant considerations and costings.”

CARRIED

10 PRESENTATIONS/BRIEFINGS

Nil

11 PETITIONS

Nil

12 COMMITTEE MEETING MINUTES

Nil

13 SUBSIDIARY MEETINGS**13.1 GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY – BOARD MEETING HELD ON 20 APRIL 2023****RESOLUTION 2023/124**

Moved: Councillor Keen

Seconded: Councillor Lush

“that Council receives and notes the minutes of Gawler River Floodplain Management Authority Board Meeting held on 20 April 2023.”

CARRIED

14 REPORTS FOR DECISION**14.1 GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY – APC BUSINESS CASE CONTRIBUTION****RESOLUTION 2023/125**

Moved: Councillor Keen

Seconded: Councillor Boon

“that Council, having considered Item 14.1 – *Gawler River Floodplain Management Authority – APC Business Case Contribution*, dated 22 May 2023, and in considering the staff report and the Gawler River Floodplain Authority’s (GRFMA) letter dated 17 March 2023 where a request is made that Council removes its conditional support, it is noted that for the request of the GRFMA to take effect, a rescission motion would firstly need to be submitted by way of a Motion on Notice.”

CARRIED

14.2 GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY – 2023/2024 DRAFT ANNUAL BUSINESS PLAN AND BUDGET**RESOLUTION 2023/126**

Moved: Councillor Panella

Seconded: Councillor Boon

“that Council, having considered Item 14.2 – *Gawler River Floodplain Management Authority – 2023/2024 Draft Annual Business Plan and Budget*, dated 22 May 2023, receives and notes the report and in doing so instructs the Chief Executive Officer to write to the Executive Officer of the Gawler River Floodplain Management Authority to advise that Council is in support of the thrust and direction of the Draft 2023/2024 Annual Business Plan and Budget.”

CARRIED

14.3 THIRD BUDGET UPDATE 2022/2023**RESOLUTION 2023/127****Moved: Councillor Boon****Seconded: Councillor Keen**

“that Council, having considered Item 14.3 – *Third Budget Update 2022/2023*, dated 22 May 2023, receives and notes the report and in doing so:

- 1. Receives and note the project progress reports contained in Attachment 1 and 2 to this Report; and**
- 2. Pursuant to Regulation 9 (1)(a) of the Local Government (Financial Management) Regulations 2011, adopts the revised 2022/2023 Budgeted Financial Statements and revised financial indicators as contained within Attachment 3 that has been updated following the Third Budget Update changes identified in Table 1 of this report.”**

CARRIED**14.4 PROPOSED DISCRETIONARY FEES & CHARGES FOR 2023/2024**

Councillor Bombardieri left the meeting at 5.35pm.

Councillor Bombardieri returned to the meeting at 5.39pm.

RESOLUTION 2023/128**Moved: Councillor Keen****Seconded: Councillor Mazzeo**

“that Council, having considered Item 14.4 – *Proposed Discretionary Fees & Charges for 2023/2024*, dated 22 May 2023, receives and notes the report and in doing so adopts the draft Schedule of Discretionary Fees and Charges for the 2023/2024 Financial Year as provided at Attachment 1 to this Report subject to a further report in relation to concessionary fees and charges .”

CARRIED**14.5 TWO WELLS COMMUNITY FUND COMMITTEE – COUNCIL REPRESENTATIVE APPOINTMENT****RESOLUTION 2023/129****Moved: Councillor Boon****Seconded: Councillor Stubing**

“that Council, having considered Item 14.5 – *Two Wells Community Fund Committee – Council Representative Appointment*, dated 22 May 2023, revokes Council resolution 2023/055.”

CARRIED

RESOLUTION 2023/130**Moved: Councillor Keen****Seconded: Councillor Lush**

“that Council, having considered Item 14.5 – *Two Wells Community Fund Committee – Council Representative Appointment*, dated 22 May 2023 appoints:

- 1. Council’s Group Manager Development and Community as Council’s representative to the Two Wells Community Fund Committee and the Director Infrastructure and Environment as the ‘Alternate Member’ until 30 June 2024 (as per the Two Wells Community Fund Terms of Reference, clauses 3.1 and 3.4); and**
- 2. In exercise of the power contained in Section 44 of the *Local Government Act 1999*, the Council hereby delegates this 22nd day of May 2023 to the person occupying the office of Group Manager Development and Community and in their absence the Director Infrastructure and Environment as the ‘Alternate Member’ of the Council:**
 - 2.1 The power pursuant to Section 137 of the *Local Government Act 1999* to expend the funds of the Council that have been paid into the Community Fund pursuant to the Development Deed between the Council and Hickinbotham Developments (Two Wells No.1) Pty Ltd, Hickinbotham Agricultural Projects Pty Ltd and Hickinbotham Developments (Two Wells No.4) Pty Ltd (collectively referred as “the Developer”) dated 7 November 2012 (the Deed) up to a maximum amount of \$10,000 in any one transaction;**
 - 2.2 The power pursuant to Section 36(1)(c) of the *Local Government Act 1999* to approve expenditure from the Community Fund or actually make such expenditure for the purpose of funding the provision of community facilities or community programs up to a maximum of \$25,000 per particular facility, program or project.**
- 3. The powers delegated in paragraph 2 are subject to the following conditions:**
 - 3.1 The delegate/s must, in exercising all of the delegated powers, have regard to the decisions of the Community Fund Committee established pursuant to the Deed;**
 - 3.2 The delegate/s must, before exercising the delegated power in paragraph 2.2, obtain the approval of the Developer.”**

CARRIED

14.6 UPDATED EQUINE STRATEGY

RESOLUTION 2023/131

Moved: Councillor Boon

Seconded: Councillor Bombardieri

“that Council, having considered Item 14.6 – *Updated Equine Strategy*, dated 22 May 2023, receives and notes the report and in doing so

1. Adopts the updated Equine Strategy, as presented in Attachment 1 to this report.
2. Adopts the updated Background Paper, as presented in Attachment 2 to this report.
3. Delegates to the Chief Executive Officer authority to undertake editorial but not policy amendments to these documents.”

CARRIED

15 REPORTS FOR INFORMATION

15.1 COUNCIL RESOLUTIONS – STATUS REPORT

RESOLUTION 2023/132

Moved: Councillor Boon

Seconded: Councillor Stubing

“that Council, having considered Item 15.1 – *Council Resolutions – Status Report*, dated 22 May 2023, receives and notes the report.”

CARRIED

15.2 CAPITAL WORKS AND OPERATING PROGRAM MONTHLY UPDATE – MAY 2023

RESOLUTION 2023/133

Moved: Councillor Lush

Seconded: Councillor Mazzeo

“that Council, having considered Item 15.2 – *Capital Works and Operating Program Monthly Update – May 2023*, dated 22 May 2023, receives and notes the report.”

CARRIED

15.3 PUBLIC FORUM 1 MAY 2023 – SUMMARY**RESOLUTION 2023/134****Moved: Councillor Keen****Seconded: Councillor Mazzeo**

“that Council, having considered Item 15.3 – *Public Forum 1 May 2023 – Summary*, dated 22 May 2023, receives and notes the report.”

CARRIED**16 QUESTIONS ON NOTICE**

Nil

17 QUESTIONS WITHOUT NOTICE

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

18 MOTIONS ON NOTICE

Nil

19 MOTIONS WITHOUT NOTICE**RESOLUTION 2023/135****Moved: Councillor Paton****Seconded: Councillor Boon**

“that Council formally tables the communications from the Two Wells Football and Netball Club received on 4 May 2023 which provides the mural design relating to resolution 2022/187.”

CARRIED**RESOLUTION 2023/136****Moved: Councillor Paton****Seconded: Councillor Panella**

“that Council adopts the design and artwork provided by the Two Wells Football and Netball Club as contained within the email to Council dated 4 May 2023.”

CARRIED UNANIMOUSLY**20 URGENT BUSINESS**

Nil

21 CONFIDENTIAL ITEMS

21.1 TWO WELLS TOWN CENTRE – UPDATE

RESOLUTION 2023/137

Moved: Councillor Keen

Seconded: Councillor Mazzeo

“that:

1. Pursuant to section 90(2) of the *Local Government Act 1999*, Council orders that all members of the public, except Chief Executive Officer, Director Corporate Service, Director Finance, Director Growth and Investment, Director Infrastructure and Environment, Group Manager – Development and Community, Administration Support Officer – Infrastructure and Environment/Minute Taker, Senior Information Technology Officer and Governance Administration Officer be excluded from attendance at the meeting of Council for Agenda Item 21.1 – *Two Wells Town Centre - Update*;
2. That Council is satisfied that pursuant to section 90(3)(b) of the *Local Government Act 1999*, Item 21.1 – *Two Wells Town Centre – Update* concerns commercial information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting business, or to prejudice the commercial position of Council, being a verbal briefing by the Director Growth and Investment in relation to the Two Wells Town Centre Project;
3. That Council is satisfied that the principle that Council meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential.”

CARRIED

Mr Darren Starr, Director Growth and Investment, gave a 30-minutes verbal briefing in relation to the Two Wells Town Centre Project, including answering questions of Members.

21.1 TWO WELLS TOWN CENTRE – UPDATE

RESOLUTION 2023/138

Moved: Councillor Boon

Seconded: Councillor Lush

“that Council, having considered Item 21.1 – *Two Wells Town Centre – Update*, dated 22 May 2023, receives and notes the verbal report.”

CARRIED

22 CLOSURE

There being no further business, the Acting Mayor declared the meeting closed at 6.43pm.

Confirmed as a true record.

Mayor:.....

Date: ____/____/____

Subject to Confirmation

3.2 Confirmation of Minutes – Special Council Meeting – 22 May 2023

“that the minutes of the Special Council Meeting held on 22 May 2023 (MB Folios 17806 to 17808 inclusive) be accepted as read and confirmed.”

Subject to Confirmation

MINUTES

of the

Special Council Meeting

of the



Held, pursuant to the provisions of the
Local Government Act 1999, in the

**Council Chamber
Redbanks Road
Mallala**

on

Monday 22 May 2023 at 7.30pm

The Acting Mayor formally declared the meeting open at 7.30pm.

1 ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges that we meet on the traditional country of the Kurna people of the Adelaide Plains and pays respect to elders past, present and emerging. We recognise and respect their cultural heritage, beliefs and relationship with the land and we acknowledge that they are of continuing importance to the Kurna people living today.

2 ATTENDANCE RECORD

Present:

Acting Mayor Marcus Strudwicke

Councillor Alana Bombardieri

Councillor Kay Boon

Councillor Dante Mazzeo

Councillor Margherita Panella

Councillor David Paton

Councillor Eddie Stubing

Staff in Attendance:

Chief Executive Officer

Governance Administration Officer/Minute Taker

Senior Information Technology Officer

Mr James Miller

Ms Stacie Shrubsole

Mr Thomas Harris-Howson

Apologies:

Mayor Mark Wasley

Councillor Terry-Anne Keen

Councillor John Lush

3 DECLARATION OF MEMBERS' INTEREST

Nil

4 REPORTS FOR INFORMATION**4.1 PUBLIC SUBMISSIONS ON THE DRAFT 2023/2024 ANNUAL BUSINESS PLAN, BUDGET AND REVISED LONG TERM FINANCIAL PLAN 2024-2033**

The Acting Mayor, with approval of two-thirds of the members present suspended the meeting procedures pursuant to Regulation 20(1) of the *Local Government (Procedures at Meetings) Regulations 2013* for a period of time sufficient to facilitate informal discussion, and to receive verbal submissions, in relation to the Draft 2023/2024 Annual Business Plan and Budget.

Leave was granted.

The meeting was suspended at 7.32pm.

The meeting resumed at 8.29pm.

RESOLUTION 2023/139

Moved: Councillor Bombardieri

Seconded: Councillor Mazzeo

"that Council, having considered Item 4.1 – *Public Submissions on the Draft 2023/2024 Annual Business Plan, Budget and Revised Long Term Financial Plan 2024-2033*, dated 22 May 2023, receives and notes the report and acknowledges that a further report on the results of the public consultation period, together with recommendations from Council's Audit Committee, will be presented to Council at a meeting anticipated to be held on 10 July 2023."

CARRIED**5 CLOSURE**

There being no further business, the Acting Mayor declared the meeting closed at 8.30pm.

Confirmed as a true record.

Mayor:.....

Date: ____/____/____

4 BUSINESS ARISING

5 DECLARATION OF MEMBERS' INTEREST

6 ADJOURNED BUSINESS

Nil

7 MAYOR'S REPORT

7.1 ACTING MAYOR'S REPORT - JUNE 2023

Record Number: D23/25638

Prepared for: Deputy Mayor Marcus Strudwicke

Authoriser: Director Corporate Services

Attachments: Nil

Reporting Period - Thursday 18 May 2023 to Friday 2 June 2023

Friday 19 May 2023

Legatus Group Meeting, Bundaleer Forest

Monday 22 May 2023

Pre-Council Meeting – Acting Mayor and Executive Management Team

Ordinary Council Meeting

Special Council Meeting

Council Member Information Briefing – Briefing from Member for Light, Mr Tony Piccolo MP in relation to Local Government Reform

Wednesday 24 May 2023

Grand Opening Integrated Waste Services, Lower Light

Acting Mayor and Chief Executive Officer Meeting – Various Matters

Thursday 1 June 2023

Adelaide Plains Council Historical Committee Meeting

Friday 2 June 2023

Acting Mayor Handover – Mayor, Deputy Mayor and Chief Executive Officer

Meeting – Adelaide Plains Council Mayor, Deputy Mayor and Chief Executive Officer and Hickinbotham Group

RECOMMENDATION

“that Council, having considered Item 7.1 – *Acting Mayor's Report – June 2023*, dated 26 June 2023, receives and notes the report.”

7.2 MAYOR'S REPORT - JUNE 2023

Record Number: D23/25561

Prepared for: Mayor Mark Wasley

Authoriser: Director Corporate Services

Attachments: Nil

Reporting Period - Thursday 18 May 2023 to Wednesday 21 June 2023

Thursday 18 May 2023 to Thursday 1 June 2023

Leave

Friday 2 June 2023

Legatus Group Special Meeting 2023/2024 Business Plan

Acting Mayor Handover – Mayor, Deputy Mayor and Chief Executive Officer

Meeting – Adelaide Plains Council Mayor, Deputy Mayor and Chief Executive Officer and Hickinbotham Group

Tuesday 6 June 2023

Meeting – Mayor and Chief Executive Officer – Various Matters

Council Member Information Briefing – Two Wells Town Centre

Thursday 8 June 2023

Meeting with incoming Executive Assistant – Mayor and Chief Executive Officer

Monday 12 June 2023 to Saturday 17 June 2023

Australian Local Government Association National General Assembly, Canberra

Monday 19 June 2023

Meeting – Regional Development Australia Barossa, Gawler, Light, Adelaide Plains (RDA) – Mayor, Chief Executive Officer, RDA CEO Leonie Boothby and RDA Chair Rolf Binder

Council Member Workshop – Review of Code of Practice – Meeting Procedures

Council Member Workshop – Third Budget Workshop

Council Member Information Briefing – Economic Development Briefing

Wednesday 21 June 2023

Special Meeting of the Adelaide Plains Audit Committee

SAPOL Police and Community Engagement forum, Two Wells

RECOMMENDATION

“that Council, having considered Item 7.2 – *Mayor’s Report – June 2023*, dated 26 June 2023, receives and notes the report.”

8 REQUESTED DOCUMENTS/CORRESPONDENCE TO BE TABLED

9 DEPUTATIONS

Nil

10 PRESENTATIONS/BRIEFINGS

Nil

11 PETITIONS

Nil

12 COMMITTEE MEETING MINUTES

Nil

13 SUBSIDIARY MEETINGS

13.1 LEGATUS GROUP ORDINARY MEETING HELD 19 MAY 2023

Record Number: D23/23718

Author: Governance Administration Officer

Authoriser: Director Corporate Services

Attachments: 1. Legatus Group – Minutes of the meeting held 19 May 2023 [↓](#) 

OVERVIEW

The purpose of this report is for Council to receive and note the Minutes of the Legatus Group Meeting held on 19 May 2023.

RECOMMENDATION

“that Council receives and notes the Minutes of the Legatus Group Special Meeting held on 19 May 2023.”

**DRAFT Public MINUTES ORDINARY MEETING**

Friday 19 May 2023
Maple & Pine Bundaleer Forest
45 Springs Rd, Bundaleer North

OPENING OF MEETING

The Legatus Group Chair Mayor Rodney Reid opened the meeting at 10.30am

ACKNOWLEDGEMENT OF COUNTRY & WELCOME

Mayor Sue Scarman provided an acknowledgement of Country and welcomed everyone to the meeting and the venue. Mayor Scarman provided background on the Northern Areas Council and the large road and bridges network plus the numerous buildings across the 10 towns and numerous settlements that comprise the Northern Areas Council. Mayor Scarman outlined the role the region has with renewable energy including the wind farms and big battery and the solar being undertaken by the council which has provided significant savings. Two major projects are the Pine Creek Bridge and Main Street of Jamestown.

ADMINISTRATIVE MATTERS**1.1 Attendance**

Members: Mayor Rodney Reid, Mayor Allan Aughey OAM, Mayor Ken Anderson, Mayor Bill Gebhardt, Mayor Sue Scarman, Mayor Ruth Whittle OAM, Mayor Kathie Bowman, Mayor Leon Stephens, Deputy Mayor Marcus Strudwicke, Mayor Leonie Kerley and Mayor Stephen McCarthy.

Others: Legatus Group CEO Simon Millcock, Maree Wauchope, Helen McDonald, Eric Brown, Kelly Westell, Paul Simpson, Stephen Rufus, Sam Johnson and Andrew MacDonald.

Apologies

Members: Mayor Roslyn Talbot, Mayor Bill O'Brien, Mayor Darren Braund, Mayor Bim Lange OAM and Mayor Mark Wasley. CEO's Martin McCarthy, Russell Peate, David Stevenson, Richard Dodson, James Miller, Peter Ackland and Andrew Cameron.

1.2 Leave of Absence

The meeting noted that Adelaide Plains Council Mayor Mark Wasley is on leave and as such Deputy Mayor Marcus Strudwicke is the Principal Member for this meeting.

1.3 Conflict of Interest

Legatus Group CEO Simon Millcock outlined a conflict of interest re confidential item 4.16 CEO's Performance Review.

1.4 Previous meeting minutes

The Minutes of the Legatus Group meeting held 10 February 2023 had been distributed.

Motion: That the minutes of the Legatus Group Ordinary Meeting held on 10 February 2023 be confirmed as a true and correct record.

Moved: Mayor Bill Gebhardt Seconded: Mayor Sue Scarman CARRIED

1.5 Legatus Group Action List (July 2021 – May 2023)

Legatus Group CEO Legatus Group CEO provided an update with the agenda on actions relating to meetings.

Motion: That the Legatus Group receives and notes the report.

Moved: Mayor Leon Stephens Seconded: Mayor Leonie Kerley CARRIED

1.6 Deferred/Adjourned Items

Nil

2. PRESENTATIONS / PETITIONS / DEPUTATIONS

2.1 Philip Roetman, Coordinator Environmental Sustainability, City of Burnside - Burnside Carbon Offset Scheme

Philip Roetman provided an update on the City of Burnside environmental sustainability carbon offset scheme which has funding to help support tree plantings in Regional SA and an offer to partner with Legatus Group Constituent councils.

3. REPORTS FOR INFORMATION

The Legatus Group CEO provided a copy of the minutes from the Legatus Group Audit & Risk, Regional Management Group, Community Wastewater Management Schemes Advisory Committee, Waste Management Advisory Committee and Road Transport and Infrastructure Advisory Committee.

Motion:

That the Legatus Group receives and notes the Audit and Risk Management Committee, Regional Management Group, Community Wastewater Management Schemes Advisory Committee, Waste Management Advisory Committee and Road Transport and Infrastructure Advisory Committee minutes.

Moved: Mayor Leon Stephens Seconded: Mayor Sue Scarman CARRIED

4. REPORTS FOR DECISIONS**4.1 Business Plan Update**

The Legatus Group CEO provided a report on the 2022/23 Business Plan.

Motion: That the Legatus Group notes the report.

Moved: Mayor Kathy Bowman Seconded: Mayor Ruth Whittle CARRIED

4.2 Financial Report 2022/2023

Legatus Group CEO Simon Millcock provided a report with the agenda on the 2022/2023 Legatus Group Budget review.

Motion: That the Legatus Group:

- 1. Receives the report and that pursuant to Section 123(13) of the Local Government Act 1999 and Section 7 of the Local Government (Financial Management) Regulations 2011 the Legatus Group notes the contents of the Statutory Finance Reports for the period ending 30 April 2023.**
- 2. Receives and adopts the revised 2022/2023 Budget Review 4 and notes that there is no need to submit the revised budget to member councils for their approval.**

Moved: Mayor Ken Anderson Seconded: Acting Mayor Marcus Strudwicke CARRIED

4.3 CEO Credit Card Expenditure

Legatus Group CEO Simon Millcock provided a report with the agenda of CEO's Credit Card Expenditure.

Motion: That the Legatus Group notes the CEOs credit card expenditure report for 1 February 2023 till 30 April 2023.

Moved: Mayor Kathy Bowman Seconded: Mayor Ken Anderson CARRIED

4.4 Legatus Group Charter

Legatus Group CEO provided a report with the agenda.

Motion:

1. That the Legatus Board requests the CEO to obtain quotations from at least three (3) independent consultants to complete a review of the Legatus Group Charter and that these quotations be presented to the Board at the next scheduled Ordinary Legatus Board Meeting for consideration and decision.
2. That this process of review includes a full review of the Legatus Group Charter but with specific emphasis on narrowing and limiting the current operational focus of the Legatus Group and pivoting to its key responsibility of advocacy.
3. That this process of review includes the preparation of an independent report, from the appointed consultant, reporting on the outcome of the review including proposed amendments to the Charter.
4. That this process of review includes workshops with the Board and the Regional Management Group.
5. That this process be commenced with the intention of completing the review as soon as practical.

Moved: Mayor Leon Stephens

Seconded: Mayor Leon Kerley

CARRIED

4.5 Legatus Group Strategic Plan Review

Legatus Group CEO provided an update on the Legatus Group strategic plan with the agenda.

Motion: That the Legatus Group:

1. Receives the report noting that four of the constituent council have not approved the draft Legatus Group Strategic Plan 2023 – 2027 and Long-Term Financial Plan.
2. That the Legatus Board requests the CEO to obtain quotations from at least three (3) independent consultants to facilitate the development of a new Strategic Plan for the Legatus Group and that these quotations be presented to the Board at the next scheduled Ordinary Legatus Board Meeting for consideration and decision.
3. That the process of review includes workshops with the Board, the Regional Management Group, Independent Consultants and CEO with specific emphasis on narrowing and limiting the focus to items of clear and direct relevance to Member Councils only and pivoting the Legatus Group to the key responsibility of advocacy.
4. That the independent consultant report directly to the Board with the draft Strategic Plan and report on the success of narrowing and limiting the Strategic Plan to items of clear and direct relevance to member Councils only and pivoting to the key responsibility of advocacy.
5. That the process be commenced with the intention of completing the review as soon as practical.

Moved: Mayor Leon Stephens

Seconded: Mayor Alan Aughey

CARRIED

4.6 Legatus Group 2023/2024 Business Plan and Budget

Legatus Group CEO provided a report with the agenda for discussion and consideration.

Motion: That the Legatus Group:

1. **Receives and notes the report.**
2. **Requests the CEO to provide a report at the proposed special meeting on 2 June 2023 outlining all expenditure in the proposed draft Business Plan and Budget for 2023/2024 that can be put on hold until a new Strategic Plan has been adopted, specifically focusing on new projects that do not align with the Legatus Group's key responsibility of advocacy and existing projects that can be placed on hold without causing financial contractual, reputational or other detriment.**

Moved: Mayor Leon Stephens Seconded: Mayor Leonie Kerley CARRIED

4.7 Legatus Group Deputy Chairperson

Legatus Group CEO provided a report seeking a decision on the appointment of a deputy chairperson.

Motion: That the Legatus Group notes the report and appoints Mayor Ken Anderson as Deputy Chairman for the Legatus Group until the 2024 AGM.

Moved: Mayor Kathy Bowman Seconded: Mayor Stephen McCarthy CARRIED

4.8 Withdrawal of Membership

Mayor Leonie Kerley noted a conflict of interest by Barunga West Council and left the room.

Legatus Group CEO provided attachment with the agenda.

Motion: That the Legatus Group receives and notes the report.

Moved: Mayor Sue Scarman Seconded: Leon Stephens CARRIED

Mayor Kerley and Maree Wauchope returned to the meeting.

4.9 Legatus Group and SAROC

Legatus Group CEO provided a report with the agenda.

Motion: That the Legatus Group notes the report and acknowledges that the LGA CEO has indicated that he will meet the Regional LGA Executive Officers to discuss.

Moved: Mayor Rodney Reid Seconded: Mayor Leonie Kerley CARRIED

4.10 Northern and Yorke Drought Resilience Plan

Legatus Group CEO provided attachments with the agenda.

Motion: That the Legatus Group notes the report and the role that the Legatus Group has been identified to deliver within the Northern and Yorke Drought Resilience Plan.

Moved: Mayor Ken Anderson Seconded: Mayor Stephen McCarthy CARRIED

4.11 Northern and Yorke Community Continuity Planning for Disasters

Legatus Group CEO provided a report with the agenda.

Motion: That the Legatus Group notes the report and that it encourages constituent councils and their communities to be actively involved in the workshops.

Moved: Mayor Ruth Whittle Seconded: Mayor Leon Stephens CARRIED

4.12 Legatus Regional Management Group (RMG)

Chair RMG CEO Andrew MacDonald provided a report with the agenda.

Motion:

- a) **That the Board recommends that the Legatus Advisory Committees (with the exception of the Audit and Risk Management Committee) meet 6 weeks prior to Legatus Board meetings to provide advice and input into the Legatus quarterly agenda, and strategies and priorities of the Legatus Group.**
- b) **That the Board acknowledges that the Regional Management Group meet 4 weeks prior to Legatus Board meetings to provide advice and input into the Legatus quarterly agenda.**
- c) **That the Board endorses the Chair of the Regional Management Group, attending meetings with the Legatus CEO, Legatus Chair and Deputy Chairs to support the final drafting of the Legatus quarterly agenda, and other related matters.**

Moved: Mayor Leonie Kerley Seconded: Mayor Sue Scarman CARRIED

4.13 Special Local Roads Program (SLRP) and Legatus Group Regional Road Plan

Legatus Group CEO provided attachments Roads Data Base Calculator and Regional Action Plan Legatus Group Road Transport Plan with the agenda.

Motion:

- I. **That the Legatus Group notes the report and approves the Legatus Group updated Roads Data Plan and Legatus Group Roads Data Base priority list.**

Moved: Mayor Ken Anderson Seconded: Mayor Bill Gebhardt CARRIED

- 2. Requests a report from the Legatus Group CEO on a recommended approach by the Legatus Group to lobby for increased funding for the SLRP Program.**

Moved: Mayor Leonie Kerley

Seconded: Mayor Rodney Reid

CARRIED

4.14 Material Recovery Facility (MRF)

Legatus Group CEO provided a report with the agenda.

Motion:

That the Legatus Group notes the report and provides in principal support to investigating the potential for a regional Material Recovery Facility and that the Legatus Group CEO seeks to gain support from the Eyre Peninsula and Murraylands and Riverland LGA's before considering any recommendations to progress.

Moved: Mayor Ruth Whittle Seconded: Mayor Leon Stephens

CARRIED

4.15 Carbon Offsetting

Legatus Group CEO provided an update on collaborative Local Government Carbon Offsetting with the agenda.

Motion: That the Legatus Group notes the report.

Moved: Mayor Sue Scarman Seconded: Mayor Ken Anderson

CARRIED

4.16 CONFIDENTIAL ITEM

Chair Mayor Rodney Reid asked for all members of the public to leave the meeting except the minute taker Andrew MacDonald for discussion of Legatus Group CEO Performance Review proposal.

Motion:

That the Legatus Group:

- 1. Pursuant to section 90(2) of the Local Government Act 1999, orders that all members of the public, except the minute taker be excluded from the meeting to enable discussion on item 4.16 - CEO's Annual Performance Review Proposal.**
- 2. Is satisfied that, pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which -could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.**
- 3. Is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to**

be disclosed and discussed has the potential to impact adversely and contains commercial

Moved: Mayor Leonie Kerley Seconded: Mayor Kathy Bowman CARRIED

The meeting was closed to the public and then re-opened to the public.

Motion

That, having considered Agenda Item 5.1– ‘CEO’s Annual Performance Review Proposal’ in confidence under Sections 90(2) and 90(3)(d) of the Local Government Act 1999, the Council, pursuant to Section 91(7) (b) of the Act orders that all the discussion, documents and reports relating to this agenda item be retained in confidence for a period of 12 months.

Moved: Mayor Ken Anderson Seconded: Mayor Sue Scarman CARRIED

5 MOTIONS AND QUESTIONS

5.1 Motions of which Notice has been given.

A report on the ESCOSA Fee Structure was provided with the agenda by the District Council Orroroo Carrieton.

MOTION

- 1. That the LEGATUS CEO writes to Adam Wilson, the CEO of ESCOSA, the Honourable Geoff Brock MP, Minister of Local Government and the Honourable Susan Close MP, Deputy Premier and Minister for Environment and Water advising of the Legatus Group’s opposition to the model Fee Structure being set by ESCOSA.**
- 2. That the LEGATUS CEO writes to all other SA Regional LGAs seeking support in advocating for change to the model Fee Structure currently set by ESCOSA.**
- 3. That the LEGATUS Board provide support to the District Council of Orroroo Carrieton in its motion seeking SAROC board support for a change to the model Fee Structure currently set by ESCOSA.**

Moved: Mayor Kathy Bowman Seconded: Mayor Ken Anderson CARRIED

5.2 Motions without Notice

The Chair to ask Members if there are any motions without notice.

5.3 Questions with Notice Nil

5.4 Questions without Notice Nil

6 MEMBERS COMMUNICATION

6.1 Chairperson's Report May 2023

Mayor Rodney Reid Chairperson of Legatus provided a report with the agenda.

Motion: That the chairperson's report for May 2023 be received and noted.

Moved: Mayor Alan Aughey Seconded: Mayor Stephen McCarthy

CARRIED

7 BEST PRACTICE PRESENTATION

Eric Brown CEO Flinders Ranges Council

Award-Winning Quorn Silo Light Show which won Gold at the 2022 Australian Street Art Awards under the Best Mega Mural category.

8 MAYOR BOWMAN

Mayor Bowman has outlined an intention to resign as Mayor of Orroroo Carrieton which would mean that her position as a member of the Legatus Group Audit and Risk Managamnet Committee will become vacant. Mayor Bowman has been a long term (inaugural) member of the Legatus Group Audit and Risk Managamnet Committee.

The Legatus Group acknowledged the contribution by Mayor Bowman.

8 CLOSE and DATE FOR NEXT MEETING

Meeting closed at: 12.57pm

Next meeting: Friday 25 August 2023 AGM 10.00 am which will followed by the Ordinary meeting and to be hosted by the District Council of Peterborough.

13.2 LEGATUS GROUP SPECIAL MEETING HELD 2 JUNE 2023**Record Number:** D23/23689**Author:** Governance Administration Officer**Authoriser:** Director Corporate Services**Attachments:** 1. Legatus Group – Minutes of the Special Meeting held 2 June 2023 [↓](#) **OVERVIEW**

The purpose of this report is for Council to receive and note the Minutes of the Legatus Group Special Meeting held on 2 June 2023.

RECOMMENDATION

“that Council receives and notes the Minutes of the Legatus Group Special Meeting held on 2 June 2023.”

**DRAFT MINUTES SPECIAL MEETING****Friday 2 June 2023 - held on-line via Zoom.****OPENING OF MEETING**

The Legatus Group Chair Mayor Rodney Reid opened the meeting at 10.36am. All members announced their presence to other board members and all members confirmed that they were able to hear and be heard.

ADMINISTRATIVE MATTERS**1.1 Attendance**

Members: Mayor Rodney Reid, Mayor Bill O'Brien, Mayor Sue Scarman, Mayor Ruth Whittle OAM, Mayor Leon Stephens, Mayor Mark Wasley, Mayor Darren Braund, Mayor Roslyn Talbot, Mayor Leonie Kerley and Mayor Stephen McCarthy. Others: Legatus Group CEO Simon Millcock and CEOs Andrew MacDonald, Eric Brown, Kelly Westell, Paul Simpson, Stephen Rufus and Peter Ackland.

Apologies

Members: Mayor Ken Anderson, Mayor Kathie Bowman and Mayor Bim Lange. Others: CEO's Martin McCarthy, James Miller and Andrew Cameron.

1.2 Leave of Absence Nil**1.3 Conflict of Interest Nil****2. Legatus Group 2023/2024 Business Plan and Budget**

The Legatus Group Chairman outlined that the Legatus Group 2023/2024 Business Plan and Budget was the specific purpose for this meeting. Whilst he did note the recent SA Tiny Tourism Town Award for Port Broughton (Barunga West Council). The Legatus Group CEO provided a report with the agenda on the Legatus Group 2023/2024 Business Plan and Budget which included a revised design and update following the motions from the 19 May 2023 Legatus Group Meeting.

Motion: That the Legatus Group receives and notes the report and adopts the Legatus Group 2023/2024 Business Plan and Budget.

Moved: Mayor Ruth Whittle Seconded: Mayor Sue Scarman



CARRIED

3. CLOSE and DATE FOR NEXT MEETING

Meeting closed at: 10.51am and the next meeting is Friday 25 August 2023.

13.3 GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY - BOARD MEETING HELD ON 15 JUNE 2023**Record Number:** D23/25641**Author:** Governance Administration Officer**Authoriser:** Director Corporate Services

Attachments:

1. Gawler River Floodplain Management Authority - Minutes of Board Meeting held 15 June 2023 [!\[\]\(0aff635c4179ba9e710b00f4b01d3b20_img.jpg\)](#) 
2. Gawler River Floodplain Management Authority - Key Outcomes Summary - Board Meeting held 15 June 2023 [!\[\]\(9b3d169a802e50e3425ebff869ff6250_img.jpg\)](#) 

OVERVIEW

The purpose of this report is for Council to receive and note the minutes of the Gawler River Floodplain Management Authority Board meeting held on 15 June 2023.

RECOMMENDATION

“that Council receives and notes the minutes of Gawler River Floodplain Management Authority Board Meeting held on 15 June 2023.”

MINUTES

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY BOARD

9:45am Thursday 15 June 2023

The Barossa Council – 43-51 Tanunda Road, Nuriootpa SA

1. Meeting of the Board

1.1 Welcome by the GRFMA Chairperson

Mr Ian Baldwin formally welcomed Board Members, Deputy Board Members, Observers and the Executive Officer and opened the 140th meeting of the Board.

1.2 Present

- Mr Ian Baldwin, Independent Board Member, Chair
- Cr Terry-Anne Keen, Adelaide Plains Council, Board Member
- Ms, Sheree Schenk Adelaide Plains Council, Deputy Board Member
- Mr Ashley Curtis, Adelaide Hills Council, Board Member
- Cr Bruce Preece, The Barossa Council, Board Member
- Mr Martin McCarthy, The Barossa Council, Board Member
- Cr Paul Koch, Town of Gawler, Board Member
- Ms Whendee Young, Town of Gawler, Board Member
- Mr Richard Dodson, Light Regional Council, Board member
- Cr Clint Marsh, City of Playford, Board Member
- Mr Greg Pattinson, City of Playford, Board Member
- Mr David Hitchcock, Executive Officer

1.3 Apologies

- Cr Malcolm Herrmann, Adelaide Hills Council, Board Member
- Mr James Miller, Adelaide Plains Council, Board Member
- Cr Michael Phillips-Ryder, Light Regional Council, Board Member

1.4 Appointment of Observers

GB 35/23 Observers
Moved: Cr Terry-Anne Keen
Seconded: Ms Sheree Schenk

That Cr John Lush be appointed as an Observer.

CARRIED UNANIMOUSLY

1.5 Declarations of Interest

David Hitchcock declared a general interest in item 6.1 regarding the superannuation element and its relevancy to his role.

2. Confirmation of Minutes**2.1 GRFMA Ordinary Meeting Minutes****GB 36/23 GRFMA Ordinary Meeting Minutes****Moved:** Cr Bruce Preece**Seconded:** Mr Greg Pattinson

That the Minutes of the Gawler River Floodplain Management Authority Board meeting held 20/04/2023 be confirmed as a true and accurate record of that meeting.

CARRIED UNANIMOUSLY**2.2 GRFMA Confidential Meeting Minutes****GB 37/23 GRFMA Confidential Meeting Minutes****Moved:** Cr Bruce Preece**Seconded:** Cr Terry-Anne Keen

That the Confidential Minutes of the Gawler River Floodplain Management Authority Board meeting held 20/04/2023 be confirmed as a true and accurate record of that meeting.

CARRIED UNANIMOUSLY**2.3 Actions on Previous Resolutions**

Noted.

2.4 Matters Arising from the Minutes

Nil

3. Questions on Notice

Nil

4. Motions on Notice

Nil

5. Presentations

Nil

6. Audit Committee**6.1 Audit Committee Meeting Minutes****GB 38/23 Audit Committee Meeting Minutes****Moved:** Mr Martin McCarthy**Seconded:** Cr Clint Marsh

That the GRFMA:

- 1. Receives the minutes of the Gawler River Floodplain Management Authority Audit Committee meeting held 5/06/2023.*

2. *Acknowledges recommendation for adjustment of BR3 to reflect additional cost associated with super guarantee payment liabilities for the 2022/2023 financial year.*
3. *Endorses recommendation that GRFMA seek to replenish cash reserves and minimise any further short-term funding of projects from such reserves.*
4. *Directs that unpaid super guarantee payments and interest be paid as soon as feasibly possible from the BR3 budget within the financial year ended 30/6/2023.*

CARRIED UNANIMOUSLY

7. Technical Assessment Panel

Nil

8. Reports

8.1 Stormwater Management Plan Progress Report

GB 39/23 Stormwater Management Plan Progress Report

Moved: Mr Martin McCarthy

Seconded: Cr Paul Koch

That the GRFMA:

1. *Notes the report.*
2. *Receives correspondence of 25/5/2023 from the Stormwater Management Authority (SMA).*
3. *Requests the Executive Officer to undertake appropriate actions to progress the Gawler River Stormwater Management Plan as indicated by SMA.*

CARRIED UNANIMOUSLY

8.2 Gawler River Flood Mitigation, Department for Environment and Water

The Board discussed the development of an Advocacy Plan.

GB 40/23 Gawler River Flood Mitigation, Department for Environment and Water

Moved: Cr Clint Marsh

Seconded: Mr Richard Dodson

That the GRFMA:

1. *Acknowledges with appreciation the confirmation of funding contributions to the Gawler River Business Case now provided by Constituent Councils.*
2. *Reaffirms support and commitment to assist in completion of the Business Case and to revisit funding contribution considerations at 2023/2024 Budget Review 1.*
3. *Requests the GRFMA Chairperson to write, in reply, to the Acting CEO of the Department for Environment and Water:*
 - a. *advising of the Constituent Council contribution commitment to the Gawler River Business Case and that the GRFMA is not opposed to consideration that Business Case work could be prioritised by re-allocating funds from short term flood management projects.*
 - b. *requesting that the DEW Executive Committee and Steering Committee be informed of the GRFMA considerations.*
4. *Endorses the development of an Advocacy Plan to support the Boards efforts in securing funding from the State and Federal Governments to deliver the preferred flood mitigation measures identified in the Gawler River Stormwater Management Plan and Gawler River Flooding Business Case.*
5. *Seeks the support of the Constituent Council(s) administration in the development of the Advocacy Plan.*

6. *Requests The Advocacy Plan to be presented to the Board no later than the December 2023 Board meeting.*

CARRIED UNANIMOUSLY

8.3 Financial Report and BR3

GB 41/23 Financial Report and BR3

Moved: Mr Martin McCarthy

Seconded: Mr Greg Pattinson

That the GRFMA:

- 1. Receives the financial report as of 31 May 2023 showing a cash at bank balance of \$13,045.85.*
- 2. Notes internal cash lending for CAD offset is \$122,740.*
- 3. Adopts the GRFMA 2022/2023 Budget Review 3 documents May 2023, and the variances contained as its amended and current budget for the period ended 30 June 2023.*

CARRIED UNANIMOUSLY

8.4 Achievements Against the 2022-2023 Annual Business Plan

GB 42/23 Achievements Against the 2022-2023 Annual Business Plan

Moved: Mr Richard Dodson

Seconded: Mr Martin McCarthy

That the GRFMA receives the report.

CARRIED UNANIMOUSLY

8.5 GRFMA Annual Business Plan 2023-2024

GB 43/23 GRFMA Annual Business Plan 2023-2024

Moved: Mr Richard Dodson

Seconded: Mr Greg Pattinson

That pursuant to Clause 12.2 of the Charter, the GRFMA Business Plan 2023-2024 be adopted subject to final ratification from Town of Gawler and The Barossa Council.

CARRIED UNANIMOUSLY

8.6 GRFMA Annual Budget 2023-2024

GB 44/23 GRFMA Annual Budget 2023-2024

Moved: Mr Greg Pattinson

Seconded: Mr Richard Dodson

That the GRFMA resolves subject to final ratification from Town of Gawler and The Barossa Council:

- 1. That pursuant to Section 25 Schedule 2 Part 2 of the Local Government Act 1999, that the GRFMA Budget 2023- 2024 be adopted.*
- 2. That pursuant to Clause 11.1 of the Charter that the subscriptions scheduled below be subscriptions payable for the 2023-2024 year:*

The Schedule:*Part A Flood Mitigation Works – No subscriptions.**Part B Capital works and Maintenance – A total of \$139,758 calculated by the percentage shares prescribed in Clause 10.1 of the Charter:*

<i>Adelaide Plains Council</i>	<i>\$40,390</i>
<i>Adelaide Hills Council</i>	<i>\$2,418</i>
<i>The Barossa Council</i>	<i>\$12,117</i>
<i>Town of Gawler</i>	<i>\$24,234</i>
<i>Light Regional Council</i>	<i>\$12,117</i>
<i>City of Playford *</i>	<i>\$48,482</i>
<i>Total</i>	<i>\$139,758</i>

Part C Operation – A total of \$149,630 calculated by even shares prescribed in Clause 11.1 of the Charter

<i>Adelaide Plains Council</i>	<i>\$24,938</i>
<i>Adelaide Hills Council</i>	<i>\$24,938</i>
<i>The Barossa Council</i>	<i>\$24,938</i>
<i>Town of Gawler</i>	<i>\$24,938</i>
<i>Light Regional Council</i>	<i>\$24,938</i>
<i>City of Playford</i>	<i>\$24,938</i>
<i>Total * rounding</i>	<i>\$149,630</i>

CARRIED UNANIMOUSLY**8.7 Big Map**

The Board discussed future actions including a potential desktop exercise of a flood event including all relevant agencies. Once the SMP and Business Case have been completed, the Board will consider a way forward.

GB 45/23 Big Map**Moved:** Cr Bruce Preece**Seconded:** Cr Terry-Anne Keen*That:*

- 1. The key points identified from the 31 May 2023 Big Map exercise be included as component of priority action "Assist the Constituent Councils in communicating with general communities and specific interest groups in relation to flood mitigation for the Gawler River" in the 2023/2024 Business Plan.*
- 2. The GRFMA pursue and promote interstate Reconstruction Department models (Qld & NSW) for implementation in SA.*

CARRIED**8.8 Flood Managers Australia****GB 46/23 Flood Managers Australia****Moved:** Cr Terry-Anne Keen**Seconded:** Cr Paul Koch*That the GRFMA receives the report.***CARRIED UNANIMOUSLY**

8.9 New Corporate Details GRFMA**GB 47/23 New Corporate Details GRFMA****Moved:** Mr Martin McCarthy**Seconded:** Mr Greg Pattinson

That changes to new contact details for the GRFMA be noted.

CARRIED UNANIMOUSLY**9. Correspondence**

Correspondence received was reported within items 8.1 and 8.2.

10. Confidential**10.1 GRFMA Executive Services Consultancy Agreement for the 2024-2025 Service Period****GB 48/23 GRFMA Executive Services Consultancy Agreement for the 2024-2025 Service Period****Moved:** Cr Bruce Preece**Seconded:** Ms Sheree Schenk

That:

- 1. Pursuant to Section 90(2) of the Local Government Act 1999, an Order is made that the public be excluded from attendance at the meeting in order to consider in confidence agenda item 10.1 GRFMA Executive Services Consultancy Agreement for the 2024-2025 Service Period, pursuant to Section 90(3)(a) of the Local Government Act 1999 on the basis of: containing information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*
- 2. This matter is confidential because the information herein provides commercial terms and conditions for the position of GRFMA Executive Officer.*
- 3. On the basis of this information, the principle that meetings of the GRFMA should be conducted in a place open to the public has been outweighed in this instance: the Committee consider it necessary to consider this matter in confidence.*

CARRIED UNANIMOUSLY

10:45am David Hitchcock left the meeting.

10:45am the confidential session commenced.

GB 49/23 GRFMA Executive Services Consultancy Agreement for the 2024-2025 Service Period**Moved:** Mr Richard Dodson**Seconded:** Cr Bruce Preece

That the GRFMA:

- 1. Under mutual agreement with David Hitchcock, agrees to void the current Gawler River Flood Plan Management Authority Executive Officer Service Agreement (Contract: 1/22) at the end of day on the 30 June 2023.*
- 2. Agrees to the engagement of David Hitchcock's corporate identity (to be confirmed) to provide Executive Services to the Gawler River Floodplain Management Authority for the period 1 July 2023 – 31 December 2025.*

3. *Requests the Chairperson to engage legal advice to prepare a new Gawler River Floodplain Management Authority Executive Services Agreement with David Hitchcock's corporate identity (to be confirmed) for the period 1 July 2023 – 31 December 2025, incorporating current services rates (CPI adjusted annually capped at 2.5%) and the revised schedule of Key Performance Indicators attached to this report.*

LOST

GB 50/23 GRFMA Executive Services Consultancy Agreement for the 2024-2025 Service Period

Moved: Mr Greg Pattinson

Seconded: Cr Paul Koch

That the GRFMA:

1. *Under mutual agreement with David Hitchcock, agrees to void the current Gawler River Flood Plan Management Authority Executive Officer Service Agreement (Contract: 1/22) at the end of day on the 30 June 2023.*
2. *Agrees to the engagement of David Hitchcock's corporate identity (to be confirmed) to provide Executive Services to the Gawler River Floodplain Management Authority for the period 1 July 2023 – 31 December 2025.*
3. *Requests the Chairperson to engage legal advice to prepare a new Gawler River Floodplain Management Authority Executive Services Agreement with David Hitchcock's corporate identity (to be confirmed) for the period 1 July 2023 – 31 December 2025, incorporating current services rates (to be maintained for 12 months and then reviewed annually) and the revised schedule of Key Performance Indicators attached to this report.*

CARRIED

GB 51/23 GRFMA Executive Services Consultancy Agreement for the 2024-2025 Service Period

Moved: Cr Bruce Preece

Seconded: Cr Terry-Anne Keen

That:

1. *Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA orders that the following aspects of item 10.1 GRFMA Executive Services Consultancy Agreement for the 2024-2025 Service Period, be kept confidential in accordance with the GRFMA Boards reasons to deal with this item in confidence pursuant to section 90(3)(d)(e) of the Local Government Act 1999:*
 - *Report for Item 10.1.*
 - *Attachment for item 10.1.*
2. *This order shall operate until reviewed and determined as part of the annual review by the Authority*

CARRIED UNANIMOUSLY

10:58am the confidential session concluded.

10:58am David Hitchcock returned to the meeting.

10.2 GRFMA Chairperson, Independent Member Panel Report**GB 52/23 GRFMA Chairperson, Independent Member Panel Report****Moved:** Cr Clint Marsh**Seconded:** Ms Sheree Schenk*That:*

- 1. Pursuant to Section 90(2) of the Local Government Act 1999, an Order is made that the public be excluded from attendance at the meeting in order to consider in confidence agenda item 10.2 GRFMA Chairperson, Independent Member Panel Report, pursuant to Section 90(3)(a) of the Local Government Act 1999 on the basis of : containing information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*
- 2. This matter is confidential because the information herein provides commercial terms and conditions for the position of GRFMA Chairperson, Independent Member.*
- 3. On the basis of this information, the principle that meetings of the GRFMA should be conducted in a place open to the public has been outweighed in this instance: the Committee consider it necessary to consider this matter in confidence.*

CARRIED UNANIMOUSLY

10:59am the confidential session commenced

The Panel provided a briefing on the decision.

GB 53/23 GRFMA Chairperson, Independent Member**Moved:** Cr Clint Marsh**Seconded:** Cr Bruce Preece*That the GRFMA:*

- 1. Acknowledges the term of appointment of Mr Ian Baldwin GRFMA Chairperson, Independent Member expires on 1/9/2023.*
- 2. Following process of public call for expressions of interest, GRFMA Chairperson, Independent Member, and subsequent recommendation by the Panel, endorses Mr Des Bilske as the preferred candidate for appointment to that position for a term of three years commencing 2/9/2023.*
- 3. Directs the GRFMA Executive Officer to correspond with Constituent Councils seeking resolution for appointment of Mr Bilske, as required pursuant to Section 4.4.1 of the GRFMA Charter.*

CARRIED UNANIMOUSLY**GB 54/23 GRFMA Chairperson, Independent Member****Moved:** Cr Bruce Preece**Seconded:** Cr Paul Koch*That:*

- 1. Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA orders that the following aspects of item 10.2 GRFMA Chairperson, Independent Member Panel Report be kept confidential in accordance with the GRFMA Boards reasons to deal with this item in confidence pursuant to section 90(3) (d) (e) of the Local Government Act 1999:*
 - Report for Item 10.2.*

- *Attachment for item 10.2.*
- 2. *This order shall operate until reviewed and determined as part of the annual review by the Authority in accordance with Section 91(9)(a) of the Local Government Act 1999.*

CARRIED UNANIMOUSLY

11:06am the confidential session concluded.

11. Urgent Matters Without Notice

The Board discussed the recent announcement that the Department for Environment and Water had received \$3M in funding for levy banks.

The Board thanked the Town of Gawler for hosting the 'Big Map' exercise.

12. Next Meeting

Date and Time: Thursday, 17 August 2023

Host: Town of Gawler

13. Closure

The Chairperson thanked the host Council and members for their attendance and contributions and closed the meeting at 11:09am.

Chair _____ Date _____

Gawler River Floodplain Management Authority

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

KEY OUTCOMES SUMMARY

GRFMA Board Meeting – 15 June 2023

Gawler River Flood Mitigation Business Case

The meeting acknowledged with appreciation the confirmation of funding contributions to the Gawler River Business Case now provided by Constituent Councils.

The GRFMA Chairperson was requested to write to the Acting CEO of the Department for Environment and Water advising of the Constituent Councils' contribution commitment to the Gawler River Business Case and that the GRFMA is not opposed to consideration of the Business Case work being prioritised by re-allocating funds from short term flood management projects.

Development of an Advocacy Plan was endorsed to support the Board's efforts in securing funding from the State and Federal Government's to deliver the preferred flood mitigation measures identified in the Gawler River Stormwater Management Plan and Gawler River Flooding Business Case.

The GRFMA Executive Officer was requested to seek the support of the Constituent Councils' administration in the development of the Advocacy Plan.

Financial Report and Budget Review 3(BR3)

The financial report as of 31 May 2023 provided a cash at bank balance of \$13,0454.85 with internal cash lending for CAD offset of \$122,740. GRFMA 2022/2023 Budget Review 3 May 2023, and the variances contained, was adopted as the amended and current budget for the period ended 30 June 2023.

Achievements Against the 2022-2023 Annual Business Plan

A report on achievements against the 2022-2023 Annual Business Plan was received.

GRFMA Annual Business Plan 2023-2024

The GRFMA Business Plan 2023-2024 was adopted subject to final ratification from Town of Gawler and The Barossa Council.

GRFMA Annual Budget 2023-2024

The GRFMA Budget 2023- 2024 was adopted subject to final ratification from Town of Gawler and The Barossa Council. Schedule:

- Part A Flood Mitigation Works – No subscriptions.
- Part B Capital works and Maintenance – A total of \$139,758 calculated by the percentage shares prescribed in Clause 10.1 of the Charter:

Gawler River Floodplain Management Authority

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

Adelaide Plains Council	\$40,390
Adelaide Hills Council	\$2,418
The Barossa Council	\$12,117
Town of Gawler	\$24,234
Light Regional Council	\$12,117
City of Playford *	\$48,482
Total	\$139,758

Part C Operation – A total of \$149,630 calculated by even shares prescribed in Clause 11.1 of the Charter

Adelaide Plains Council	\$24,938
Adelaide Hills Council	\$24,938
The Barossa Council	\$24,938
Town of Gawler	\$24,938
Light Regional Council	\$24,938
City of Playford	\$24,938
Total * rounding	\$149,630

Big Map

The Board discussed future actions including a potential desktop exercise of a flood event including all relevant agencies. Once the SMP and Business Case have been completed, the Board will consider a way forward.

GRFMA Executive Services Consultancy Agreement for the 2024-2025 Service Period

The meeting received a report on matters relating to the GRFMA Executive Officer's ongoing engagement, type of service agreement to apply and schedule of Key Performance Indicators (KPIs) to apply to a revised service agreement.

GRFMA Chairperson, Independent Member

Current GRFMA Chairperson, Independent Member, Mr. Ian Baldwin has previously advised the GRFMA that he would not be submitting an expression of interest for appointment for a new term commencing 2/9/2023. Following the process of public call for expressions of interest the GRFMA meeting endorsed Mr. Des Bilske as the preferred candidate for appointment as GRFMA Chairperson, Independent Member for a term of three years commencing 2/9/2023. The GRFMA Executive Officer was requested to correspond with Constituent Councils seeking approval and a resolution of formal appointment of Mr. Bilske as required pursuant to Section 4.4.1 of the GRFMA Charter.

New contact details for the GRFMA

Email: eo@grfma.com
Postal Address: Gawler River Floodplain Management Authority, Post Office Box 366 Seacliff Park, SA, 5049

14 REPORTS FOR DECISION

14.1 POLICY REVIEW - CODE OF PRACTICE – MEETING PROCEDURES

Record Number: D23/18560

Author: Director Corporate Services

Authoriser: Chief Executive Officer

Attachments: 1. Code of Practice – Meeting Procedures  

EXECUTIVE SUMMARY

- The purpose of this report is for Council to review its current *Code of Practice – Meeting Procedures* (the Code of Practice).
- ‘Meeting procedures’ is the term used to describe the rules and guidelines under which formal meetings of a council operate. At a *minimum*, formal meetings of Council, and Council Committees, must operate in accordance the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations).
- Regulation 6 also provides that Council may adopt a code of practice that establishes its own meeting procedures for procedures that are expressed to be capable of being varied at the discretion of the Council.
- The Code of Practice was substantially reviewed on 27 June 2022 and includes the meeting procedures prescribed by the Regulations and additional, discretionary procedures as determined by resolution. For ease of reference, those discretionary procedures are presented in ***bold and italic*** text throughout the Code of Practice.
- There is a minimum legislative requirement that the Code of Practice be reviewed within 12 months of a general election and also once in every financial year.
- Council must now review the operation of its Code of Practice.

RECOMMENDATION

“that Council, having considered Item 14.1 – *Policy Review - Code of Practice - Meeting Procedures*, dated 26 June 2023, receives and notes the report and in doing so adopts the Code of Practice – Meeting Procedures as presented at Attachment 1 to this report **subject to the following amendments:-**

1. _____

2. _____.”

BUDGET IMPACT

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

RISK ASSESSMENT

If Council determines to establish its own discretionary procedures, a Code of Practice must be prepared. The adoption (or review) of a Code of Practice must be supported by two-thirds of members eligible to vote. Any Code of Practice must be reviewed within 12 months of a general election, and the operation of the Code of Practice should be reviewed once in every financial year.

DETAILED REPORT

Purpose

The purpose of this report is for Council to review its current *Code of Practice – Meeting Procedures* (the Code of Practice).

Background

Legislative Requirements

Section 86 of the *Local Government Act 1999* (the Act) provides that the procedure to be observed at a meeting of a council will be (a) prescribed by regulation and (b) as determined by the council.

Accordingly, the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations) prescribes the minimum meeting procedures that must be observed by councils and council committees across South Australia. Certain procedures within the Regulations may be varied, by a resolution supported by two-thirds of the members of the council, and in order to give effect to any such variations or indeed to adopt additional council-determined procedures, a council must adopt a code of practice. Any such code of practice must be reviewed within 12 months of a periodic election and at least once in every financial year.

Council's Code of Practice – Meeting Procedures

As Members are aware, Adelaide Plains Council has a Code of Practice which sets out the various procedures under the Act and Regulations along with various council-determined procedures. The Code of Practice, which applies to all Council meetings and Council Committee meetings (with the exception of the Council Assessment Panel which operates under separate legislation and with its own procedures), restates the minimum legislative provisions contained within the Regulations (with same numbering) and also contains the provisions adopted by Council that are either a variation of the Regulations or deal with matters on which the Regulations are silent (discretionary procedures).

The last substantial review of the current Code of Practice occurred at the Ordinary Meeting on 27 June 2022 (being a meeting within the previous financial year) – refer agenda item 14.2 – [Policy Review – Code of Practice – Meeting Procedures](#). At that time, Council resolved as follows:-

14.2 Policy Review – Code of Practice – Meeting Procedures

Moved Councillor Keen

Seconded Councillor Parker

2022/ 183

“that Council, having considered Item 14.2 – Policy Review – Code of Practice – Meeting Procedures, dated 27 June 2022, receives and notes the report and in doing so adopts the Code of Practice – Meeting Procedures as presented at Attachment 1 to this report subject to the deletion of the ‘Public Open Forum’ procedures.”

CARRIED UNANIMOUSLY

The current Council subsequently considered the Code of Practice at its first meeting in November 2022 and in doing so resolved as follows:-

14.1 *Code of Practice – Meeting Procedures*

Moved Councillor Keen

Seconded Councillor Boon

2022/ 349

“that Council, having considered Item 14.1 – Code of Practice – Meeting Procedures, dated 28 November 2022, receives and notes the report and in doing so:

- 1. Resolves to continue operating under the current Code of Practice – Meeting Procedures until such time that Council Members are in a better position to review same following completion of meeting procedures induction and training activities; and***
- 2. Acknowledges that, in accordance with Regulation 6 of the of the Local Government (Procedures at Meetings) Regulations 2013, Council must review the Code of Practice – Meeting Procedures by no later than the June 2023 Ordinary Council Meeting.”***

CARRIED UNANIMOUSLY

Discussion

With the 2022/2023 financial year coming to an end, it is now timely that a substantial review of the current Code of Practice is undertaken.

A copy of the ‘marked up’ Code of Practice is now presented, at **Attachment 1** to this Report.

Council’s current discretionary procedures (variations and additions) are highlighted in ***bold and italics*** to enable them to be identified more easily and read in conjunction with the formal requirements as prescribed by the legislation.

In preparation for this review, Council’s Director of Corporate Services facilitated an information briefing session with Members on Monday 19 June 2023. Following feedback from Members at the workshop, some minor administrative amendments have been made as well as the insertion of the requirement for Members to stand while addressing the meeting (refer clause 15, new sub-clauses 10-12 on page 14 of the attached Code of Practice).

In terms of Council’s current discretionary procedures, some of the more notable are summarised below:

- Curfew – clause 7(6)
 - *Council and committee meetings outlined in Part 2 Clause 6, will be adjourned if, where the items listed on the agenda are not considered by Council / Committee within three (3) hours, with the option of an additional 30-minute curfew.*
 - There is no legislative requirement for a meeting to be adjourned after a certain period of time. Members may wish to consider what they believe is an appropriate meeting length/curfew.

- Deputations – clause 11
 - The existing discretionary sub-clause (1)(a) has been amended as outlined within the attached document to reflect the ability for deputations that relate to an item of business on the agenda to be received '*up until one (1) hour prior to the meeting*' – this previously said '5pm', however now allows for any change to meeting commencement time.
 - Members may also wish to consider the discretionary 'five (5) clear day' requirement for deputations to be submitted, noting there is no legislative requirement regarding the timeframe. Further, members may wish to consider putting a limit on the number of deputations to be heard per meeting in the event that several were received and core business on the agenda would therefore be at risk of not progressing. Any such wording would need to provide guidance to the Presiding Member in terms of the process for accepting deputation requests.
- Ability for a seconder to reserve their right to speak (Motions) – clause 12
 - Clause 12(9)(a) provides that *a member seconding a motion may elect to either speak to the motion at the time of seconding or may reserve their right to speak to the motion until a later stage of the debate. Where a member seconds a motion and reserves their right to speak to it, they will not be considered to have spoken to the motion.*
 - However, Clause 12(9) provides that *a member moving a motion will speak to the motion at the time of moving the motion.* There is, therefore, no ability for a member moving a motion to 'reserve their right to speak to the motion until a later stage of the debate' in the same way that a member seconding a motion may.
 - Members may wish to consider the above clauses, notwithstanding that there is currently an additional procedure that allows for the mover of a motion to have an opportunity to respond following all debate on a motion ('Right of Reply' – page 13).
- Addresses by Members – clause 15
 - Council's current discretionary procedures involve the requirement to address other members or employees by their official title and also that members must not make a personal reflection upon another member or employee (sub-clauses 8-9).
 - Following feedback received at the workshop recently held, additional discretionary clauses have been inserted that *require members to stand when addressing the Council meeting* (refer sub-clauses 9-11, page 14).
- Points of Order – clause 28
 - Points of Order exist under the Regulations.
 - However, Council's current Clause 28(8) goes further and requires that 'all Points of Order, and any subsequent ruling and motions of a Point of Order, will be recorded in the minutes of the meeting'.

- Members may wish to consider whether there is a desire to continue the practice of recording Points of Order.

These are, of course, only some of the discretionary procedures that Council may vary as part of this review. Members should note that to achieve any change to the Code of Practice, a resolution supported by at least two-thirds of the members entitled to vote must be achieved. To assist and achieve greater efficiency, it would be helpful for the administration to receive an indication of any changes ahead of the Council Meeting (if possible).

Conclusion

The Regulations prescribe the minimum meeting procedures that must be observed by councils and council committees. Certain procedures within the Regulations may be varied, by a resolution supported by two-thirds of the members of the council, and in order to give effect to any such variations or indeed to adopt additional council-determined procedures, a council must adopt a code of practice. Any such code of practice must be reviewed within 12 months of a periodic election and at least once in every financial year.

Council's *Code of Practice – Meeting Procedures* is, therefore, due for review. Members may choose to review the Code of Practice and leave it unchanged or may alter discretionary procedures as set out within this report, or otherwise.

References

Legislation


Local Government Act 1999

Local Government (Procedures at Meetings) Regulations 2013

Council Policies/Plans

Strategic Plan 2021-2024

Proactive Leadership

 Adelaide Plains Council	Code of Practice – Meeting Procedures	
	Version Adoption by Council:	27 June 2022 <u>26 June 2023</u>
	Resolution Number:	2022/183 <u>2023/TBA</u>
	Current Version:	V11 <u>V12</u>
	Administered by: Chief Executive Officer	Last Review Date: 2022 <u>2023</u> Next Review Date: 2023 <u>2024</u>
Document No: D23/25642	Strategic Outcome: Proactive Leadership	

Introduction

Adelaide Plains Council is committed to the principle of honest, open and accountable government and encourages community participation in the business of Council.

Sections 86(8) and 89(1) of the *Local Government Act 1999* (the *Act*) provides that, subject to the *Act*, the procedures to be observed at a meeting of Council or a Council Committee will be:-

- As prescribed by regulation; and
- Insofar as the procedure is not prescribed by regulation – as determined by the Council; and
- Insofar as the procedure is not prescribed by regulation or determined by the Council – as determined by the Council Committee itself.

Part 2 of the *Local Government (Procedures at Meetings) Regulations 2013* (the *Regulations*) specifies certain procedures to be followed during the operation of:-

- Meetings of Council;
- Meetings of a Council Committee performing regulatory activities; and
- Meetings of any other Council Committee to which the Council has resolved Part 2 will apply.

The *Regulations* provide that Council may develop and adopt a Code of Practice for its own meetings of Council and its Committees that varies certain of these provisions.

This Code of Practice restates the minimum legislative requirements contained in the *Regulations*, and contains the procedures adopted by Council that are variations of the *Act* and *Regulations*, or concern matters on which the *Act* and *Regulations* are silent. These discretionary procedures have been inserted in ***italics and bold like this***, in this Code of Practice to enable them to be read in conjunction with the formal requirements of the *Act* and *Regulations*.

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Further, the terms 'regulation' and 'sub regulation' appearing in the *Regulations* have been substituted with 'clause' and 'sub-clause' respectively for the purposes of this Code of Practice. These words may be used interchangeably for the purpose of referring to and interpreting this Code. The *Act* and *Regulations* will prevail in the event of any conflict or inconsistency with this Code.

This Code of Practice will be available to the public to assist their understanding of the procedures associated with the operation of both Council and Council Committee meetings of Adelaide Plains Council.

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Part 1 – Preliminary

1. Citation

This Code may be cited as the Code of Practice – Meeting Procedures (the Code).

2. Purpose

The Code sets out the agreed procedures for the conduct of Council and Committee Meetings, including the legislative obligations and the discretionary elements which Council has varied to enable the Council to operate with reference to the specific needs of this community. It is to be read in conjunction with the *Act* and *Regulations*.

3. Interpretation

(1) In this Code, unless the contrary intention appears:

Act means the *Local Government Act 1999*;

Clear days see sub-clause (2) & (3);

Deputation means a person or group of persons who wish to appear personally before the Council or Council committee in order to address the council or committee (as the case may be) on a particular matter;

Formal motion means a motion:

- (i) that the meeting proceed to the next business; or
- (ii) that the question be put; or
- (iii) that the question lie on the table; or
- (iv) that the question be adjourned; or
- (v) that the meeting be adjourned¹;

¹ See Clause 12 for specific provisions about formal motions.

Guiding Principles see Clause 4;

Member means a member of the Council or Council committee (as the case may be);

Point of order means a point raised to draw attention to an alleged breach of the *Act* or this Code of Practice in relation to the proceedings of a meeting;

Presiding Member means the person who is the Presiding Member of the Council or Council committee (as the case may be) and includes any person who is presiding at a particular meeting;

Regulatory function means an activity which involves the making or enforcement of by-laws, orders, standards or other controls under the *Act*; and

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Written notice includes a notice given in a manner or form determined by the Council ***which includes either legibly hand written or typed and either in paper or electronic form.***

- (2) In the calculation of **clear days** in relation to the giving of notice before a meeting:
 - (a) the day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and
 - (b) Saturdays, Sundays and public holidays will be taken into account.
- (3) For the purpose of the calculation of **clear days** under sub-clause (2), if a notice is given after 5.00pm on a day, the notice will be taken to have been given on the next day.
- (4) For the purpose of this Code, a vote on whether **leave of the meeting** is granted may be conducted by a show of hands (but nothing in this sub-clause prevents a division from being called in relation to the vote).

4. Guiding Principles

The following principles (the **Guiding Principles**) should be applied with respect to the procedures to be observed at a meeting of the Council or a Council committee:

- (a) procedures should be fair and contribute to open, transparent and informed decision-making;
- (b) procedures should encourage appropriate community participation in the affairs of the Council;
- (c) procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting;
- (d) procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.

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Part 2 – Meetings of Councils and Key Committees

Division 1 – Preliminary

5. Application of Part

The provisions of this Part apply to, or in relation to:

- (a) the meetings of the Council;
- (b) the meetings of a Council committee performing regulatory activities; and
- (c) the meetings of any other Council committee if the Council has, by resolution, determined that this Part should apply to that committee.

Where there is any doubt as to whether a committee performs regulatory activities, the Chief Executive Officer (CEO) will make a final determination on the matter.

6. Discretionary Procedures

- (1) Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the Council pursuant to this clause, then a Council may, by a resolution supported by at least two-thirds of the members of the Council entitled to vote on the resolution, determine that a code of practice prepared or adopted by the Council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).
- (2) Council should, at least once in every financial year, review the operation of this Code under this clause.
- (3) Council may at any time, by resolution supported by at least two-thirds of the members of the Council entitled to vote on the resolution, alter a code of practice, or substitute or revoke a code of practice.
- (4) Council must, in considering the exercise of a power under this clause, take into account the Guiding Principles.
- (5) A person is entitled to inspect (without charge) the Code under this clause at the principal office of the Council during ordinary office hours.
- (6) A person is entitled, on payment of a fee fixed by the Council, to a copy of the Code.
- (7) Clause 12(4) does not apply to a motion under sub-clause (3).
- (8) This clause does not limit or derogate from the operation of Clause 20.

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Division 2 – Prescribed Procedures

7. Commencement of Meetings and Quorums

- (1) A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.
- (2) If the number of apologies received by the CEO indicates that a quorum will not be present at a meeting, the CEO may adjourn the meeting to a specified day and time.
- (3) If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the Presiding Member or, in the absence of a Presiding Member, the CEO, will adjourn the meeting to a specified day and time.
- (4) If a meeting is adjourned for want of a quorum, the CEO will record in the minutes the reason for the adjournment, the names of any members present, and the date and time to which the meeting is adjourned.
- (5) If a meeting is adjourned to another day, the CEO must:
 - (a) give notice of the adjourned meeting to each member setting out the date, time and place of the meeting;
 - (b) give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the Council; and
 - (c) ***where such notice is to be given, notices will be placed on Council's website, its Principal Office and the Two Wells Service Centre.***
- (6) ***Council and committee meetings outlined in Part 2 Clause 6, will be adjourned if, where the items listed on the agenda are not considered by Council / Committee within three (3) hours, with the option of an additional 30 minute curfew.***

8. Minutes

- (1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
- (2) No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
- (3) On the confirmation of the minutes, the Presiding Member will:
 - (a) initial each page of the minutes, which pages are to be consecutively numbered; and
 - (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes.

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- (4) The minutes of the proceedings of a meeting must include:
- (a) the names of the members present at the meeting; and
 - (b) in relation to each member present:
 - (i) the time at which the person entered or left the meeting; and
 - (ii) unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and
 - (c) each motion or amendment, and the names of the mover and seconder; and
 - (d) any amendment or withdrawal of a motion or amendment; and
 - (e) whether a motion or amendment is carried or lost; and
 - (f) any disclosure of interest made by a member; and
 - (g) an account of any personal explanation given by a member; and
 - (h) details of the making of an order under subsection (2) of Section 90 of the *Act* (see subsection (7) of that Section); and
 - (i) a note of the making of an order under subsection (7) of Section 91 of the *Act* in accordance with the requirements of subsection (9) of that section; and
 - (j) details of any adjournment of business; and
 - (k) a record of any request for documents to be tabled at the meeting; and
 - (l) a record of any documents tabled at the meeting; and
 - (m) a description of any oral briefing given to the meeting on a matter of council business; and
 - (n) any other matter required to be included in the minutes by or under the *Act* or any Regulation.

9. Questions

- (1) A member may ask a question on notice by giving the CEO written notice of the question at least seven (7) clear days before the date of the meeting at which the question is to be asked.
- (2) If notice of a question is given under sub-clause (1):
 - (a) the CEO must ensure that the question is placed on the agenda for the meeting at which the question is to be asked;
 - (b) the question and the reply must be entered in the minutes of the relevant meeting.
- (3) A member may ask a question without notice at a meeting.
- (4) The Presiding Member may allow the reply to a question without notice to be given at the next meeting.

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- (5) A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.

(a) a motion under Clause 9(5) must be made prior to the question without notice and reply being made.

- (6) The Presiding Member may rule that a question with or without notice not be answered if the Presiding Member considers that the question is vague, irrelevant, insulting or improper.

10. Petitions

- (1) A petition to the council must:
- (a) be legibly written or typed or printed; and
 - (b) clearly set out the request or submission of the petitioners; and
 - (c) include the name and address of each person who signed or endorsed the petition; and
 - (d) be addressed to the council and delivered to the principal office of the council.
- (2) If a petition is received under sub-clause (1), the CEO must ensure the petition or, if the Council has so determined as a policy of the Council, a statement as to the nature of the request or submission and the number of signatures or the number of persons endorsing the petition, is placed on the agenda for the next ordinary meeting of the Council, or is so provided by a policy of the Council, a committee of the Council, **and that a copy of the full petition is provided to Council Members on request.**
- (3) Sub-clause (2) may be varied at the discretion of the council pursuant to Regulation 6 of the *Local Government (Procedures at Meetings) Regulations 2013*.

11. Deputations

- (1) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the Council) a written request to the council **five (5) clear days before the date of the meeting at which the person(s) wishes to appear.**¹
- (a) If the matter relates to an item of business on the Agenda, the written request may be received at the principal office of the Council up until 5.00pm one (1) hour prior to on the day of the meeting.**
- (2) The CEO must transmit a request received under sub-clause (1) to the Presiding Member.

¹ This will enable staff to liaise with the Presiding Member, prior to distribution of the agenda for the meeting. A notation should appear on the agenda for the meeting in relation to the deputation.

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- (3) The Presiding Member may refuse to allow the deputation to appear at a meeting ***or may offer those requesting a deputation the opportunity to appear at a relevant Committee (as per sub-clause (7)).***
- (4) The CEO must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.
- (5) If the Presiding Member refuses to allow a deputation to appear at a meeting, the Presiding Member must report the decision to the next meeting of the Council or Council committee (as the case may be).
- (6) The Council or Council committee may resolve to allow a deputation to appear despite a contrary ruling by the Presiding Member.
- (7) A council may refer the hearing of a deputation to a council committee.
- (8) ***A person or persons appearing as a deputation will be allowed to speak on an issue for a maximum of ten (10) minutes. The Presiding Member may allow for additional time or speakers.***

ADDITIONAL COUNCIL-DETERMINED PROCEDURE

Council Meetings – Call Over of Items of Business

- (1) ***Each item on the meeting agenda will be considered separately with Council considering each recommendation made in such reports.***

12. Motions

- (1) A member may bring forward any business in the form of a written notice of motion.
- (2) The notice of motion must be given to the CEO at least seven (7) clear days before the date of the meeting at which the motion is to be moved.
- (3) A motion to the effect of which, if carried, would be to revoke or amend a resolution passed since the last general election of the Council must be brought by written notice of motion.
- (4) If a motion under sub-clause (3) is lost, a motion to the same effect cannot be brought:
 - (a) until after the expiration of twelve (12) months; or
 - (b) until after the next general election; whichever is the sooner.
- (5) Subject to the Act and this Code, a member may also bring forward any business by way of a motion without notice.
- (6) The Presiding Member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.

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- (7) The Presiding Member may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the Council or Council committee (as the case may be).
- (8) A motion will lapse if it is not seconded at the appropriate time.
- (9) A member moving a motion will speak to the motion at the time of moving the motion.
 - (a) ***A member seconding a motion may elect to either speak to the motion at the time of seconding or may reserve their right to speak to the motion until a later stage of the debate. Where a member seconds a motion and reserves their right to speak to it, they will not be considered to have spoken to the motion.***
- (10) A member may only speak once to a motion except:
 - (a) to provide an explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or
 - (b) with leave of the meeting; or
 - (c) as the mover in reply.
- (11) A member who has spoken to a motion may not at a later stage of the debate move or second an amendment to the motion:
 - (a) ***A member who has seconded a motion, and has reserved their right to speak to the motion at a later stage pursuant to sub-clause (9)(a), may not move or second an amendment to the motion,***
 - (b) ***Wherever practicable, members wishing to move a motion without notice in relation to an item that is different from that recommended in the agenda for that item are encouraged to make available a written copy of their motion to assist the Presiding Member in the conduct of the meeting and in the subsequent preparation of the minutes of the meeting.***
- (12) A member who has not spoken in the debate on a question may move a formal motion.
- (13) A formal motion must be in the form of a motion set out in sub-clause (14) (and no other formal motion to a different effect will be recognised).
- (14) If the formal motion is:
 - (a) that *the meeting proceed to the next business*, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business;

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- (b) that *the question be put*, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the Presiding Member without further debate;
 - (c) that *the question lie on the table*, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption);
 - (d) that *the question be adjourned*, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
 - (e) that *the meeting be adjourned*, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.
- (15) If seconded, a formal motion takes precedence and will be put by the Presiding Member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).
- (16) A formal motion does not constitute an amendment to a substantive motion.
- (17) If a formal motion is lost:
- (a) the meeting will be resumed at the point at which it was interrupted; and
 - (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (i.e. a motion to the same effect) cannot be put until at least one (1) member has spoken on the question.
- (18) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.
- (19) Any question that lies on the table as a result of a successful formal motion under sub-clause (14)(c) lapses at the next general election.
- (20) The CEO must report on each question that lapses under sub-clause (19) to the Council at the first ordinary meeting of the Council after the general election.
- (21) Sub-clauses (9), (10) and (11) may be varied at the discretion of the Council pursuant to *Regulation 6 of the Local Government (Procedures at Meetings) Regulations 2013*.

ADDITIONAL COUNCIL-DETERMINED PROCEDURE

Member who places Notice of Motion on Agenda Absent

- (1) ***In circumstances where a Notice of Motion has been placed on the Council Agenda and the member who placed the Notice of Motion is not in attendance at the meeting, another Elected Member may move the motion in their stead or move a motion without notice in the same terms of the Notice of Motion.***

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ADDITIONAL COUNCIL-DETERMINED PROCEDURE***Motions without Notice (refer Regulation/Clause (12)(6) and (7))***

- (1) Motions without Notice have not been advertised to the broader community and therefore it is considered not in the interest of best governance practice, and a denial of natural justice, to have items that do not fit into the following criteria below, considered at this part of the meeting.***
- (2) The agenda item 'Motions without Notice' is to be restricted to business that is:-***
 - A request that a report on a particular topic be presented at a future meeting;***
 - A simple matter, requiring little information to be considered, and the impact of which on Council is deemed to be minor;***
 - A matter arising from an item before Council that has been considered in detail at that meeting, and where a Motion without Notice is seen as the best way to resolve the matter; and/or***
 - A matter of such urgency and importance that failure to consider it at the meeting would be likely to result in detriment to the Council.***
- (3) Wherever practicable, members wishing to move a Motion without Notice (in relation to an item on the agenda) that differs from that recommended in the agenda for that item are encouraged to make available a written copy of their motion. This will assist the Presiding Member in the conduct of the meeting and in the subsequent preparation of the minutes of the meeting.***

13. Amendments to Motions

- (1)** A member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion.
- (2)** An amendment will lapse if it is not seconded at the appropriate time.
- (3)** A person who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.
 - (a) A member may only speak once to an amendment to the motion except:***
 - (i) to provide an explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or***
 - (ii) with leave of the meeting.***
 - (b) For the avoidance of doubt:***
 - (i) any member (including the mover and seconder of the original motion and any other person who has spoken to the original motion at an***

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earlier stage) is entitled to speak to the amendment and, in doing so, is not taken to have spoken to the original motion; and

(ii) clause (13)(3)(a) does not prevent a member from speaking to any further amendment to the original motion.

- (4) If an amendment is lost, only one (1) further amendment may be moved to the original motion.
- (5) If an amendment is carried, only one (1) further amendment may be moved to the original motion.
- (6) Sub-clauses (1), (3), (4) and (5) may be varied at the discretion of the Council pursuant to *Regulation 6 of the Local Government (Procedures at Meetings) Regulations 2013*.

14. Variations etc.

- (1) The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.
- (2) The Presiding Member must immediately put the question for leave to be granted and no debate will be allowed on that question.

ADDITIONAL COUNCIL-DETERMINED PROCEDURE

Right of Reply

- (1) The mover of a motion shall have an opportunity to respond following all debate on a motion (closing the item / right of reply).***
- (2) Following the conclusion of the right of reply, no further debate shall occur and the motion shall be put.***

15. Addresses by Members, etc.

- (1) A member must not speak for longer than five (5) minutes at any one (1) time without leave of the meeting.
- (2) A member, may, with the leave of the meeting, raise a matter of urgency.
- (3) A member may, with leave of the meeting, make a personal explanation.
- (4) The subject matter of a personal explanation may not be debated.
- (5) ***Where practicable, a copy of the personal explanation is provided to the Presiding Member before the meeting.***
- (6) The contribution of a member must be relevant to the subject matter of the debate.

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- (7) Sub-clauses (1) and (2) may be varied at the discretion of the Council pursuant to *Regulation 6 of the Local Government (Procedures at Meetings) Regulations 2013*.
- (8) ***A member is at all times during a meeting to address and refer to another member or an employee by their official title or designation, for example, "Councillor (Surname)".***
- (9) A member speaking at a meeting is not to make a personal reflection upon, or impute an improper motive to, another member or to an employee.***
- (10) All members must stand when addressing the Council meeting. This requirement does not apply to Committee meetings.***
- (11) A member may seek leave of the meeting to remain seated while addressing the meeting, for example, if physically unable/injured.***
- (12) The Presiding Member while chairing the meeting is not required to stand unless they are contributing to the debate.***
- (9)(13) If the Presiding Member is to enter the debate, they must only do so between the first and last speaker.***

16. Voting

- (1) The Presiding Member, or any other member, may ask the CEO to read out a motion before a vote is taken.
- (2) The Presiding Member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
- (3) A person who is not in his or her seat is not permitted to vote.
- (4) Sub-clause (3):-
 - (a) may be varied at the discretion of the council pursuant to *Regulation 6 of the Local Government (Procedures at Meetings) Regulations 2013*; and
 - (b) does not apply in relation to a member participating in a Council Committee meeting by telephone or electronic means approved in accordance with procedures determined by the Council or Council Committee for the purposes of Section 89 of the Act.

17. Divisions

- (1) A division will be taken at the request of a member.
- (2) If a division is called for, it must be taken immediately and the previous decision of the Presiding Member as to whether the motion was carried or lost is set aside.
- (3) The division will be taken as follows:

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- (a) the members voting in the affirmative will, until the vote is recorded, stand in their places;
 - (b) the members voting in the negative will, until the vote is recorded, sit in their seats;
 - (c) the Presiding Member will count the number of votes and then declare the outcome.
- (4) The CEO will record in the minutes the names of members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).
- (5) Sub-clause (3) may be varied at the discretion of the council pursuant to *Regulation 6 of the Local Government (Procedures at Meetings) Regulations 2013*.

18. Tabling of Information

- (1) A member may require the CEO to table any documents of the Council relating to a motion that is before a meeting (and the CEO must then table the documents within a reasonable time, or at a time determined by the Presiding Member after taking into account the wishes of the meeting, and if the member who has required the tabling indicates that he or she is unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).
- (2) The CEO may, in tabling a document, indicate that in his or her opinion consideration should be given to dealing with the document on a confidential basis under Section 90 or 91 of the Act.

ADDITIONAL COUNCIL-DETERMINED PROCEDURE

Urgent Business Items

- (1) ***A member may raise an item for discussion, not already on the agenda, if the item cannot wait until the next meeting of Council.***
- (2) ***Members are encouraged to notify the Presiding Member prior to the meeting if they intend to raise a matter as an Urgent Business item.***
- (3) ***Where possible, and to facilitate good and informed decision-making, Members are encouraged to raise such Urgent Business Items by way of a motion seeking a report to be submitted.***

19. Adjourned Business

- (1) If a formal motion for a substantive motion to be adjourned is carried:

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- (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
 - (b) the debate will, on resumption, continue from the point at which it was adjourned.
- (2) If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.
- (3) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.
- (4) The provisions of this clause may be varied at the discretion of the Council pursuant to *Regulation 6 of the Local Government (Procedures at Meetings) Regulations 2013*.

20. Short-Term Suspension of Proceedings

- (1) If the Presiding Member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the Presiding Member may, with the approval of at least two-thirds of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the Presiding Member.
- (2) The Guiding Principles must be taken into account when considering whether to act under sub-clause (1).
- (3) If a suspension occurs under sub-clause (1):-
 - (a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
 - (b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension:-
 - (i) the provisions of the *Act* must continue to be observed;² and
 - (ii) no act or discussion will have any status or significance under the provisions which have been suspended; and
 - (iii) no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and
 - (c) the period of suspension should be limited to achieving the purpose for which it was declared; and
 - (d) the period of suspension will come to an end if:

² See particularly Part 4 of Chapter 5 and Chapter 6 of the *Act*

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- (i) the Presiding Member determines that the period should be brought to an end; or
- (ii) at least two-thirds of the members present at the meeting resolve that the period should be brought to an end.

21. Chief Executive Officer (CEO) may submit report recommending revocation or amendment of council decision

- (1) The CEO may submit a report to the Council recommending the revocation or amendment of a resolution passed since the last general election of the Council.
- (2) The CEO must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.
- (3) The provisions of this clause may be varied at the discretion of the Council pursuant to *Regulation 6 of the Local Government (Procedures at Meetings) Regulations 2013*.

ADDITIONAL COUNCIL-DETERMINED PROCEDURE

Termination of Meetings in the Event of an Emergency

- (1) ***In the event of an emergency requiring evacuation of the building the meeting will be deemed to have been suspended in accordance with the requirements of Clause 20(1).***
- (2) ***The CEO or delegate will direct all staff and any visitors to the designated emergency assembly points.***

ADDITIONAL COUNCIL-DETERMINED PROCEDURE

Confidential Items

The conduct of all Council and committee meetings will be in accordance with Council's Code of Practice – Access to Council Meetings and Documents, which explains the use of confidential provisions under the Local Government Act 1999 at Council and committee meetings.

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Part 3 – Meetings of Other Committees**22. Application of Part**

The provisions of this Part apply to or in relation to the meetings of any Council committee that is not subject to the operation of Part 2.

23. Notice of Meetings for Members

- (1) Pursuant to Section 87(15) of the *Act*, Section 87 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (4) and (7) to (10) of that section provided as follows:-
 - (a) that notice of a meeting of the committee may be given in a form determined by the committee after taking into account the nature and purpose of the committee;
 - (b) that notice need not be given for each meeting separately;
 - (c) that if ordinary meetings of the committee have a set agenda then notice of such a meeting need not contain, or be accompanied by, the agenda for the meeting;
 - (d) that it is not necessary for the CEO to ensure that each member of the committee at the time that notice of a meeting is given is supplied with a copy of any documents or reports that are to be considered at the meeting.

24. Public Notice of Committee Meetings

- (1) Pursuant to Section 88(7) of the *Act*, Section 88 is modified in its application in relation to the meetings of a committee to which this Part applies as if sub-sections (2), (3) and (4) provided as follows:
 - (a) that public notice need not be given for each meeting separately; and
 - (b) that public notice may be given by displaying a notice and agenda in a place or places determined by the CEO after taking into account the nature and purpose of the committee.

25. Minutes

- (1) The minutes of the proceedings of a meeting must include:-
 - (a) the names of the members present at the meeting; and
 - (b) each motion carried at the meeting; and
 - (c) any disclosure of interest made by a member; and

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- (d) details of the making of an order under subsection (2) of Section 90 of the *Act* (see subsection (7) of that section); and
 - (e) a note of the making of an order under subsection (7) of Section 91 of the *Act* in accordance with the requirements of subsection (9) of that section.
- (2) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

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Part 4 – Miscellaneous**26. Quorum for Committees**

- (1) The prescribed number of members of a Council committee constitutes a quorum of the committee and no business can be transacted at a meeting unless a quorum is present.
- (2) For the purposes of this clause, the **prescribed number** of members of a Council committee is:
 - (a) unless paragraph (b) applies, a number ascertained by dividing the total number of members of the committee by two (2), ignoring any fraction resulting from the division, and adding one (1); or
 - (b) a number determined by the Council.

*See also Section 41(6) of the Act

27. Voting at Committee Meetings

- (1) Subject to the Act and this Code, a question arising for decision at a meeting of a Council committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
- (2) Each member of the Council who is a member of a Council committee and who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.
- (3) The Presiding Member of a Council committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

28. Points of Order

- (1) The Presiding Member may call to order a member who is in breach of the Act or this Code.
- (2) A member may draw to the attention of the Presiding Member a breach of the Act or this Code, and must state briefly the nature of the alleged breach.
- (3) A point of order takes precedence over all other business until determined.
- (4) The Presiding Member will rule on a point of order.
- (5) If an objection is taken to the ruling of the Presiding Member, a motion that the ruling not be agreed with must be moved immediately.
- (6) The Presiding Member is entitled to make a statement in support of the ruling before a motion under sub-clause (5) is put.

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- (7) A resolution under sub-clause (5) binds the meeting and, if a ruling is not agreed with:-
 - (a) the ruling has no effect; and
 - (b) the point of order is annulled.
- (8) ***All Points of Order, and any subsequent ruling and motions of a Point of Order, will be recorded in the minutes of the meeting.***

ADDITIONAL COUNCIL-DETERMINED PROCEDURE

Conduct of Members

The Mandatory ~~Code of Conduct~~ Behavioural Standards for Council Members will be adhered to for all meetings.

29. Interruption of Meetings by Members

- (1) A member of a Council or Council committee must not, while at a meeting:
 - (a) behave in an improper or disorderly manner; or
 - (b) cause an interruption or interrupt another member who is speaking; ***or***
 - (c) ***use offensive language.***
- (2) Sub-clause (1)(b) does not apply to a member who is:
 - (a) objecting to words used by a member who is speaking; or
 - (b) calling attention to a point of order; or
 - (c) calling attention to want of a quorum.
- (3) If the Presiding Member considers that a member may have acted in contravention of sub-clause (1), the member must be allowed to make a personal explanation.
- (4) Subject to complying with sub-clause (3), the relevant member must leave the meeting while the matter is considered by the meeting.
- (5) If the remaining members resolve that a contravention of sub-clause (1) has occurred, those members may, by resolution:
 - (a) censure the member; or
 - (b) suspend the member for a part, or for the remainder, of the meeting.
- (6) A member who:
 - (a) refuses to leave a meeting in contravention of sub-clause (4); or
 - (b) enters a meeting in contravention of a suspension under sub-clause (5), is guilty of an offence.

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Maximum penalty: \$1,250.

30. Interruption of Meetings by Others

- (1) A member of the public who is present at a meeting of a Council or Council committee must not:
- (a) behave in a disorderly manner; or
 - (b) cause an interruption.

Maximum penalty: \$500.

ADDITIONAL COUNCIL-DETERMINED PROCEDURES

Public Holidays on Scheduled Meeting Days

- (1) Council meetings will be held one (1) day later in the event of any public holiday falling on any scheduled meeting day.***
- (2) Committee meetings not undertaking a regulatory function will meet on an alternate day as agreed by the committee members.***

Annual Appointment of Committee Chairpersonman, Deputy ChairmanChairperson and Members

The appointment of Committee ChairmanChairperson, Deputy Chairpersonman and Members will be in line with the Council endorsed Terms of Reference for the relevant Committee.

Use of Electronic Media

The Chairperson may deem appropriate for one (1) or more members to participate in committee meetings, covered by Clause 5 'Application of Part', via telephone or electronic means. In doing so the method must ensure that all members and any public member present are able to clearly hear the discussions.

Related Documents

Code of Practice – Access to Council Meetings and Documents

~~Code of Conduct for~~Mandatory Behavioural Standards for Council Members

Deputation Request Form

Records Management

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All documents relating to this Code of Practice will be registered in Council's Record Management System and remain confidential where identified.

Document Review

This Code of Practice must be reviewed within 12 months of a general election and should be further reviewed at least once in every financial year.

Council may, at any time, by resolution supported by at least two-thirds of the members of Council as a whole, alter, substitute or revoke this Code of Practice.

References

Local Government Act 1999

Local Government (Procedures at Meetings) Regulations 2013

Further Information

Members of the public may inspect this Code of Practice free of charge on Council's website at 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 Code of Practice must be in writing and addressed to the ~~General Manager—Governance and Executive Office~~Director, Corporate Services.


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14.2 REVIEW OF DELEGATIONS

Record Number: D23/24175

Author: Director Corporate Services

Authoriser: Chief Executive Officer

Attachments: 1. **Combined Instrument of Delegation – 7 June 2023 (under separate cover)** 

EXECUTIVE SUMMARY

- The purpose of this report is for Council to undertake a review of its delegations pursuant to section 44 of the *Local Government Act 1999* (the Act).
- A delegation is the conferral of a power or function to a person (the Chief Executive Officer) by a person or body that is vested with that power of function (the Council).
- Council is a creature of statute, established under the Act. Accordingly, it has no common law or inherent powers. All of Council's powers and functions come from the legislation. In the interests of efficiency, many, and indeed most, of Council's decision-making powers and duties can be, and are, delegated by Council to the Chief Executive Officer (CEO). In turn, and pursuant to section 101 of the Act, the CEO may sub-delegate certain powers and functions to appropriate Council officers (staff) within the organisation.
- If Council delegates a power or function, section 44(6a) outlines that it *may at any time, and must within 12 months after the conclusion of each periodic election, review the delegations for the time being in force*. Council's last review was undertaken in September 2019. It is therefore timely to undertake a further review of Council's delegations.
- This report recommends that Council review and subsequently make new delegations to the CEO. The review has taken into account Council's previous and current delegations, is based on sector-wide standards and advice/the approach of the Local Government Association. This review has been led and undertaken by 'The Governor'.
- In order to enable Council staff to effectively undertake their duties in accordance with legislative requirements, it is recommended that Council endorse the revised delegations to the CEO in accordance with the recommendation (containing several parts) below.

RECOMMENDATION 1

"that Council, having considered Item 14.2 – *Review of Delegations*, dated 26 June 2023, receives and notes the report."

RECOMMENDATION 2

"that Council, having considered Item 14.2 – *Review of Delegations*, dated 26 June 2023, having conducted its mandatory review of the powers and functions previously delegated to the Chief Executive Officer, and others, in accordance with s44 of the Local Government Act 1999:

That Council in exercise of the power contained in s44 of the Local Government Act 1999, the powers and functions under the following acts and specified in the proposed

Instruments of Delegation contained in attachments to this report are hereby delegated on 3 July 2023 to the person occupying the office of Chief Executive Officer (and anyone acting in that position) subject to the conditions and/or limitations specified herein or in the Schedule of Conditions in each such proposed Instrument of Delegation.

- **Adelaide Plains Council By-laws 1-5 (inclusive)**
- **Burial and Cremation Act 2013**
- **Burial and Cremation Regulations 2014;**
- **Community Titles Act 1996;**
- **Cost of Living Concessions Act 1986**
- **Crown Land Management Act 2009**
- **Disability Inclusion Act 2018**
- **Disability inclusion Regulations 2019**
- **Dog and Cat Management Act 1995**
- **Dog and Cat Management Regulations 2017**
- **Electricity (Principles of Vegetation Clearance) Regulations 2021;**
- **Environment Protection Act 1993**
- **Environment Protection Regulations 2009**
- **Environment Protection (Air Quality) Policy 2016**
- **Environment Protection (Noise) Policy 2007**
- **Environment Protection (Used Packaging Materials) Policy 2012**
- **Environment Protection (Waste to Resources) Policy 2010**
- **Electricity Act 1996**
- **Expiation of Offences Act 1996;**
- **Fines Enforcement and Debt Recovery Act 2017;**
- **Freedom of Information Act 1991**
- **Freedom of Information (fees and charges) Regulations 2018**
- **Gas Act 1997;**
- **Fire and Emergency Services Act 2005**
- **Fire and Emergency Services Regulations 2021**
- **Joint Criminal Rules 2022**

- **Heavy Vehicle (Mass Dimension and Loading) National Regulation (NSW)**
- **Independent Commissioner Against Corruption Act 2012**
- **Labour Hire Licensing Act 2017**
- **Land and Business (Sale and Conveyancing) Act 1994;**
- **Landscape South Australia (General) Regulations 2020**
- **Landscape South Australia (Water Management) Regulations 2020**
- **Landscape South Australia Act 2019**
- **Liquor Licensing Act 1997**
- **Local Government (Financial Management) Regulations 2011**
- **Local Government (Forestry Reserves) Act 1944**
- **Local Government (General) Regulations 2013**
- **Local Government (Members Allowances and Benefits) Regulations 2010**
- **Local Government (Procedures at Meetings) Regulations 2013**
- **Local Government (Building Upgrade Agreements) Regulations 2017**
- **Local Government (Elections) Act 1999**
- **Local Government Act 1999**
- **Mining Act 1971**
- **Mining Regulations 2020**
- **Ombudsman Act 1972**
- **Private Parking Areas Act 1986**
- **Real Property Act 1886;**
- **Road Traffic Act 1961**
- **Road Traffic Act 1961, Road Traffic (Miscellaneous) Regulations 2014**
- **Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014;**
- **Roads (Opening & Closing) Act 1991;**
- **South Australian Public Health (General) Regulations 2013**
- **South Australian Public Health (Legionella) Regulations 2013**
- **South Australian Public Health (Wastewater) Regulations 2013**
- **South Australian Public Health Act 2011**

- **Safe Drinking Water Regulations 2012;**
 - **State Records Act 1997;**
 - **Strata Titles Act 1988;**
 - **Water Industry Act 2012**
 - **Water Industry Regulations 2012**
1. **Delegations made under Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council, a Designated Authority; a Designated Entity – (Instrument A)**

In exercise of the power contained in s44 of the Local Government Act 1999, and Section 100 of the Planning, Development and Infrastructure Act 2016, the powers and functions under the Planning, Development and Infrastructure Act 2016 Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council, a Designated Authority; a Designated Entity – (Instrument A), are hereby delegated effective from 3 July 2023 to the person occupying or acting in the Office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions.
 2. **Delegations made under Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Relevant Authority – (Instrument B)**

In exercise of the power contained in s44 of the Local Government Act 1999, and Section 100 of the Planning, Development and Infrastructure Act 2016, the powers and functions under the Planning, Development and Infrastructure Act 2016 Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Relevant Authority– (Instrument B), are hereby delegated effective from 3 July 2023 to the person occupying or acting in the Office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions.
 3. **Delegation to Fire Protection Officers under the Fire and Emergency Services Act 2005**

As set out in Division 8, Part 4 of the Fire and Emergency Services Act 2005 the powers and functions pursuant to Section 93 of the Fire and Emergency Services Act 2005 are hereby delegated effective from 3 July 2023 to the person/s occupying the position(s) of Fire Protection Officer (and anyone acting in that position) subject to the conditions and/or limitations specified herein or in the Schedule of Conditions
 4. **Delegations made under Food Act 2001**

In exercise of the powers contained in s91 of the Food Act 2001, the powers and functions under the Food Act 2001 and Food Regulations 2017 contained in the proposed Instrument of Delegation, are hereby delegated effective from 3 July 2023 to the person

occupying the office of the Chief Executive Officer ('the head of the enforcement agency' for the purposes of the Food Act 2001) and anyone acting in that position.

Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation, unless otherwise indicated herein or in the Schedule of Conditions contained in each such proposed Instrument of Delegation.

5. Delegations made under Local Nuisance and Litter Control Act 2016

In exercise of powers under s10 of the Local Nuisance and Litter Control Act 2016, the powers and functions under the Local Nuisance and Litter Control Act 2016 and Local Nuisance and Litter Control Regulations 2017 contained in the proposed Instrument of Delegation are hereby delegated effective from 3 July 2023 to the person occupying the office of Chief Executive Officer and anyone acting in that position.

Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation, unless otherwise indicated herein or in the Schedule of Conditions contained in each such proposed Instrument of Delegation

6. Delegations under Supported Residential Facilities Act 1992

In exercise of the power contained in s9 of the Supported Residential Facilities Act 1992, the powers and functions under the Supported Residential Facilities Act 1992 and Supported Residential Facilities Regulations 2009 contained in the proposed Instrument of Delegation are hereby delegated effective from 3 July 2023 to the person occupying the office of the Chief Executive Officer and anyone acting in that position.

Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation, unless otherwise indicated herein or in the Schedule of Conditions contained in each such proposed Instrument of Delegation

7. Delegations under the Heavy Vehicle National Law (South Australia) Act 2013

In exercise of the powers contained in s44 of the Local Government Act 1999 and s22B of the Heavy Vehicle National Law (South Australia) Act 2013 (as relevant) the powers and functions under the Heavy Vehicle National Law (South Australia) Act 2013 contained in the proposed Instrument of Delegation are hereby delegated effective from 3 July 2023 to the person occupying the office of the Chief Executive Officer and anyone acting in that position.

Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation, unless otherwise indicated herein or in the Schedule of Conditions contained in each such proposed Instrument of Delegation

8. Delegations under the Safe Drinking Water Act 2011

In exercise of the powers contained in s43 of the Safe Drinking Water Act 2011 the powers and functions under the Safe Drinking Water Act 2011 and Safe Drinking Water Regulations 2012 contained in the proposed Instrument of Delegation are hereby delegated effective from 3 July 2023 to the person occupying the office of the Chief Executive Officer and anyone acting in that position.

Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation, unless otherwise indicated herein or in the Schedule of Conditions contained in each such proposed Instrument of Delegation.

9. Authorisations under the Ministers Instrument of General Approval and Delegation to Council under the Road Traffic Act 1961

That the Council resolves to grant the sub-delegation of powers under the Road Traffic Act as provided for

In accordance with the Instrument of General Approval and Delegation to Council (dated 22 August 2013) from the Minister for Transport and Infrastructure (General Approval) the council authorises the following person(s) pursuant to Clause A.7 of the General Approval to endorse Traffic Impact Statements for the purposes of Clause A of the General approval provided that such person(s) shall take into account the matters specified in Clause A.7 of the General Approval in respect of Traffic Impact Statements:

Director, Infrastructure and Environment – Thomas Jones

Manager Operations – Scott Woodcock

Manager Engineering – Michael Ravno

In accordance with Clause A.7 of the General Approval, the council is of the opinion that the following person(s) is/are experienced traffic engineering practitioner(s) for the purposes of preparing a Traffic Impact Statement as required by Clause A.7 of the General Approval:

Director, Infrastructure and Environment – Thomas Jones

Manager Operations – Scott Woodcock

Manager Engineering – Michael Ravno

In accordance with Clause E.2 of the General Approval, the council is of the opinion that the following person(s) has (have) an appropriate level of knowledge and expertise in the preparation of Traffic Management Plans:

Director, Infrastructure and Environment – Thomas Jones

Manager Operations – Scott Woodcock

Manager Engineering – Michael Ravno.”

BUDGET IMPACT

Estimated Cost:	\$ 6,450
Future ongoing operating costs:	Not applicable

Is this Budgeted?

Yes

RISK ASSESSMENT

Delegations are necessary in order to allow the CEO, and in turn, Council staff, to effectively undertake duties in accordance with relevant legislation. If Council delegates a power or function, section 44(6a) of the Act outlines that it *may at any time*, and *must within 12 months after the conclusion of each periodic election, review the delegations for the time being in force*. Council's last review was undertaken in September 2019. It is therefore timely to undertake a further review of Council's delegations and indeed, a review must occur by November this year for Council to ensure compliance with the Act.

Without the appropriate delegations in place, the CEO would be required to seek Council's endorsement (by resolution) for every decision made, including basic day-to-day operations (such as the purchase of stationery).

DETAILED REPORT

Purpose

The purpose of this report is for Council to undertake a review of its delegations pursuant to section 44 of the *Local Government Act 1999*.

Following a full review of the Delegations Register, this report seeks the Council's delegation of its statutory powers and functions pursuant to section 44 of the *Local Government Act 1999*, along with delegations under all other relevant legislation.

Background

Section 44 of the *Local Government Act 1999* (the LG Act) enables Council to delegate powers or functions vested or conferred under this, or any other Act, for the day-to-day activities of the Council to be carried in an effective and efficient manner. Delegations may be subject to conditions and limitations determined by Council or as specified in the Instrument of Delegation.

Council may delegate powers and functions to:

- A Committee of Council
- A subsidiary of Council
- An employee of Council
- An authorised person.

Section 44(6a) of the Act states that Council must within 12 months after the conclusion of a periodic election, review its delegations.

Powers that may not be delegated by Council are detailed at section 44(3) of the LG Act and include, but are not limited to, the declaration of rates, the ability to establish subsidiaries and the power to borrow money or obtain other forms of financial accommodation.

Discussion

In line with general practice, all proposed delegations have been made to the position of Chief Executive Officer (CEO), unless otherwise specified. This enables the administration to undertake its functional and operational roles and responsibilities effectively and efficiently. In the case of the powers delegated to the CEO, these may be further delegated by the CEO as the CEO sees fit pursuant to section 44 and section 101 of the LG Act.

As the *Food Act 2001*, *Local Nuisance and Litter Control Act 2016*, the *Safe Water Act 2011* and the *Supported Residential Facilities Act 1999* contain specific provisions for the delegation of powers and functions, delegations under these Acts are presented as separate recommendations for Council's ratification.

A separate recommendation has also been included for the *Heavy Vehicle National Law (South Australia) Act 2013* in recognition of Council's powers as a road manager. Powers of delegation under the LG Act are used to delegate powers that do not relate to Council's powers as a road manager.

Additionally, a separate recommendation has also been included for the Ministers Instrument of General Approval and Delegation to Council under the *Road Traffic Act 1961* as these are delegated by the Minister to Council. Council may then authorise specific officers (as named in the Instrument) to undertake the activities delegated on behalf of the Council.

It is also to be noted, the following Acts have been removed from the delegation framework:

- *Electronic Conveyancing National Law (South Australia) Act 2013;*
Fences Act 1975;
- *Unclaimed Goods Act 1987;*
- *Work Health and Safety Act 2012*

The decision by the Local Government Association (LGA) to no longer include these is an approach whereby the framework does not include the delegation of statutory powers which are vested in natural persons under relevant Acts. Instead, these delegations exist under 36(1)(a) of the LG Act, where Council has the capacity of a natural person. The powers of Council under section 36(1)(a) are delegable under section 44 of the LG Act (*36(1)(a) Exercise the legal capacity of a natural person*).

Delegations allow the Council to transfer its powers and duties to the CEO, and others as determined. An absence of appropriate delegations would require decisions to be made through formal meetings of Council only, inevitably resulting in significant inefficiencies, reduced customer service and excessive time delays for many of the diverse daily activities undertaken by administration.

A Review of the *Instruments of Delegation* comprised an assessment of current legislative requirements and the appropriateness and effectiveness of the delegation. The updated Instruments of Delegation incorporate changes required (thus far) due to the Local Government reform, along with updates resulting from legislative changes in the other relevant Acts and Regulations.

Conclusion

This report presents the outcomes of the administration's review (facilitated and led by advice from 'the Governor') of the delegations made by Council to the CEO, or relevant officer or as otherwise specified, and proposes that Council formally approves the recommendations arising from the review of Delegations to provide appropriate decision-making authority to the administration.

The *Delegations and Sub-delegations Framework* will be made available on Council's website or for public inspection or purchase at Council's principal office during normal business hours as required by the LG Act.

References

Legislation

Local Government Act 1999 – Section 44

Council Policies/Plans

Strategic Plan 2021-2024

Proactive Leadership

14.3 CONSULTATION – DRAFT SAROC ANNUAL BUSINESS PLAN 2023-2024**Record Number:** D23/23170**Author:** Director Corporate Services**Authoriser:** Chief Executive Officer

Attachments:

1. Letter to Mayor and CEO – Draft SAROC Annual Business Plan 2023-2024 – 16 May 2023 [↓](#) 
2. Draft SAROC 2023-24 Annual Business Plan [↓](#) 

EXECUTIVE SUMMARY

- The purpose of this report is for Council to consider the South Australia Regional Organisation of Councils (SAROC) draft Annual Business Plan 2023-2024 (the Draft SAROC Annual Business Plan).
- Council is a member of SAROC, which is one (1) of two (2) committees established by the Local Government Association of South Australia that play a key role in representing the shared interests for the benefit of the sector and local communities. SAROC represents those member councils and provides an important regional lens on key issues for the sector.
- Mayor Leon Stephens, SAROC Chairperson, wrote to all SAROC Regional Grouping Mayors and Chief Executive Officers on 15 May 2023 (**Attachment 1**), presenting the Draft SAROC Annual Business Plan (**Attachment 2**) for consideration and feedback.
- The Draft SAROC Annual Business Plan outlines priority actions and outcomes that will be achieved during the 2023-2024 financial year. SAROC has identified the following higher level 4 strategic priorities that they think are critical to regional communities and which they can support regional councils in multiple, effective ways.
 1. Liveability
 2. Regional housing
 3. Regional health
 4. Regional skills and workforce
- Feedback must be received by no later than Monday 10 July 2023. It is therefore recommended that Council consider the Draft SAROC Annual Business Plan and, if it wishes to submit feedback, instruct the Chief Executive Officer accordingly.

RECOMMENDATION 1 - ACKNOWLEDGE OPPORTUNITY TO PROVIDE FEEDBACK

“that Council, having considered Item 14.3 – Consultation – Draft SAROC Annual Business Plan 2023-2024, dated 26 June 2023, receives and notes the report and acknowledges the opportunity to provide feedback on the Draft SAROC Annual Business Plan 2023-2024.”

RECOMMENDATION 2 - PROVIDE FEEDBACK ON THE DRAFT SAROC ANNUAL BUSINESS PLAN

“that Council, having considered Item 14.3 – *Consultation – Draft SAROC Annual Business Plan 2023-2024*, dated 26 June 2023, instructs the Chief Executive Officer to advise SAROC that Adelaide Plains Council supports the Draft SAROC Annual Business Plan 2023-2024 as presented at Attachment 1 to this Report.”

OR

“that Council, having considered Item 14.3 – *Consultation – Draft SAROC Annual Business Plan 2023-2024*, dated 26 June 2023 instructs the Chief Executive Officer to provide the following feedback to SAROC in relation to the Draft SAROC Annual Business Plan 2022-2023:

_____.”

BUDGET IMPACT

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

RISK ASSESSMENT

Nil

DETAILED REPORT

Purpose

The purpose of this report is for Council to consider the South Australia Regional Organisation of Councils (SAROC) draft Annual Business Plan 2023-2024 (the Draft SAROC Annual Business Plan).

Background

SAROC is one (1) of two (2) committees established by the Local Government Association of South Australia (the LGA). SAROC supports the LGA Board of Directors, is a strong, united voice for regional councils and represents their shared interests for the benefit of the South Australian community. SAROC plays a key role in regional advocacy, policy development, leadership, engagement and capacity building on behalf of regional councils and communities.

SAROC operates within the strategic framework of the LGA and has prepared the draft SAROC Annual Business Plan to guide activities for the next financial year.

Mayor Leon Stephens, SAROC Chairperson, wrote to all SAROC Regional Grouping Mayors and Chief Executive Officers on 15 May 2023 (**Attachment 1**), presenting the Draft SAROC Annual Business Plan (**Attachment 2**) for consideration and feedback.

Discussion

Further information, including the objective, role and guiding principles of SAROC are outlined within the draft SAROC Annual Business Plan (**Attachment 2**).

In preparing its draft Annual Business Plan, SAROC recognises the importance of remaining agile and supporting the LGA Secretariat to balance the delivery of outcomes for the benefit of all members. The draft SAROC Annual Business Plan has therefore been developed linking the LGA's strategic objectives outlined in the *LGA Strategic Plan 2021-2025*, objectives/initiatives identified through the LGA Advocacy Plan and Policy Manual, and annual planning input from SAROC members, and consultation with member councils.

SAROC has identified 4 strategic priorities that it thinks are critical to regional communities and which they can support regional councils in multiple, effective ways. These priorities will guide SAROC's work over the next year:

1. Liveability
2. Regional housing
3. Regional health
4. Regional skills and workforce

Each of the priorities are interconnected which provides an opportunity to focus on these areas delivering on outcomes that will have a direct, positive benefit for regional members. The priorities are outlined in greater depth from page 5 of the draft SAROC Annual Business Plan (**Attachment 2**).

Conclusion

While the broader role of SAROC will be considered as part of the LGA Constitution Review, SAROC are required to consult with member councils by June.

SAROC have advised that there will be multiple opportunities for councils to have input into the review of the LGA Constitution and ancillary documents, and further information will be sent to councils once that separate project scope has been finalised and consultant engaged. The ABP is a requirement of the current governance framework for SAROC and input at this time is appreciated. SAROC has requested feedback by 5.00pm Monday 10 July 2023. It is therefore recommended that Council consider the Draft SAROC Annual Business Plan and, if it wishes to submit feedback, instruct the Chief Executive Officer accordingly.

SAROC will consider feedback received and a final draft of the revised ABP at its meeting on 20 July 2023.

References

Legislation

Local Government Act 1999

Council Policies/Plans

Strategic Plan 2021-2024

Proactive Leadership



The voice of local government.

In reply please quote our reference: ECM 792567 JM

15 May 2023

All SAROC Regional Grouping Mayors and Chief Executive Officers

Via email to all SAROC Regional Grouping Mayors and Chief Executive Officers

Dear Mayors and Chief Executive Officers

Consultation – draft SAROC 2023-24 Annual Business Plan

Regional councils play an essential role in the liveability, sustainability and wellbeing of regional South Australia and the South Australian Regional Organisation of Councils (SAROC) is a strong, united voice for these councils, representing their shared interests for the benefit of the sector and local communities. As a committee of the Local Government Association of SA (LGA), SAROC represents these councils and provides an important regional lens on key issues for the sector.

SAROC operates within the strategic framework of the LGA and has prepared a draft 2023-24 Annual Business Plan (ABP) to guide activities for the next financial year.

In drafting this ABP, it is clear there are too many objectives and actions requested of the LGA Secretariat and resources are now spread too thin. Many of the actions within the draft ABP are based on previous decisions of General Meetings, LGA Board or SAROC and all with the best of intentions.

While the broader role of SAROC will be considered as part of the LGA Constitution Review, we are currently required to prepare an ABP and consult with member councils by June. The challenge for SAROC now is to refine the objectives and activities further. To inform and assist with this process we now seek councils' input into the draft ABP. While meeting our member consultation requirements, critically this will support the SAROC committee to refine the final document and ensure a focussed ABP will deliver real outcomes for the sector.

We therefore now invite and look forward to your input and feedback on the priorities, objectives and actions proposed to be included in the ABP.

The following four higher level priorities have been identified to help guide the activities and actions of SAROC in 2023-24:

1. Liveability
2. Regional housing
3. Regional health
4. Regional skills and workforce

While the LGA Secretariat is not resourced to undertake all the actions and resolve all the issues within these priorities, assistance with prioritising will ensure we can undertake advocacy, leadership, policy initiation and review on behalf of LGA member councils and their communities.

In addition, SAROC aims to engage with and build the capacity of regional councils as part of the LGA's Membership Proposition and Communications Strategy and is discussing various opportunities to support this in the sector.

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Document Set ID: 792567
Version: 2, Version Date: 16/05/2023



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SAROC is keen to hear from members on the objectives and actions that are of the highest priority and would most support members to achieve their own strategic objectives or add the most value to councils and their communities.

We welcome your feedback in both ranking objectives and actions, and you may also like to provide additional commentary including on what you think is not there but should be.

Consultation process and timeline

A Consultation document summarising the objectives and actions is attached for your response.

Please provide your response by **5:00pm, Monday 10 July 2023** to the LGA Secretariat via Jenny McFeat (jenny.mcfeat@lga.sa.gov.au).

SAROC will consider feedback received and a final draft of the revised ABP at its meeting on 20 July 2023.

There will be multiple opportunities for councils to have input into the review of the LGA Constitution and ancillary documents, and further information will be sent to councils once that separate project scope has been finalised and consultant engaged. The ABP is a requirement of the current governance framework for SAROC and your input at this time is appreciated.

As SAROC considers its activities for the next financial year, it is important that we have a strong, united voice for regional councils and represent your shared interests within the sector, your input is therefore invaluable. Following consultation with member councils, SAROC will resolve a focussed, achievable agenda and ensure that sufficient resources are available to achieve quality, timely outcomes on the selected priorities.

On behalf of the SAROC committee, I would like to thank you in advance for engaging with SAROC as we prepare for work throughout the year ahead.

Kind regards

Mayor Leon Stephens

Chairperson – South Australian Regional Organisation of Councils (SAROC)

Phone: 08 8224 2000

Email: lgasa@lga.sa.gov.au

Attach: ECM 792440 – Consultation feedback document – SAROC draft Annual Business Plan 2023-24
ECM 791371 – Draft for consultation – SAROC Annual Business Plan 2023-24

SAROC Annual Business Plan 2023-24

May 2023

Draft

Foreword

I have great pleasure in presenting the South Australian Regional Organisation of Councils (SAROC) committee's 2023-24 Annual Business Plan.

Regional councils play an essential role in the liveability, sustainability and wellbeing of regional South Australia and SAROC is a strong, united voice for these councils, representing their shared interests for the benefit of the sector and local communities.

As a committee of the LGA, SAROC supports the LGA Board of Directors to advocate, assist and advance sector issues for regional councils. Working with our partners in the regions, State and Federal Governments, industry bodies and other stakeholders SAROC provides leadership, engagement and capacity building which benefits councils and their communities.

Working within the LGA's strategic framework, SAROC recognises the importance of remaining agile and supporting the LGA Secretariat to balance the delivery of outcomes for the benefit of all members. To assist SAROC has identified 4 strategic priorities that we think are critical to regional communities and which we can support regional councils in multiple, effective ways. These priorities will guide our work over the next year:

1. Liveability
2. Regional housing
3. Regional health
4. Regional skills and workforce

Member councils within the SAROC Regional Grouping have been consulted on the ABP and the objectives and actions that will support our members.

I commend this Annual Business Plan to you and look forward to working with our members and partners to achieve our objectives, while remaining agile enough to deal with new issues as they emerge providing ongoing leadership and support to our regional councils.

Mayor Leon Stephens

Chair of the South Australian Regional Organisation of Councils

Introduction

The object of the Local Government Association (LGA) is to achieve public value through the promotion and advancement of the interests of local government by:

1. Advocating to achieve greater influence for local government in matters affecting councils and communities.
2. Assisting member councils to build capacity and increase sustainability through integrated and coordinated local government.
3. Advancing local government through best practice and continuous improvement.

The South Australian Regional Organisation of Councils (SAROC) is established as a committee of the LGA and is responsible to the LGA for the discharge of its functions. SAROC is a strong, united voice for regional councils and represents their shared interests for the benefit of regional communities.

SAROC supports the LGA Board of Directors to provide advocacy, policy initiation and review, leadership, engagement and capacity building for the benefit of regional South Australian councils and their communities.

The role of SAROC is to provide a forum for regional advocacy, develop policy consideration for the sector and provide strategic advice to the LGA Board, leadership, engagement and capacity building for the SAROC region. The SAROC region is the combined local government area of each LGA Member listed in Appendix 1.

The table below summarises these roles, which will drive its strategic objectives and underpin achievement of its purpose, consistent with the LGA Strategic Management Framework.

Role	SAROC will:
Regional Advocacy	Represent members' interests on issues that matter to all regional councils to the LGA, State and Federal Government and with key stakeholders.
Policy Initiation and Review	Consider policy that is of strategic importance to all regional councils. Review items of business put forward by member councils and advise on policy matters as requested by the LGA.
Leadership	Initiate actions and lead activities that provide benefit to all regional councils. Develop and maintain relationships with the State and Federal Governments.
Engagement and Capacity Building in the Region(s)	Engage with members within the SAROC Regional Grouping and keep them informed of the activities of SAROC. Actively promote communication between members and between members and the LGA.

SAROC Guiding principles:

SAROC has developed the following guiding principles to operate under, we will:

1. Be a strong partner and voice representing the LGAs regional members.
2. Work closely with key stakeholders on matters of joint interest.
3. Prioritise and address issues that are common to all regional members.
4. Carefully consider items of business from any regional member council or items raised independently by SAROC members, for consideration by the LGA Board of Directors or at a General Meeting
5. Collaborate closely with the LGA and Greater Adelaide Regional Organisation of Councils (GAROC).
6. Be nimble, agile and responsive to the needs of regional councils.

Our stakeholders & partners

SAROC recognises that to be successful and deliver value for regional councils on behalf of the LGA Board we, and the LGA Secretariat on our behalf, need to work in close collaboration and engagement with our key stakeholders and partners including:

- Regional councils
- GAROC Committee
- Regional Local Government Associations
- State Government and its agencies
- Federal Government and its agencies
- Regional Development Australia
- Members of Parliament
- Other peak bodies, associations and statutory authorities

As a committee of the LGA, SAROC operates within the LGA Strategic Plan 2021-2025 and prepares an annual plan within that framework. SAROC supports the LGA to 'advocate, assist and advance' the interests of local government.

SAROC Budget

To support the delivery of its Annual Business Plan (ABP), SAROC and GAROC each receive an allocation of \$100,000 from the Local Government Research and Development Scheme. GAROC also receives an additional allocation of \$40,000 in lieu of the funding allocation made to Regional LGAs to enable the delivery of capacity building activities via regional groupings of councils.

The budget/resources allocated to items within the SAROC ABP indicate whether it is a carryover from a previous resolution of SAROC (project underway) or whether it will be approved with the adoption of this ABP.

Terms of Reference

As a committee of the LGA, SAROC operates in accordance with the Terms of Reference (ToR) given effect in January 2020. Accordingly, SAROC will assess its performance against the ToR and include this assessment as part of the annual report provided to the Board by September each year.



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There is also a review of the LGA Constitution and ancillary documents underway, including the SAROC ToR. The SAROC committee will contribute to this review as will member councils through the consultation process. This work is imminent and will be significantly undertaken in the 2023-24 financial year.

2023-24 Strategic themes and objectives

In accordance with the LGA Constitution and its terms of reference, SAROC will fulfil its functions in a manner consistent with the 'LGA Strategic Management Framework'. The SAROC annual plan has therefore been developed linking the LGA's strategic objectives outlined in the LGA Strategic Plan 2021-2025, objectives/initiatives identified through the LGA Advocacy Plan and Policy Manual, and annual planning input from SAROC members, and consultation with member councils.

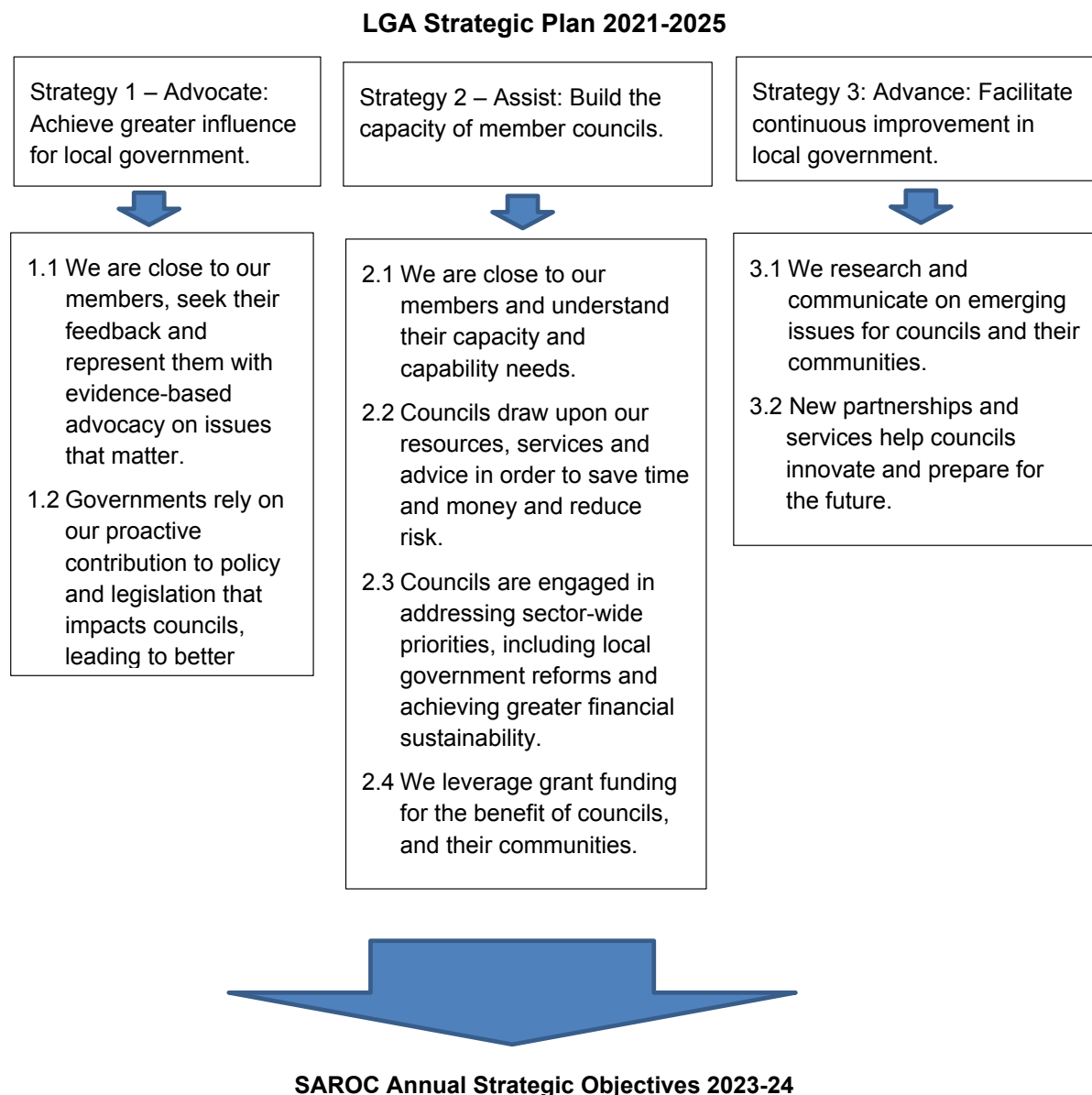
These priorities will help guide the activities and actions SAROC in 2023-24.

The engagement activities which may be coordinated through SAROC (e.g. workshops, networking, leadership forums) are consistent with the LGA Communications Strategy 2021-2024.

Each of the priorities are interconnected which provides an opportunity to focus on these areas delivering on outcomes that will have a direct, positive benefit for our regional members.

SAROC Priorities	Related Key LGA Strategies from 2021-2025 LGA Strategic Plan	Related Key LGA Outcome from 2021-2025 LGA Strategic Plan
1. Liveability 2. Regional Housing 3. Regional Health 4. Regional skills & workforce	<p>Strategy 1 – Advocate: Achieve greater influence for local government.</p> <p>Strategy 2 – Assist: Build the capacity of member councils.</p> <p>Strategy 3: Advance: Facilitate continuous improvement in local government.</p>	<p>1.1 We are close to our members, seek their feedback and represent them with evidence-based advocacy on issues that matter.</p> <p>1.2 Governments rely on our proactive contribution to policy and legislation that impacts councils, leading to better outcomes for communities.</p> <p>2.1 We are close to our members and understand their capacity and capability needs.</p> <p>2.2 Councils draw upon our resources, services and advice in order to save time and money and reduce risk.</p> <p>2.3 Councils are engaged in addressing sector-wide priorities, including local government reforms and achieving greater financial sustainability</p> <p>2.4 We leverage grant funding for the benefit of councils, and their communities.</p> <p>3.1 We research and communicate on emerging issues for councils and their communities.</p> <p>3.2 New partnerships and services help councils innovate and prepare for the future.</p>

Graphically this can be shown as:



SAROC Priorities			
Liveability	Regional Housing	Regional Health	Regional Skills & Workforce

Draft

Priority 1: Liveability

Objective – Advocate for State and Federal Government funding, initiatives and legislation that assists with growth and development of regional South Australia.

Objective - To continue to advocate to Federal/State governments to recognise the specific needs of regional councils when developing and implementing regional economic development strategies and associated policy, programs and commitments that impact on the regions. These needs include a focus on social impacts and improved digital connectivity, infrastructure, access to services and utilities, health, housing and jobs.

Objective – To continue to advocate to Federal/State governments for the decentralisation of South Australia's population to support regional South Australia. Successful regions make successful states.

Objective – To continue to advocate for increased State and Federal government funds for the maintenance and upgrade of regional roads (Road Safety strategies and Action Plans).

Objective – To continue to advocate that South Australia's planning system reflects leading practice and that the Planning and Design Code and associated instruments deliver quality planning and design outcomes that improve the amenity, liveability, social connectivity and sustainability of communities.

Objective – Advocate for State and Federal Government funding to support investment in climate-ready infrastructure to protect against and repair damage from sea-level rise, flooding, fire and extreme weather.

Objective – Pursue opportunities to work collaboratively with government agencies and other organisations with aligned goals and values on projects, programs and campaigns that will assist local government action to mitigate the social, economic, and physical impacts of climate change.

Actions	Timing	Budget / Resources	Link to SAROC role
1. Advocacy and support for member councils with the implementation of South Australia's Regional Development Strategy.	Ongoing	LGA Secretariat	Leadership Regional Advocacy
2. Advocate for specific funding commitments from State and Federal Government that assist regional councils and communities to recover from	Ongoing	LGA Secretariat	Regional Advocacy

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centralisation of SA population and support decentralisation initiatives.			
3. Liaise with Federal and State Government, Regional Development Australia Boards and key regional stakeholders to support regional economies and advocate for public service representation in regional communities.	Ongoing	LGA Secretariat	Leadership Regional advocacy
4. Assist councils with funding submissions on priority Mobile Phone Blackspot funding.	Ongoing	LGA Secretariat	Leadership
5. Incorporate funding requests in State and Federal Budget submissions for more, well-placed mobile phone towers and improved digital connectivity – fast and reliable NBN / internet and batteries.	Ongoing	LGA Secretariat	Leadership Regional advocacy
6. Appointment of a LGA Climate Change Policy Officer to provide guidance to member councils and coordinate access to resources to understand climate risks and the prioritisation of risk reduction action.	Ongoing	\$120,000 R&D Application – awaiting approval \$50,000 from SAROC for 2023-24 (joint with GAROC)	Leadership Regional advocacy
7. Supporting advocacy via ALGA to increase federal Financial Assistance Grants and secure long-term certainty of supplementary road funding for SA.	Ongoing	LGA Secretariat	Leadership Regional advocacy
8. Incorporate advocacy for increased State Government funding for the maintenance and upgrade of safe and high-quality regional roads into LGA's State Budget submissions.	Ongoing	LGA Secretariat	Leadership Regional advocacy
9. Support member councils with implementation of Regional Plans.	Ongoing	LGA Secretariat	Leadership

10. Engage on SPC lead projects of regional significance and provide advocacy on behalf of the sector.	Ongoing	LGA Secretariat	Leadership Regional advocacy
11. Host forums and workshops to facilitate exchange of information between councils, Department of Investment and Trade and the State Planning Commission.	Ongoing	LGA Secretariat	Leadership Regional advocacy
12. Collaborate with State Govt on opportunities created by the decarbonisation of the economy and the Local Government sector's role (forms part of State-Local Government Economic Development Accord).	Ongoing	LGA Secretariat	Leadership Regional advocacy
13. Finalisation and implementation of LGA Model Waste Documents (suite of tendering materials).	December 2023	LGA Secretariat - \$35,000 carryover from 2022-23	Leadership
14. Investigate Native Vegetation Act 1991 (SA), Native Vegetation Regulations 2017 and relevant guidelines to consider effect on councils particularly from road safety/function and cost perspective (as per SAROC resolution 2 March 2023).	June 2024	\$35,000 proposed	Leadership Regional advocacy Policy initiation and review

Strategic Priority 2: Regional housing

Objective - Develop roadmap with State and Federal Governments for increasing regional housing supply that includes better incentives for private development in regional areas and alternative funding models for affordable housing projects and associated infrastructure, including a process to secure government funds.

Objective – Advocate for national plan to end homelessness by 2030.

Actions	Timing	Budget / Resources	Link to SAROC role
1. Continue to lobby for State Govt / Local Govt / Industry forum to include development of response to statewide housing supply and affordability.	Ongoing	LGA Secretariat	Regional Advocacy Leadership
2. Continue to work with Office for Regional Housing (ORH) and council staff to assist with collation and format of data on regional housing shortages (supply and demand factors).	Ongoing	LGA Secretariat	Leadership
3. Liaise with ORH, and support member councils, on wider regional housing advocacy/assistance initiatives to support increased housing development.	Ongoing	LGA Secretariat	Leadership
4. Ongoing advocacy to the Federal Government including their National Housing Supply and Affordability Council targeted at ensuring South Australian councils and stakeholders receive appropriate grant funding and concessions/subsidies to increase housing supply.	Ongoing	LGA Secretariat	Regional Advocacy Leadership
5. Ongoing collaboration with the State Government and the South Australian Alliance to End Homelessness through the Local Government Homelessness Network.	Ongoing	LGA Secretariat Assisted by \$20,000 from GAROC	Leadership

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Priority 3: Regional health

Objective – Continue to advocate to the Federal and State Governments for the provision of improved health services in regional areas.

Objective – Establish a formal role for the sector to shape state-wide and community-based initiatives to better address medical workforce shortages in regional areas.

Objective – Advocate for improved and equitable primary health services in regional Australia to attract and retain General Practitioners and so there is less reliance on local government intervention (front-line medical services) to detriment of preventative health activities.

Objective – Secure additional State Government investment to provide ongoing sustainable and equitable funding for councils to deliver immunisation services.

Objective – Continue to support councils with capability building for community wellbeing in alignment with LGA/Wellbeing - SA Public Health Partnership Authority Agreement.

Actions	Timing	Budget / Resources	Link to SAROC role
1. Advocate for measures to improve regional access to primary health care services with consideration given to measures included in the Regional Health Workforce toolkit.	Ongoing	LGA Secretariat	Leadership Regional advocacy
2. Coordinate Early Childhood funding and support – including Grants, advocacy on issues arising from Royal Commission on Early Childhood.	Ongoing	LGA Secretariat	Leadership Regional advocacy
3. Monitor outcomes of Australian Government's review of Medicare system and scope potential advocacy opportunities through State and Federal Government policy reforms.	June 2024	LGA Secretariat	Leadership Regional advocacy Policy initiation and review



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4. Advocacy through new Service Level Agreement and updating MoU with State Government – review of school-based immunisation funding and models.	Ongoing	LGA Secretariat	Leadership Regional advocacy
5. Development and delivery of learning sessions, tools and resources, informed and co-designed with councils, advice and support to councils and State Government regarding community wellbeing, in partnership with Wellbeing SA.	To June 2024	Co-funded by Wellbeing SA and LGA (R&D)	Leadership Regional advocacy Policy initiation and review
6. Lobbying for State Government leadership to provide ongoing operational support to ensure an effective response to hoarding and squalor in SA.	June 2024	LGA Secretariat - \$30,000 Carryover from 2022-23	Regional advocacy

Priority 4: Regional skills & workforce

Objective – Advocate and implement strategies to support the Local Government sector with addressing skills and capability needs.

Objective - Establish networks and relationships with education sector to raise awareness of local government careers and education hub options.

Objective – Establish networks and relationships with industry training providers to inform integrated solutions and advocacy to address skills shortages in regional areas.

Objective – Establish a formal role for the sector to shape state-wide and community-based initiatives to better address medical workforce shortages in regional areas.

Objective – Collaborate with State Government to build Climate Risk Capacity in regional councils to increase skills, knowledge and capacity for councils to take local action on emission reductions and adaptation strategies.

Actions	Timing	Budget / Resources	Link to SAROC role
1. Support councils with strategies including workforce planning, remuneration benchmarking for critical roles and local-government specific training programs.	Ongoing	LGA Secretariat	Leadership Regional advocacy
2. Advocate for funding for and assist to coordinate or facilitate regional skills showcase as pilot for potential rolling program of events across regional SA.	Ongoing	Subject to funding	Leadership
3. Collaborate with State Government and industry groups on guidance and training for councils to better understand carbon accounting, carbon reduction planning, offsetting, and procuring carbon neutral products and services (focus on high emissions services like waste management and road building and maintenance).	Ongoing	LGA Secretariat	Leadership Policy initiation and review



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4. Advocate for an investigation into the benefits of establishing (or extending) the <u>Rural Workforce Agency Victoria</u> model to South Australia.	Ongoing	LGA Secretariat	Leadership Regional advocacy
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Draft

Strategic and Annual Plan Implementation and Review

Under SAROC's Terms of Reference, the Committee is required to develop an Annual Business Plan (ABP) which supports the delivery of the Strategic Plan and present it to the Board of Directors for approval by June each year.

In accordance with the LGA Constitution and structure of the SAROC as a committee of the LGA, the Strategic Plan is that of the LGA.

SAROC will assess its performance against the ABP each quarter; and provide an Annual Report to the LGA Board of Directors by September each year summarising its performance against the ABP strategic objectives and actions.

The SAROC 2023-24 ABP provides the specific actions against which the activities of SAROC may be monitored.

Appendix 1**List of Regional Groupings of Members within SAROC**

Regional Grouping of Members	Members
Southern & Hills Councils	Alexandrina Council Mount Barker District Council City of Victor Harbor District Council of Yankalilla Kangaroo Island Council
Legatus Councils	Adelaide Plains Council The Barossa Council Barunga West Council Clare & Gilbert Valleys Council Copper Coast Council Regional Council of Goyder Light Regional Council District Council of Mount Remarkable Northern Areas Council District Council of Orroroo Carrieton District Council of Peterborough Wakefield Regional Council Yorke Peninsula Council The Flinders Ranges Council
Eyre Peninsula Councils	District Council of Ceduna District Council of Cleve District Council of Elliston District Council of Franklin Harbor District Council of Kimba District Council of Streaky Bay District Council of Tumby Bay Wudinna District Council District Council of Lower Eyre Peninsula City of Port Lincoln

Limestone Coast Councils	District Council of Grant Kingston District Council City of Mount Gambier Naracoorte Lucindale Council District Council of Robe Tatiara District Council Wattle Range Council
Murraylands and Riverland Councils	District Council of Loxton Waikerie Mid Murray Council District Council of Karoonda East Murray Coorong District Council Southern Mallee District Council Berri Barmera Council Renmark Paringa Council The Rural City of Murray Bridge
Spencer Gulf Cities	Port Augusta City Council Port Pirie Regional Council City of Whyalla



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14.4 APPROVAL OF EXPENDITURE PRIOR TO THE ADOPTION OF THE 2023/2024 ANNUAL BUDGET**Record Number: D23/21432****Author: Director Finance****Authoriser: Chief Executive Officer****Attachments: Nil****EXECUTIVE SUMMARY**

- The purpose of this report is for Council to approve the expenditure of unbudgeted funds for the period between the end of the current budget cycle (being 30 June 2023) and the approval of the 2023/2024 Budget (anticipated to be considered at a Special Council Meeting on 10 July 2023).
- Under section 44(3)(e) of the Local Government Act 1999, a council cannot delegate the power to approve expenditure of money on works, services or operations that is not contained in a budget adopted by the Council.
- As there will be a period of time (between 30 June 2023 and the date that the 2023/2024 budget is adopted) that Council will not have an adopted budget in place, in order for Council to continue to operate on a 'business as usual' basis (or at all), it is necessary for Council to approve the expenditure of certain funds and, in doing so, provide an authorisation for expenditure by the Chief Executive Officer and the administration that will essentially occur outside an approved budget.
- Provided for Members' consideration at **Table 1** is a summary of operating expenses deemed necessary for Council to continue to operate on a 'business as usual' basis from 30 June 2023 until the 2023/2024 budget is adopted.
- The recommendation below is based on a template, provided by the Local Government Association.

RECOMMENDATION

"that Council, having considered Item 14.4 – Approval of Expenditure Prior to the Adoption of the 2023/2024 Annual Budget, dated 26 June 2023, receives and notes the report and in doing so:

- 1. Acknowledges that the 2023/2024 Annual Business Plan and Budget of Council is not proposed to be adopted until 10 July 2023;**
- 2. Pending the adoption of the 2023/2024 Annual Business Plan and Budget, approves the expenditure of Council funds on the works, services and operations of the Council as follows:**
 - a. Employee costs**
 - b. Materials, contractors and other**
 - c. Loan repayments and short-term borrowings**
 - d. Interest expenses**

- 3. Authorises the Chief Executive Officer to expend the Council's funds approved in paragraph 2 of this resolution; and**
- 4. Acknowledges that the Chief Executive Officer may authorise such other employees of the Council to expend the funds approved in paragraph 2 of this resolution."**

BUDGET IMPACT

Estimated Cost:	This report has no specific financial or budget implications other than to seek approval for the expenditure of unbudgeted Council funds for the intervening period between the end of the current budget period (being 30 June 2023) and the adoption of the 2023/2024 budget
Future ongoing operating costs:	Not Applicable
Is this Budgeted?	Not applicable

RISK ASSESSMENT

By adopting the above recommendation, Council can continue to operate on the "business as usual" basis to provide Council services to the Adelaide Plain community until 2023/2024 budget is adopted.

DETAILED REPORT

Purpose

The purpose of this report is to seek Council approval for the expenditure of unbudgeted Council funds for the period between the end of the current budget cycle, being 30 June 2023, and the approval of the 2023/2024 budget which is anticipated to be considered on 10 July 2023.

Background

Under section 44(3)(e) of the Local Government Act 1999, a council cannot delegate the power to approve expenditure of money on works, services or operations that is not contained in a budget adopted by the Council.

Discussion

As there will be a period of time (between 30 June 2023 and the date that the 2023/2024 budget is adopted, anticipated to occur in July 2023) that Council will not have an adopted budget in place, in order for Council to continue to operate on a 'business as usual' basis (or at all), it is necessary for Council to approve the expenditure of certain funds and, in doing so, provide an authorisation for expenditure by the Chief Executive Officer and the administration that will essentially occur outside an approved budget. This approach, and the recommendation, is based on advice and a template provided by the Local Government Association.

Provided for Members' consideration at **Table 1** below is a summary of operating expenses deemed necessary for Council to continue to operate on a 'business as usual' basis from 30 June 2023 until the 2023/2024 budget is adopted in July 2023.

Table 1: Works, Services and Operation

Expenses
- Employee costs
- Materials, contracts and other
- Loan repayments and short-term borrowings
- Interest expenses

Conclusion

As there will be a period of time (between 30 June 2023 and the date that the 2023/2024 budget is adopted) that Council will not have an adopted budget in place, in order for Council to continue to operate on a 'business as usual' basis (or at all), it is necessary for Council to approve the expenditure of certain funds and, in doing so, provide an authorisation for expenditure by the Chief Executive Officer and the administration that will essentially occur outside an approved budget.

References

Legislation

Local Government Act 1999 Part 2 Section 123 Annual Business Plans and Budgets

Local Government (Financial Management) Regulations 2011

Council Policies/Plans

Budget Management Policy

14.5 PROPOSED DISCRETIONARY FEES & CHARGES FOR 2023/2024 – TWO WELLS WASTE TRANSFER STATION**Record Number:** D23/25327**Author:** Director Finance**Authoriser:** Chief Executive Officer**Attachments:** 1. **Proposed Two Wells Waste Transfer Station Fees for 2023-2024 Financial Year** [↓](#) **EXECUTIVE SUMMARY**

- The purpose of this report is for Council to consider proposed 2023/2024 Fees and Charges for use at the Two Wells Waste Transfer Station;
- At the Council meeting held on 22 May 2023, Elected Members requested a further report in relation to fees and charges payable by concession cardholders at the Two Wells Waste Transfer Station;
- It is proposed that concession card holders with a proof of residence within the Adelaide Plains Council area are to receive a discount of 40% on general waste fees and 50% on green waste fees; and
- Concession cards accepted by the Two Wells Waste Transfer Station are:
 - Centrelink Health Card;
 - Commonwealth Seniors Health Card;
 - Low Income Health Care Card;
 - Pensioner Concession Card;
 - Seniors Card; and
 - Department of Veterans' Affairs Gold Card.

RECOMMENDATION

“that Council, having considered Item 14.5 – *Proposed Discretionary Fees & Charges for 2023/2024 – Two Wells Waste Transfer Station*, dated 26 June 2023, receives and notes the report and in doing so adopts Two Wells Waste Transfer Station fees and charges for the 2023/2024 Financial Year as provided in Attachment 1 to this Report noting that a discount of 40% and 50% will be applied on general and green waste disposal respectively by concession cardholders who lives in the Adelaide Plains Council area.”

BUDGET IMPACT

Council received an income of \$0.130m in 2021/2022 Financial Year from discretionary fees and charges while the Third Budget Update for 2022/2023 is forecasting an income of \$0.125m. The draft budget for the next financial year is \$0.139m, of which 54% will be from the Two Wells Waste Transfer Station.

Where the Council has the power to set the fees and charges (discretionary fees and charges), it is proposed that those fees and charges are increased by 4.00% as endorsed by Council at its meeting held on 27 February 2023. Notwithstanding this, there are some circumstances where the proposed fee increases are either less or greater than 4.00%, mainly due to;

- a) Cost pressures;
- b) Comparable with private service providers;
- c) rounding off adjustment for ease of handling cash;

RISK ASSESSMENT

Council has the ultimate discretion in respect to the fees and charges which it sets (i.e., non-statutory). In setting the fees and charges, the Council should be mindful of the impact which any increases may have on the community and users of the respective services.

However, if fees and charges are not appropriately increased, then this will result in citizens and property owners contributing a greater amount of revenue in the form of increased rates towards the cost of providing Council services and programs.

DETAILED REPORT

Purpose

The purpose of this report is for Council to consider the proposed 2023/2024 Fees and Charges to be applied at the Two Wells Waste Transfer Station.

Background

At the meeting held on 22 May 2023, Council resolved as follows;

14.4 PROPOSED DISCRETIONARY FEES & CHARGES FOR 2023/2024

RESOLUTION 2023/128

Moved: Councillor Keen

Seconded: Councillor Mazzeo

“that Council, having considered Item 14.4 – Proposed Discretionary Fees & Charges for 2023/2024, dated 22 May 2023, receives and notes the report and in doing so adopts the draft Schedule of Discretionary Fees and Charges for the 2023/2024 Financial Year as provided at Attachment 1 to this Report subject to a further report in relation to concessionary fees and charges.”

CARRIED

Discussion

In general, fees and charges are reviewed with reference to the anticipated inflation rate of the costs incurred by the Council to provide the service and with reference to market rates for like services and “ease-of-cash” handling, through rounding of any proposed increases.

At its meeting held on 27 February 2023, Council endorsed that fees and charges not set by Legislation be increased by 4.00% at a minimum.

A copy of the draft discretionary of Fees and Charges proposed to be charged at the Two Wells Waste Transfer Station is contained in **Attachment 1**.

The proposed fees and charges have an increase more/less than 4% due to a combination of;

- Increased cost of waste disposal being paid by the Council to contractors specifically related to the commercial-sized loads;
- Commercial-sized loads fees and charges matched to the NAWMA costs;
- Consideration made for general ratepayers' loads with no changes made to fees and charges for cars, wagons, Utes and 6x4 trailers;
- Concession card holders with proof of residence within the Adelaide Plains Council area will receive a discount of 40% on general waste fees and 50% on green waste fees; and

- Concession cards accepted by the Transfer Station are:

- Centrelink Health Card;
- Commonwealth Seniors Health Card;
- Low Income Health Care Card;
- Pensioner Concession Card;
- Seniors Card; and
- Department of Veterans' Affairs (DVA) Gold Card.

Council has the ultimate discretion in respect to the fees and charges which it sets (i.e., non-statutory). However, in setting these fees and charges, the Council should be mindful of the impact which any increases may have on the community and users of the respective services.

If the next year fees and charges, on the other hand, are not appropriately increased, then this will result in citizens and property owners contributing a greater amount of revenue in the form of increased rates towards the cost of providing Council services and programs.

Conclusion

The proposed fees and charges have been set at an appropriate level for users and consumers and are not expected have a major impact on citizens. Due to rounding off adjustments for ease of cash handling and increased cost of providing services, some of the proposed fees have gone up by more than 4.00%.

References

Legislation

Section 188 of the Local Government Act 1999 – Fees and Charges

Council Policies/Plans





Not applicable

ADELAIDE PLAINS COUNCIL
PROPOSED SCHEDULE OF DISCRETIONARY FEES AND CHARGES FOR 2023-2024
TWO WELLS WASTE TRANSFER STATION

Fee/Charge Description		Proposed Fees (\$)	Proposed Fee Increase (%)	Unit	GST Applies	
	2022-2023	2023-2024	2023-2024			
TWO WLLS REFUSE STATION						
E-Waste (Note 1)	Free	Free	N/A	N/A	N/A	
Engine oil, batteries (Note 1)	Free	Free	N/A	N/A	N/A	
Agricultural chemical drums (comply with drum muster regulation) (Note 1)	Free	Free	N/A	N/A	N/A	
Scrap Steel (clean) and Card board (Note 1)	Free	Free	N/A			
Car Boot (Note 1)	30	30	-	Per Load	Yes	
Station Wagon (Note 1)	40	40	-	Per Load	Yes	
Wheelie Bin MGB (Note 1)	12	12	-	Per Load	Yes	
Small Trailer (6x4, 7x4) level to standard sides (Note 1)	60	60	-	Per Load	Yes	
Small Trailer (6x4, 7x4) with raised sides (Note 1)	90	90	-	Per Load	Yes	
Small Trailer 7x5 level to standard sides (Note 1)	60	90	50.00	Per Load	Yes	
Small Trailer 7x5 raised or caged sides (Note 1)	90	90	-	Per Load	Yes	
Ute/Van (Note 1)	60	60	-	Per Load	Yes	
Ute with raised sides (Note 1)	85	85	-	Per Load	Yes	
Large Trailer (8x4, 8x5) level to standard sides (No concessions apply)	110	110	-	Per Load	Yes	
Large Trailer (8x4, 8x5) with raised sides (No concessions apply)	145	145	-	Per Load	Yes	
Large Trailer (10x5) level to standard sides (No concessions apply)	115	125	8.70	Per Load	Yes	
Large Trailer (10x5) with raised sides (No concessions apply)	145	170	17.24	Per Load	Yes	
Large Trailer (10x6 and over) level to standard sides (No concessions apply)	135	200	48.15	Per Load	Yes	
Large Trailer (10x6 and over) with raised sides (No concessions apply)	170	200	17.65	Per Load	Yes	
Light truck up to 2 tonne with Standard Sides (No concessions apply)	135	200	48.15	Per Load	Yes	
Light truck up to 2 tonne with raised sides (No concessions apply)	165	200	21.21	Per Load	Yes	
Mattress Single Disposal (Note 1)	25	25	-	Per Mattress	Yes	
Mattress Double Disposal (Note 1)	30	30	-	Per Mattress		
Tyre Disposal (at Refuse Stations Only) - ON RIM- no tyres larger than truck accepted						
Car (No concessions apply)	17	17	-	Per Tyre	Yes	
Light Truck (No concessions apply)	28	28	-	Per Tyre	Yes	
Truck (No concessions apply)	48	70	45.83	Per Tyre	Yes	
Tractor (No concessions apply)	74	Not offered	-	Per Tyre	Yes	
Tyre Disposal (at Refuse Stations Only) - OFF RIM (40% discount on on-rim price)						
Car (No concessions apply)	12	12	-	Per Tyre	Yes	
Light Truck (No concessions apply)	17	17	-	Per Tyre	Yes	
Truck - Prices reduced to discourage illegal dumping (No concessions apply)	35	30	(14.29)	Per Tyre	Yes	
Tractor (No concessions apply)	75	Not offered	-	Per Tyre	Yes	

Note 1 : Concession card with proof of residence - General Waste Discount 40%, Green Waste Discount 50%

Note 2 : Concession cards accepted by the Transfer Station: Centrelink Health Card Card/Commonwealth Seniors Health Card/Low Income Health Care Card/Pensioner Concession Card/Seniors Card/Department of Veterans' Affairs (DVA) Gold Card. Proof of residence is required to obtain concessions

14.6 DOGS ON LEASH – LEWISTON WETLANDS AND RESERVES TRAILS**Record Number:** D23/19600**Author:** Manager Regulatory**Authoriser:** Group Manager – Development and Community**Attachments:**
1. Dogs By-Law 2019  
2. Background Paper  **EXECUTIVE SUMMARY**

- The *Dog and Cat Management Plan 2022-2027* (the Plan) adopted by Council in February 2022 contains an Attachment which lists Dog Off-Leash and On-Leash Parks within Council's boundaries.
- The Lewiston Wetlands and Reserves Trails is designated in the Plan as an area where dogs can be off leash, whilst remaining under effective control as defined in the *Dog and Cat Management Act 1995*.
- As part of the 1 May 2023 Public Forum, Council received enquiries/concerns over dogs being off-leash in this area. In particular, there is concern regarding potential conflict between dogs and horse riding, in terms of safety to both horses and riders. Some existing signage promoting the area as on-leash is also contrary to the Plan.
- Council is empowered by the *Dogs By-Law 2019* to designate dog on-leash areas.
- It is recommended that public consultation should be undertaken in accordance with the *Public Consultation Policy* and consist of various consultation measures, including a background paper, regarding a proposal to designate the Lewiston Wetlands and Reserves Trails a dog on-leash area.
- Council should consider feedback received as part of the public consultation process prior to making any resolution to designate the area as Dogs On-Leash under the *Dogs By-Law 2019*.
- It is recommended that any resolution to designate an area as Dogs On-Leash be followed by a minor amendment to Council's *Dog and Cat Management Plan 2022-2027*, to ensure consistency.

RECOMMENDATION

"that Council, having considered Item 14.6 – *Dogs On Leash – Lewiston Wetlands and Reserves Trails*, dated 26 June 2023, receives and notes the report and in doing so:-

1. **Endorses undertaking public consultation in relation to a proposal that dogs be on-leash in the Lewiston Wetlands and Reserves Trails to inform a Council resolution under the *Dogs By-Law 2019*.**
2. **Notes the Background Paper – Proposed Dogs On Leash in Lewiston Wetlands and Reserves Trails as outlined in Attachment 2 will be used to inform the public consultation process.**

3. Authorises the Chief Executive Officer to undertake editorial changes to finalise the Background Paper for consultation.”

BUDGET IMPACT

Estimated Cost:	\$1,500.00 consultation costs, in addition to staff time
Future ongoing operating costs:	Nil
Is this Budgeted?	No

RISK ASSESSMENT

By adopting the recommendation Council will not be exposed to any significant risk.

DETAILED REPORT

Purpose

To seek the endorsement of Council to undertake public consultation with associated background paper, in regard to a proposal that dogs be on-leash in the Lewiston Wetlands and Reserves Trails.

Background

The *Dog and Cat Management Plan 2022-2027* (the Plan) adopted by Council in February 2022 contains an Attachment which lists Dog Off-Leash and On-Leash Parks within Council's boundaries.

Community Land that makes up the Lewiston Wetlands and Reserves Trails is designated in the Plan as an area where dogs can be off-leash, whilst remaining under effective control as defined in the *Dog and Cat Management Act 1995*.

Following the promotion of off-leash dog areas in the Autumn 2023 edition of the Communicator newsletter, administration staff have received enquiries, many expressing concerns, over dogs being off-leash in the Lewiston Wetlands and Reserves Trails area. In particular there is concern regarding potential conflict between dogs and horse riding, in terms of safety to both horses and riders.

Existing signs promoting the area as on-leash are also contrary to the Plan and Communicator article, and have caused confusion amongst the community, highlighting the need for clarity.

The matter was also highlighted at the recent public forum held in Mallala on 1st May 2023.

Dogs Off-Leash and On-Leash

Dogs may be off-leash on community land unless designated as on-leash under the *Dogs By-Law 2019* (the By-Law) (**Attachment 1**).

Under Clause 5.1 of the By-Law a person must not allow a dog under that person's control to be in, or remain in, a dog on leash area unless the dog is secured by a strong leash not exceeding two metres in length which is either tethered securely to a fixed object capable of securing the dog, or held by a person capable of controlling the dog and preventing it from being a nuisance or a danger to other persons.

Under Clause 5.2 of the By-Law:

"a dog on leash area is any

5.2.1 local government land or public place to which the council has resolved that this paragraph applies;

5.2.2 park where organised sport is being played

5.2.3 enclosed children's playground or if a children's playground is not enclosed land within five metres of children's playground equipment; or

5.2.4 wetland area"

Council has not resolved to make the Lewiston Wetlands and Reserves Trails a dog on leash area under the By-Law, therefore by default, dogs can be off-leash.

Discussion

Council is empowered by the By-Law to designate the Lewiston Wetlands and Reserves Trails a dog on-leash area – *“local government land or public place to which the council has resolved that this paragraph applies”*.

Prior to making such decision it is prudent to undertake public consultation in accordance with Council’s *Public Consultation Policy*.

Public Consultation on Dogs On-Leash in the Lewiston Wetlands and Reserves Trails

In order to inform the process and methods of consultation, it is important to define the purpose and goals of undertaking consultation, as well as identify relevant stakeholders.

For consultation about dogs on leash in this particular area, stakeholders include:

- Residents
- Visitors for recreation e.g., walking/cycling/horse riding
- Local groups, including horse clubs, dog clubs, etc
- SA wide bodies, including horse and dog groups, as well as the Dog and Cat Management Board.

The purpose of consulting would be to inform a possible resolution of Council under the By-Law.

The goals of consulting would be:

- Increase understanding of the options before Council for establishing dog on-leash areas
- Increase understanding of residents, visitors and local groups about the shared use of the trails and reserves
- Enable discussion amongst the differing interests of the pros and cons of establishing a dogs on leash area
- Identify a preferred approach.

A Background Paper (**Attachment 2**) has been prepared in order to inform discussion during the consultation.

Such consultation would be consistent with Council’s *Public Consultation Policy* which states:

“Council is committed to open, accountable and responsive decision making, which is informed by public consultation. Council is committed to genuine, effective and timely community consultation encouraging the public to participate in policy development and planning, the management and evaluation of services and in identifying areas of concern.

Council will endeavour to take into account the views and consideration of the community balancing those views with factors such as infrastructure, financial constraints, health and safety and legislative requirements in order to make decisions compatible with Council’s strategic direction and providing accurate information while maintaining financial viability and confidentiality.

Council appreciates that the community seeks to be involved and consulted with respect to decisions that affect the community culturally, financially, environmentally and socially. Council understands that the consultation process can identify a range of issues, ideas and solutions, providing a balanced outcome for the community within the parameters set by Council.”

In the context of the *Public Consultation Policy*, and noting goals could be increased understanding of the options before Council, increased understanding of residents, visitors and local groups of the factors influencing use of the locality, enabling discussion of pros and cons, and to identify a preferred approach, it is recommended that public consultation use the following methods:

- Local newspaper and Council website public notices advising of the consultation, the background paper and inviting submissions within a period (to be determined but at least 21 days).
- Advertisement via local horse and dog groups
- Written correspondence to residents and/or other stakeholders, including walking/cycling, dog, horse riding interests.
- Workshop
- Council's 'Communicator', depending on consultation timing in relation to publication
- Stakeholder one on one briefings as requested
- Standard questions to gain feedback in a structured manner via submissions and an online questionnaire.
- Fixed notice within Council's Principal Office, and Two Wells Service Centre.

The preparation of a background paper and consulting widely, and inviting discussion and comment, informs Council about how it could approach making a resolution under the Dogs By-Law.

The draft background paper explicitly proposes that the entire wetlands and reserves trails be 'dog on leash'. Consultation will enable Council to hear from a variety of stakeholders about this proposal. A workshop will enable discussion during the process, and may identify options and measures that may accompany a formal resolution under the By-Law.

Whilst not explicitly proposed, 'updated' signage about 'dogs' also presents an opportunity to update the brand and style of Council's main signage for the wetlands and reserves trails. Clarity about expectations for dogs by way of signage is an important tool in communicating to users of the shared trails.

Note it is recommended that any decision to designate an area as Dogs On-Leash would need to be followed by a minor update of the *Dog and Cat Management Plan 2022-2027*, to ensure consistency of information.

Conclusion

Current lack of clarity surrounding whether dogs should be on or off-leash in the Lewiston Wetlands and Reserves Trails requires further investigation.

Public consultation on designating the area as dogs on-leash should be undertaken in accordance with the *Public Consultation Policy* and consist of various consultation measures, including a background paper.

Council should consider feedback received as part of the public consultation process prior to making any resolution to designate the area as Dogs On-Leash under the *Dogs By-Law 2019*. Any such

resolution should be followed by a minor amendment to Council's *Dog and Cat Management Plan 2022-2027*, to ensure consistency.

References

Legislation

Local Government Act 1999

Dogs By-Law 2019

Council Policies/Plans

Public Consultation Policy

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THE SOUTH AUSTRALIAN GOVERNMENT GAZETTE

10 October 2019

ADELAIDE PLAINS COUNCIL

*By-law made under the Local Government Act 1999
and the Dog and Cat Management Act 1995*

DOGS BY-LAW 2019**By-law No. 4 of 2019**

For the management and control of dogs within the Council's area.

Part 1 – Preliminary**1. Short Title**

This by-law may be cited as the *Dogs By-law 2019*.

2. Commencement

This by-law will come into operation four months after the day on which it is published in the *Gazette* in accordance with Section 249(5) of the *Local Government Act 1999*.

3. Definitions

In this by-law:

- 3.1 **approved kennel establishment** means a building, structure or area approved by the relevant authority, pursuant to the *Development Act 1993* and the *Planning, Development and Infrastructure Act 2016* for the keeping of dogs on a temporary or permanent basis;
- 3.2 **assistance dog** means a dog trained and used for the purpose of assisting a person who is wholly or partially disabled and includes a dog undergoing training of a kind approved by the Board for assistance dogs;
- 3.3 **Board** has the same meaning as in the *Dog and Cat Management Act 1995*;
- 3.4 **children's playground** means any enclosed area in which there is equipment, apparatus or other installed devices for the purpose of children's play (or within 5 metres of such devices if there is no enclosed area);
- 3.5 **control**, in relation to a dog, includes the person having ownership, possession or charge of, or authority over, the dog;
- 3.6 **dog** has the same meaning as in the *Dog and Cat Management Act 1995*;
- 3.7 **effective control** means a person exercising effective control of a dog either:
 - 3.7.1 by means of a physical restraint;

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- 3.7.2 by command, the dog being in close proximity to the person, and the person being able to see the dog at all times;
- 3.8 **keep** includes the provision of food or shelter;
- 3.9 **leash** includes any chain, cord or leash;
- 3.10 **local government land** has the same meaning as in the *Local Government Act 1999*;
- 3.11 **park** has the same meaning as in the *Dog and Cat Management Act 1995*;
- 3.12 **premises** includes:
 - 3.12.1 land;
 - 3.12.2 a part of any premises or land;
- 3.13 **public place** has the same meaning as in the *Dog and Cat Management Act 1995*;
- 3.14 **small premises** means a premises comprising any self-contained dwelling where the premises associated with the dwelling contains a secured unobstructed yard area of less than 100 square metres;
- 3.15 **township** has the same meaning as in the *Local Government Act 1999*;
- 3.16 **wetland area** includes any park, reserve, scrub, trail or other land adjacent to a wetland;
- 3.17 **working livestock dog** means a dog:
 - 3.17.1 usually kept, proposed to be kept or worked on rural land by a person who is:
 - 3.17.1.1 a primary producer; or
 - 3.17.1.2 engaged or employed by a primary producer; and
 - 3.17.2 kept primarily for the purpose of herding, droving, protecting, tending or working stock, or training for herding, droving, protecting, tending or working stock.

Part 2 – Dog Management and Control

4. Dog Free Areas

- 4.1 A person must not allow a dog in that person's control to be in, or remain in a dog free area.
- 4.2 For the purposes of this paragraph, a **dog free area** is any:
 - 4.2.1 local government land; or

4.2.2 public place,

to which the Council has resolved this paragraph applies.

4.3 The restrictions in subparagraph 4.1 do not apply to any assistance dog.

5. Dog on Leash Areas

5.1 A person must not allow a dog under that person's control to be in, or remain in, a dog on leash area unless the dog is secured by a strong leash not exceeding two metres in length which is either:

5.1.1 tethered securely to a fixed object capable of securing the dog; or

5.1.2 held by a person capable of controlling the dog and preventing it from being a nuisance or a danger to other persons.

5.2 For the purposes of this paragraph, a **dog on leash area** is any:

5.2.1 local government land or public place to which the Council has resolved that this paragraph applies;

5.2.2 park when organised sport is being played;

5.2.3 enclosed children's playground or if a children's playground is not enclosed land within five metres of children's playground equipment; or

5.2.4 wetland area.

6. Dog Exercise Areas

6.1 Subject to paragraphs 4 and 5, a person may enter any dog exercise area for the purpose of exercising a dog under his or her control.

6.2 For the purposes of this paragraph, a **dog exercise area** is any:

6.2.1 park; or

6.2.2 local government land that the Council has resolved is a dog exercise area.

6.3 A person must ensure that any dog under their control remains under effective control while the dog is in a dog exercise area.

7. Limit on Dog Numbers

7.1 A person must not, without permission, keep any dog on any premises where the number of dogs on the premises exceeds the prescribed limit.

7.2 Subject to subparagraph 7.3, the **prescribed limit** on the number of dogs to be kept on premises:

7.2.1 constituting a small premises is one dog;

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THE SOUTH AUSTRALIAN GOVERNMENT GAZETTE

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- 7.2.2 within a township on premises other than a small premises is three dogs;
- 7.2.3 outside a township on premises other than a small premises within the Rural Living Zone as described in the Council's Development Plan or the Planning and Design Code is five dogs.
- 7.2.4 outside a township on premises other than a small premises within the Animal Husbandry Zone as described in the Council's Development Plan or the Planning and Design Code is nine dogs.
- 7.2.5 excluding 7.2.3 and 7.2.4, outside a township on any other premises other than a small premises is five dogs.
- 7.3 For the purposes of calculating the prescribed limit, the following dogs are to be disregarded:
 - 7.3.1 any dog that is under three months of age; and
 - 7.3.2 up to five working livestock dogs kept on premises outside a township.
- 7.4 The prescribed limit does not apply to:
 - 7.4.1 an approved kennel establishment;
 - 7.4.2 a veterinary practice;
 - 7.4.3 a pet shop;
 - 7.4.4 any premises that the Council has exempted from the requirements of this paragraph; or
 - 7.4.5 any business involving dogs provided that the business is registered in accordance with the *Dog and Cat Management Act 1995*.

Part 3 – Miscellaneous

8. Application

- 8.1 The Council may from time to time, by resolution, identify local government land as a dog exercise area in accordance with subparagraph 6.2.2 of this bylaw.
- 8.2 Any of subparagraphs 4 and 5.2.1 of this by-law shall apply only in such portion or portions of the area as the Council may from time to time, by resolution, direct in accordance with Section 246 of the *Local Government Act 1999*.
- 8.3 Where the Council makes a resolution under either of subparagraphs 8.1 or 8.2, the Council's Chief Executive Officer must ensure that:
 - 8.3.1 the area is denoted by signs erected by the Council; and
 - 8.3.2 information is provided to the public on the Council's website and in any other manner determined by the Council's Chief Executive Officer.

9. Revocation

Council's *By-law No. 4 – Dogs*, published in the *Gazette* on 6 September 2012, is revoked on the day on which this by-law comes into operation.

The foregoing by-law was duly made and passed at a meeting of the Adelaide Plains Council held on the 23rd day of September 2019 by an absolute majority of the members for the time being constituting the Council, there being at least two thirds of the members present.

Mr James Miller
Chief Executive Officer

Background Paper - Proposed Dogs on Leash in Lewiston Wetlands and Reserves Trails



For Consultation 2023

Council wants to hear from you about a proposal for Council to formally resolve to designate all the Lewiston Wetlands and Reserves Trails as dog 'on leash'.



Background

Council's Dog and Cat Management Plan¹ allows dogs 'off leash' in the Lewiston Wetlands and Reserves Trails. Owners with 'off leash dogs' are expected to keep their dogs under 'effective control' at all times. Dogs must be on leash within five metres of the Lewiston playground.

The current on/off-leash rules are summarised in Council's Autumn 2023 Communicator, with examples of parks where dogs are allowed off leash (See Appendix).

At Council's Public Forum in May 2023, concern about the rules for on-leash/off-leash dogs in the Lewiston Wetlands and Reserves Trails was raised (See Appendix). In particular, concern was raised regarding potential conflict between dogs and horse riding in terms of safety to both horses and riders.

Some existing signage promoting the area as on-leash is also contrary to the Dog and Cat Management Plan designating the area 'off leash' (see Appendix Signs). Some of the Wetlands and Reserves Trails could be technically called 'wetlands' and therefore 'on leash' under Council's Dogs By-Law. Land that is 'trails' may not be 'wetlands'. Clarity is needed.

¹ [apc.sa.gov.au/ data/assets/pdf_file/0015/1121514/Dog-and-Cat-Management-Plan-2022-2027.pdf](https://apc.sa.gov.au/data/assets/pdf_file/0015/1121514/Dog-and-Cat-Management-Plan-2022-2027.pdf)

Lewiston Wetlands and Reserves Trails

The Lewiston Wetlands and Reserves Trails are seven kilometres of remnant vegetation reserves linked by shared trails. The reserves and trails are used by people walking, running, cycling, horse riding and people with their dogs.

The Lewiston Playground and adjacent Dog Off Leash Park are an important part of Lewiston. Most reserves and trails play a flood management role in light of the risk of flooding from the Gawler River.

The Lewiston Wetlands and Reserves Trails are important shared recreation facilities for residents, many who have horses and dogs.

Lewiston has long been established as an Animal Husbandry and Rural Living Area. Residents all enjoy large lots, generally 1 hectare or larger. There are residents with horses and dogs, several horse clubs, a dog club, and many dog breeding businesses. 3,275 residents live in the overall suburb of Lewiston (2021 ABS).

Effective Control/Off-Leash/On-Leash

Under the *Dog and Cat Management Act*, all dogs must be under ‘effective control’ at all times. This is the standard expectation across South Australia.

Dogs may be off-leash on community land unless the land or part of the land has been designated as on-leash under the *Dogs By-Law 2019*² (the By-Law).

Under Clause 5.1 of the By-Law, a person must not allow a dog under that person’s control to be in, or remain in, a dog on leash area unless the dog is secured by a strong leash not exceeding two metres in length which is either tethered securely to a fixed object capable of securing the dog, or held by a person capable of controlling the dog and preventing it from being a nuisance or a danger to other persons.

Under Clause 5.2 of the By-Law:

“a dog on leash area is any

5.2.1 local government land or public place to which the council has resolved that this paragraph applies;

5.2.2 park where organised sport is being played

5.2.3 enclosed children’s playground or if a children’s playground is not enclosed land within five metres of children’s playground equipment; or

5.2.4 wetland area”

Council has not resolved to make the Lewiston Wetlands and Reserves Trails a dog on leash area under the By-Law, therefore by default, dogs can be off-leash.

² apc.sa.gov.au/our-council/bylaws

Proposed 'Dog on Leash'

Council wants to hear from you about a proposal for Council to formally resolve to designate all the Lewiston Wetlands and Reserves Trails as dog 'on leash'.

Designating all the Wetlands and Reserves Trails 'on leash' (see Appendix – Maps) provides clarity about what is expected for dog owners. It also provides confidence for horse riders that dogs will be 'on leash'. It also addresses the uncertainty around which land parts are wetlands or not.

If introduced, a common sense approach to compliance and issuing of fines is intended to address owners walking their dogs off leash. There is the real possibility that a horse may appear and a dog misbehave. Risks and potential fines associated with an owner walking a dog off leash rests with the dog owner.

If introduced, signs would be updated and placed in appropriate locations throughout the area.

The current responsible behaviour of the many dog and horse owners is acknowledged.

Dog and Cat Management Plan

After investigations and consultation, in 2022, Council adopted the Dog and Cat Management Plan 2022 to 2027 (the Plan). This Plan was also approved by the Dog and Cat Management Board, as is required under legislation.

The Plan identifies locations, such as the Lewiston Playground, within the Lewiston Wetlands and Reserves Trails where dogs are to be on leash, and in other locations, dogs are able to be off-leash.

Legal advice has confirmed that Council is able to resolve to designate all the Wetlands and Reserves Trails as dog 'on leash', notwithstanding the adopted Plan. The Dog and Cat Management Board will be advised of the proposal for Council to formally resolve to designate all the Wetlands and Reserves Trails as dog 'on leash'.

More information?

This Background Paper is available on Council's website apc.sa.gov.au. Hard copies may be obtained, at no cost, from Council's Principal Office, 2a Wasleys Road, Mallala or the Two Wells Service Centre, 69 Old Port Wakefield Road, Two Wells.

A Workshop will be held at XXX on XXX, commencing at XXX. Please RSVP to info@apc.sa.gov.au by 5pm, XXX.

Enquiries may be directed to Brendon Schulz, Manager Regulatory at info@apc.sa.gov.au or (08) 8527 0200.

How can I comment?

To assist you commenting and Council understanding, we are seeking comments on the following questions. These questions are also available via a Comments Form on Council's website apc.sa.gov.au and via an online questionnaire (XXX).

- What is your experience of dogs and horses in the Lewiston Wetlands and Reserves Trails?
- What have you observed about others experience of dogs and horses in the Lewiston Wetlands and Reserves Trails?
- Do you support the proposal for the entire Lewiston Wetlands and Reserve Trails to be 'dog on leash'? Y/N. Why do you hold this view?
- If the Lewiston Wetlands and Reserves Trails are designated dog 'on leash', Council is planning to update signage and seek the Dog and Cat Management Board's approval to update Council's Dog and Cat Management Plan. What else do you think would be important to do to ensure responsible use by people with dogs and horses?
- Any other comments?

Written submissions – preferably using the Comments Form or online questionnaire – must be received by XXX on XXX and addressed to:

Adelaide Plains Council

Submission – Dogs On-Leash – Lewiston Wetlands and Reserves Trails

By email: info@apc.sa.gov.au

Or by post: PO Box 18, MALLALA SA 5502

A report to Council to consider submissions and the questionnaire response will be prepared upon the conclusion of public consultation. Please indicate in your submission if you wish your correspondence to remain anonymous for the purposes of a report to Council.

Appendix – Off-Leash Dog Areas in Autumn 2023 Communicator Newsletter

The Communicator is Council's newsletter³

OFF-LEASH DOG AREAS in Adelaide Plains



Two Wells

Hart Reserve

Cnr Gawler and
Old Mallala Road

Historic Wells

Wells Road

Two Wells Oval Complex and Memorial*

Old Port Wakefield Road

Two Wells Dog Park

Wells Road

Wildflower Park, Magnolia Boulevard, and Lavendar Drive reserves

Clydesdale Reserve

Cnr Williams Road and
Hayman Road

Mallala

**Mallala Oval* (5m from
playground or campground)**
Wasleys Road

Dublin

Dublin Oval*

South Terrace

Dublin Lions Park

Sixth Street

Lewiston

Lewiston Dog Park

38 Pederick Road

Lewiston Trails, Hams Park

179 Dawkins Road

Camel and Fletcher Reserves

Hayman Road,
James Road, Gawler-Two
Wells Road, Louisa Road,
Wirramulla Road

We have several more off-leash areas
in the region. View our Dog and Cat
Management Plan to learn more.

* when no organised
sport is being played.

With room to
stretch pups' legs,
and poo bag
dispensers available!



COUNCIL'S DOGS BY-LAW 2019

Our *Dogs By-law 2019* (By-law) requires dogs to be kept on a leash
no longer than 2 metres in length at all times in:

- Any Council land that has signs marking a dogs-on-leash area;
- Parks when organised sport is being played;
- Within 5 metres of, or in, an enclosed playground and;
- Any wetland or coastal area (including parks, roads, and verges).

An expiation
fee of up to
\$210 applies.

³ [Council Newsletter | Adelaide Plains Council \(apc.sa.gov.au\)](https://www.adelaideplainscouncil.gov.au/newsletter)

Appendix – Notes May Public Forum**Public Forum 1 May 2023****Discussion Summary**

A summary of the topics and concerns raised for discussion by community members at Adelaide Plains Council's Public Forum.

On-leash/Off-leash Dogs in Lewiston Trails

- Request for clarification on the information printed in Communicator Autumn 2023 regarding off-leash dog areas in Council region.

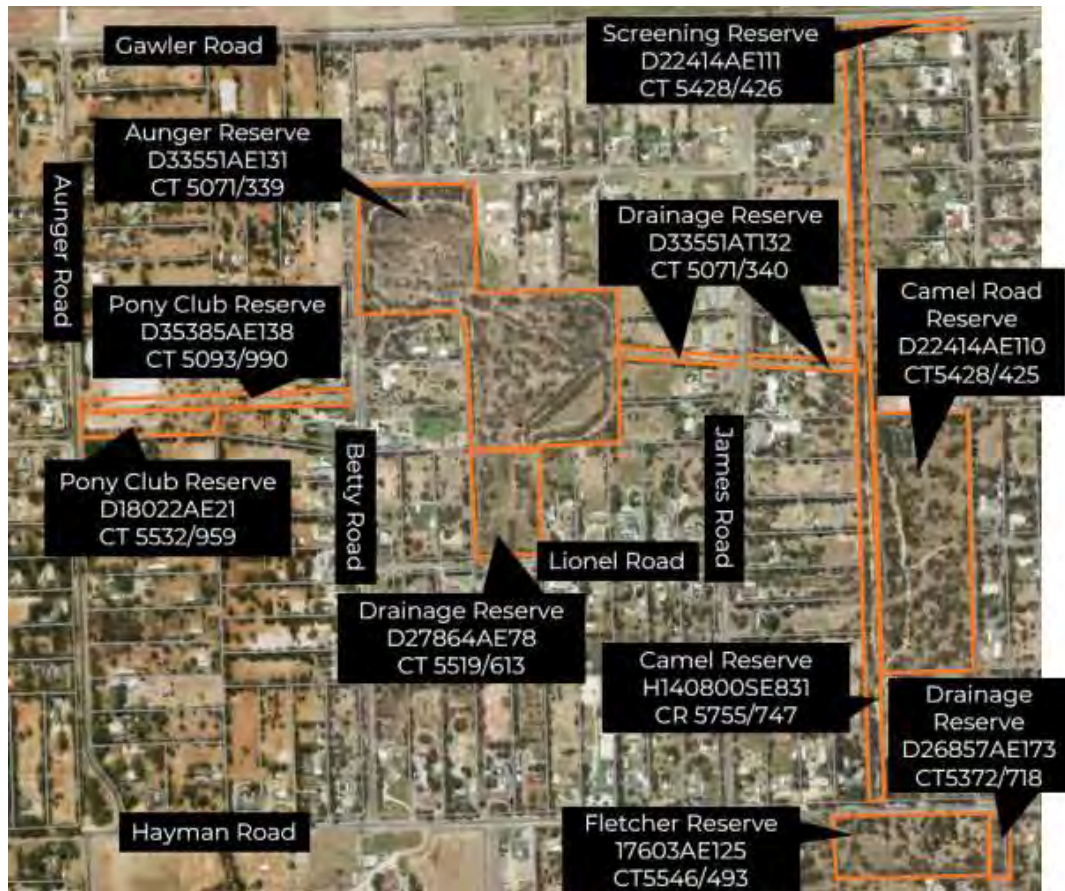
Note: an explanation of Council's Dogs By-law 2019 was provided by the Group Manager Development and Community. Whilst the trails in Lewiston are referred to as 'wetlands', they are not classified wetlands.

- Clarification of off-leash/on-leash dog areas and definition between 'trails' or 'wetlands' is needed on Council signage.

Appendix – Maps - Lewiston Wetlands and Reserve Trails







Appendix – Several Existing Signs



Sign at Dawkins Road entry shows dog 'on leash'. The Council name also needs updating.



Sign at Fletcher Reserve is silent about dogs. It also needs updating to show the full name and correct Council name.

15 REPORTS FOR INFORMATION

15.1 COUNCIL RESOLUTIONS – STATUS REPORT

Record Number: D23/24548

Author: Governance Administration Officer

Authoriser: Director Corporate Services

Attachments: 1. Resolution Register [↓](#) 

RECOMMENDATION

“that Council, having considered Item 15.1– *Council Resolutions – Status Report*, dated 26 June 2023, receives and notes the report.”

Purpose

The purpose of this report is to provide Council with an update in relation to the status of ongoing Council Resolutions.

Discussion

Council Resolutions Status Report is presented as a standing monthly Agenda Item and provided for Members’ information and monitoring. Provided for as **Attachment 1** to this Report is a ‘Resolution Register’ showing all ongoing (yet to be completed) resolutions of Council with up-to-date commentary regarding progress and status. Any items that have been completed since the last Council Resolutions Status Report are also included, and marked as ‘Completed’.

Conclusion

The Council Resolutions Status Report is a transparent and efficient reporting tool, ensuring that Council Members and the community are regularly updated in relation to the implementation of Council decisions.

References

Legislation

Local Government Act 1999

Local Government (Procedures at Meetings) Regulations 2013

Council Policies/Plans

Strategic Plan 2021-2024 Proactive Leadership

Resolution Register - March 2019 - April 2023 - Ongoing						
Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Forward Agenda, Agenda, Completed')	Responsible Department
25-Mar-19	12.2	Infrastructure and Environment Committee Meeting - 13 March 2019	"that Council endorses resolution 2019/020 of the Infrastructure and Environment Committee, and in doing so instructs the Chief Executive Officer to have particular regard to the financial impact of relevant design specifications, in assessing Eden and Liberty development applications, until a policy is adopted."	2019/119	I&E Committee Forward Agenda - 2023	Infrastructure and Environment
24-Feb-20	14.7	Two Wells District Tennis Club Lease Request	"that Council, having considered Item 14.7 – Two Wells District Tennis Club Lease Request, dated 24 February 2020, receives and notes the report and in doing so: 1. Authorises the Chief Executive to seek the assistance of Norman Waterhouse Lawyers and to negotiate and finalise the Lease Agreement between Council and the Two Wells District Tennis Club Inc for the lease of a portion of land within Crown Reserve 5753, Folios 647, adjacent to the Two Wells Netball Club on Old Port Wakefield Road, Two Wells 2. Authorises, pursuant to section 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer to execute the lease agreement between the Adelaide Plains Council and the Two Wells District Tennis Club and 3. In accordance with section 166(1)(j) of the Local Government Act 1999, Council, being satisfied that the whole of a portion of land within Crown Reserve 5753, Folios 647, adjacent to the Two Wells Netball Club on Old Port Wakefield Road, Two Wells, is being used by an organisation which, in the opinion of Council, provides a benefit or service to the local community, grants a discretionary rebate of 100% of the rates imposed, effective from the 2020/21 rating year."	2020/055	Ongoing. Lease can be finalised once the Club has building consent sign off and occupancy certificate issued, expected next few weeks. Emailed lessee on 6 June 2023 for update on works completion.	Corporate Services
23-Nov-20	14.6	Mallala Resource Recovery Centre - Twelve Month Closure Review	"that Council, having considered Item 14.6 – Mallala Resource Recovery Centre – Twelve Month Closure Review, dated 23 November 2020, instructs the Chief Executive Officer to bring back a report to Council exploring future land use/disposal options in relation to the former Mallala Resource Recovery Centre site."	2020/407	I&E Committee Forward Agenda - 2023	Infrastructure and Environment
27-Sep-21	14.6	Outcome of Public Consultation - Draft Lease Portion of Mallala Oval to Mallala and Districts Lions Club	"that Council, having considered 14.6 – Outcome of Public Consultation – Draft Lease Portion of Mallala Oval to Mallala and Districts Lions Club, dated 27 September 2021, receives and notes the report and in doing so: 1. Authorises the Chief Executive to negotiate and finalise the Lease Agreement between Council and the Mallala and District Lions Club for the lease of a portion of land Allotment 20 DP 95617, Mallala (known as the Mallala Oval) and comprised in Certificate of Title Volume 6163 Folio 218, to the Mallala and District Lions Club. and 2. Authorises, pursuant to section 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer to execute the lease agreement between the Adelaide Plains Council and the Mallala and District Lions Club upon the necessary approvals being granted."	2021/352	Completed. Lease executed 6 June 2023.	Corporate Services
27-Sep-21	21.1	Sale of Land for Non-Payment of Rates	"that Council, having considered Item 21.2 – Sale of Land for Non-Payment of Rates, dated 27 September 2021, receives and notes the report and in doing so: 1. Authorises the Chief Executive Officer to take action pursuant to Section 184 of the Local Government Act 1999 to recover outstanding rates in accordance with Rates Arrears and Debtor Management Policy from properties listed in Attachment 1 to this Report 2. Pursuant to Section 38 and 44 of the Local Government Act 1999 authorises the Chief Executive Officer and the Mayor to execute the necessary documents in relation to the sale of the respective properties (if any) under common seal and 3. Authorises the Chief Executive Officer or his delegate to call for Expressions of Interest from Licensed Real Estate Agents/Auctioneers to undertake the Auction of those properties that proceed to Public Auction (if any) to recover outstanding rates pursuant to Section 184 of the Local Government Act 1999."	2021/364	Ongoing. Ten (10) ratepayers have paid all the outstanding rates in full. Thirteen (13) ratepayers have entered in to a payment plan and therefore Council has not yet commenced \$184 proceedings. Two (2) properties were auctioned on 28 April 2023. One (1) property was sold in June through negotiations.	Finance

8-Nov-21	4.1	Outcome of Public Consultation - Wasleys Bridge Closure or Load Limit Reduction	<p>“that Council, having considered Item 14.9 – Outcome of Public Consultation – Wasleys Bridge Closure or Load Limit Reduction, dated 25 October 2021, and in doing so, instructs the Chief Executive Officer to:</p> <ol style="list-style-type: none"> 1. In accordance with the provisions of Section 32 of the Road Traffic Act 1961, apply a load limit of 6.5 tonnes, emergency vehicles, Council vehicles and service vehicles exempted, to Wasleys Road Bridge (Light River), Barabba 2. Relinquish the Bridge Renewal Program – Round 5 funding of \$107,500 and 3. Apply for Bridge Renewal Program – Round 6, with Council’s contribution to be confirmed upon determination of the application.” 	2021/387	Ongoing. Load limit applied, funding application ongoing	Infrastructure and Environment
23-May-22	14.4	Draft Hart Reserve Master Plan - Feedback and Endorsement	<p>“that Council, having considered Item 14.4 – Draft Hart Reserve Master Plan – Feedback and Endorsement, dated 23 May 2022, receives and notes the report and in doing so:</p> <ol style="list-style-type: none"> 1. Adopts ‘Option 1’ as the Hart Reserve Master Plan as presented at Attachment 1 to this Report; and 2. Instructs the Chief Executive Officer to undertake detailed investigation into the cost of a skate park (‘Option 2’) within Hart Reserve and bring back a report in relation to those investigations.” 	2022/133	Completed.	Infrastructure and Environment.
23-May-22	21.4	Heritage Survey Review	<p>“that Council, having considered Item 21.4 – Heritage Survey Review, dated 23 May 2022, receives and notes the report and in doing so:</p> <ol style="list-style-type: none"> 1. Notes the Heritage Review Report in Attachment 1 to this Report includes: <ol style="list-style-type: none"> a. The Local Heritage Assessment Sheets identifying 34 properties as being of local heritage value; b. The Buckland Park State Heritage Assessment identifying the property as being of State heritage value; 2. Endorses in principle commencing an Amendment to the Planning and Design Code: <ol style="list-style-type: none"> a. To formally designate as local heritage places the 34 properties identified in Attachment 1 to this report; b. With early commencement of the Amendment to enable the buildings being listed on an interim basis to prevent risk of demolition during consultation. 3. Endorses in principle nominating the Buckland Park Station complex of buildings to the SA Heritage Council for consideration as a potential State heritage place; 4. Authorises the Chief Executive Officer to commence the statutory processes: <ol style="list-style-type: none"> a. To initiate an amendment to the Planning and Design Code including engagement with property owners under the Planning, Development and Infrastructure Act 2016; b. To nominate the Buckland Park Station complex of buildings to the SA Heritage Council for consideration as a potential State heritage place, noting the Department of Environment and Water are the lead agency for engagement with property owners, under the Heritage Places Act 1993; 5. Notes administration intent to include an allocation of up to \$10,000 in the draft budget for 2023/24 for the purpose of a local heritage incentives and advisory service.” 	2022/151	Ongoing.	Growth and Investment
27-Jun-22	12.3	Infrastructure and Environment Committee Meeting	<p>“that Council endorses resolution 2022/012 of the Infrastructure and Environment Committee and in doing so:</p> <ol style="list-style-type: none"> 1. Instructs the Chief Executive Officer to engage a suitably qualified consultant in accordance with Council’s Procurement Policy to deliver a community waste education program; and 2. Acknowledges that an allocation of \$15,000 will be incorporated into the appropriate quarterly budget revision in the 2022/2023 Financial Year.” 	2022/175	Ongoing	Infrastructure and Environment
27-Jun-22	14.6	Request to Paint Two Wells Oval Water Tank	<p>“that Council, having considered Item 14.6 – Request to Paint Two Wells Oval Water Tank, dated 27 June 2022, receives and notes the report and in doing so:</p> <ol style="list-style-type: none"> 1. Approves the Two Wells Football and Netball Sporting Club to undertake painting of a mural on the water tank at the Two Wells Oval, subject to the artwork proof being reviewed and approval prior to painting commencement; and 2. Notes, and instructs the Chief Executive Officer to advise the Two Wells Football and Netball Club, that the tank will be decommissioned in the short to medium term. Recycled water options are being perused, once recycled is established the existing water tank will no longer be required and decommissioned.” 	2022/187	Completed	Infrastructure and Environment

22-Aug-22	20.1	Crown Land, Two Wells - August 2022	<p>“that Council, having considered Item 20.1 – Crown Land, Two Wells – August 2022, dated 22 August 2022:</p> <p>1. Acknowledges that it is not sustainable or realistic for the Chief Executive Officer (nor his Executive) to drive delivery of this project in the absence of commensurate resourcing being made available, while simultaneously managing primary workload duties and</p> <p>2. Authorises the Chief Executive Officer to adequately resource the significant workload associated with catalysing and activating town centre investment and expansion in Two Wells, consistent with Council’s responsibilities pursuant to Section 6 and 7 of the Local Government Act 1999, with the necessary budget revisions to occur at the 2022/2023 first quarter budget review (with a forecast budget variation of \$180,000).”</p>	2022/268	Completed. Organisation Review and Restructure has accounted for new labour through the allocation of \$180,000.	Growth and Investment
22-Aug-22	11.3	Infrastructure and Environment Committee Meeting	<p>“that Council endorses resolution 2022/025 of the Infrastructure and Environment Committee and in doing so instructs the Chief Executive Officer to undertake the necessary process to enable the development of CR6249/280 (Attachment 3) for stormwater and passive recreation uses.”</p>	2022/277	Ongoing. Crown land assessing the request.	Infrastructure and Environment
22-Aug-22	13.7	Draft Two Wells Walking Cycling Plan	<p>“that Council, having considered Item 13.7 – Draft Two Wells Walking Cycling Plan, dated 22 August 2022, receives and notes the report and in doing so:</p> <p>1. Endorses the Draft Two Wells Walking Cycling Plan as presented in Attachment 1 to this report to be released for the purposes of undertaking consultation as envisaged in the Public Consultation Policy and</p> <p>2. Delegates authority to the Chief Executive Officer to undertake editorial but not policy changes necessary.”</p>	2022/290	Ongoing. Community Consultation Completed.	Growth and Investment
22-Aug-22	14.3	Tourism and Economic Development Opportunity	<p>“that Council, having considered Item 14.3 – Tourism and Economic Development Opportunity, dated 22 August 2022, receives and notes the report and in doing so acknowledges the opportunity to pursue tourism and economic development-related investment along the coastal foreshores for campground activity to occur and instructs the Chief Executive Officer to bring back a further report on the matter following the expiration of caretaker period and post the November 2022 Local Government Elections.”</p>	2022/294	Ongoing.	Executive Office
19-Dec-22	15.5	Update on Parham Campground and Road Closure	<p>“that Council, having considered Item 15.5 – Update on Parham Campground and Road Closure, dated 19 December 2022, receives and notes the report and in doing so:</p> <p>1. Acknowledges the Public Mapping System data anomaly and that the resultant issues are through no fault of Adelaide Plains Council;</p> <p>2. Resolves to enter into an interim Licence Agreement with the Minister for Climate, Environment and Water to continue upgrade works and operation of the Parham Campground on portion of Section 631 CR 6202/438, effective from 10 January 2023;</p> <p>3. Resolves to enter into a long-term Lease Agreement with the Minister for Climate, Environment and Water to operate the Parham Campground on portion of Section 631 CR 6202/438, with provision for the site to be managed by a third party; and instructs the Chief Executive Officer to execute the documents specified above, on behalf of Council, in accordance with Section 44 of the Local Government Act 1999.”</p>	2022/406	Ongoing pending Crown Solicitor Office return to DEW.	Corporate Services
19-Dec-22	15.5	Update on Parham Campground and Road Closure	<p>“that Council, having considered Item 15.5 – Update on Parham Campground and Road Closure, dated 19 December 2022:</p> <p>1. Endorses the action of the Chief Executive Officer to proceed with the closure of portion of The Esplanade from North Parade Road to North Terrace, Parham, comprising part of the Parham Campground, in accordance with Section 5 of the Roads (Opening and Closing) Act 1991; and</p> <p>2. Resolves to exclude the portion of The Esplanade being closed, from North Parham Road to North Terrace, Parham, from classification of Community Land pursuant to Section 193(4a) of the Local Government Act 1999 prior to the Final Plan being approved by the Surveyor-General under the Roads (Opening and Closing) Act 1991 and Certificate of Title issued.”</p>	2022/407	Ongoing. Surveyor is proceeding to complete Road Closure process. Emailed Surveyor on 6 June 2023 for update and await response	Corporate Services
19-Dec-22	15.5	Update on Parham Campground and Road Closure	<p>“that Council, having considered Item 15.5 – Update on Parham Campground and Road Closure, dated 19 December 2022 instructs the Chief Executive Officer to formally advise the Mallala and Districts Lions Club (the Club) that:</p> <p>1. The Section 222 Permit executed by Council and the Club on 4 July 2022 is no longer valid as the majority of the Parham Campground is located on the Adelaide International Bird Sanctuary National Park;</p> <p>2. Negotiations for the management of the Parham Campground by the Club be deferred:</p> <p>a. until Council has executed a long-term Lease Agreement with the Minister for Climate, Environment and Water; and</p> <p>b. subject to the closure of portion of The Esplanade between North Parham Road and North Terrace, Parham being finalised under the Roads (Opening and Closing) Act.”</p>	2022/408	Completed. Interim licence executed between Council and Mallala and Districts Lions Club on 6 June 2023.	Corporate Services

30-Jan-23	14.2	Growth Strategy Community and Stakeholder Consultation	<p>“that Council, having considered Item 14.2 – Growth Strategy Community and Stakeholder Consultation, dated 30 January 2023, receives and notes the report and in doing so:</p> <ol style="list-style-type: none"> 1. Notes the submissions received in consultation, as presented in Attachment 1 to this Report; 2. Endorses refinements to the Draft Growth Strategy and Action Plan and Background Paper as contained in the Response to Submissions within the Growth Strategy Consultation Report presented in Attachment 2 to this report; 3. Notes the refined Growth Strategy and Background Paper will be brought forward for Council adoption.” 	2023/012	Ongoing.	Growth and Investment
30-Jan-23	14.3	Hart Reserve Skate Park Investigation	<p>“that Council, having considered Item 14.3 – Hart Reserve Skate Park Investigation dated 30 January 2023, receives and notes the report and in doing so:</p> <ol style="list-style-type: none"> 1. Approves the skate park design elements presented as Attachment 2 to this report into the adopted Hart Reserve Option 1 Master Plan. 2. Instructs the Chief Executive Officer to Proceed with detailed design plans and documentation for the construction of a new skate park in consultation with community members and key stakeholders; and 3. At the conclusion of the public consultation process that a report be presented to Council.” 	2023/013	Ongoing.	Infrastructure and Environment
27-Feb-23	14.1	Gawler River Floodplain Management Authority – Overview and Risk Assessment - Report 2	<p>“that Council, having considered Item 14.1 – Gawler River Floodplain Management Authority – Overview and Risk Assessment – Report 2, dated 27 February 2023, having duly considered the Gawler River Floodplain Management Authority Chairperson’s correspondence dated 10 February 2023 and request for a financial contribution toward the Department for Environment and Water-led Business Case, resolves to allocate an amount not exceeding \$52,000 in Council’s draft 2023/2024 Annual Business Plan and Budget. This allocation is premised upon:-</p> <ol style="list-style-type: none"> 1. All constituent councils contributing an equal amount towards the Business Case (i.e. not a lesser amount derived from the inequitable capital contributions under the current Charter). 2. An understanding that the State Government is unwavering in their position that a financial contribution by local government is required in order to progress and further the Business Case. 3. Benefits to be derived in completing the Business Case to inform future flood mitigation priorities and costs.” 	2023/048	Completed.	Executive Office
27-Feb-23	14.5	Hart Reserve - Detailed Design Update (50% Stage)	<p>“that Council, having considered Item 14.5 – Hart Reserve - Detailed Design Update (50% Stage), dated 27 February 2023, receives and notes the report and in doing so:-</p> <ol style="list-style-type: none"> 1. Endorses the design direction of the 50% Hart Reserve detailed design plans presented as Attachment 1 to this report. 2. Instructs the Chief Executive Officer to progress detailed design documentation to 90% and undertake an itemised schedule of costs. 3. Notes that at the completion of the 90% detailed design phase, a further report be presented to Council outlining a public consultation strategy for Council’s approval.” 	2023/052	Ongoing – Detail design is progressing to 90% hold point	Infrastructure and Environment
27-Feb-23	14.6	Wells Township – Community Waste Water Management System (CWMS) – Feasibility Study	<p>“that Council, having considered Item 14.6 – Two Wells Township – Community Waste Water Management System (CWMS) – Feasibility Study, dated 27 February 2023, receives and notes the report and in doing so:-</p> <ol style="list-style-type: none"> 1. Receives and notes the Two Wells Feasibility Study as presented at Attachment 1. 2. Instructs the Chief Executive Officer to pursue the Local Government Association, CWMS Management Committee for funding to enable the next steps to implement a CWMS for Two Wells township, comprising the development of a concept design, design report, financial analysis and costs.” 	2023/053	Ongoing - Discussions with LGA occurring.	Infrastructure and Environment
27-Feb-23	14.6	Wells Township – Community Waste Water Management System (CWMS) – Feasibility Study	<p>“that Council, having considered Item 14.6 – Two Wells Township – Community Waste Water Management System (CWMS) – Feasibility Study, dated 27 February 2023, instructs the Chief Executive Officer to bring back a report:-</p> <ol style="list-style-type: none"> 1. Outlining the outcome of the funding request, and 2. In the event that funding is successful map out a consultation strategy for Council approval.” 	2023/054	Ongoing.	Infrastructure and Environment
27-Feb-23	15.4	Thompson Beach Vehicle Access	<p>“that Council, having considered item 15.4 – Thompson Beach Vehicle Access, dated 27 February 2023, instructs the Chief Executive Officer to bring back a report addressing the intention of Council to undertake public consultation on the possible seasonal closure of Thompson Beach for vehicle access.”</p>	2023/062	Completed.	Development and Community

27-Mar-23	12.2	Minutes of the Infrastructure and Environment Meeting held 16 March 2023	<p>“that Council, having considered resolution 2023/003 of the Infrastructure and Environment Committee:</p> <ol style="list-style-type: none"> 1. Approves lighting column Option A, Heritage Straight Outreach with the provision of support arms for the placement of banners at side of street locations. 2. Accepts the formal offer from Power Line Environment Committee (PLEC) for Stage 1A to Undergrounding of Power Lines at Old Port Wakefield Road, Two Wells presented as Attachment 2 to this report. 3. Reallocates the Two Wells Main Street – Eastern End Car Parking funds (currently in the 2022-2023 Annual Business Plan and Budget for the amount of \$300,000) towards Stage 1A, noting the benefits that may also be derived in pausing this project to allow for the Two Wells Oval Precinct masterplan to firstly be completed; and 4. Acknowledges that an allocation of \$750,902 will be incorporated in the Q2 budget revision in the 2022/2023 Financial year.” 	2023/071	Ongoing	Infrastructure and Environment
27-Mar-23	12.2	Minutes of the Infrastructure and Environment Meeting held 16 March 2023	<p>“that Council endorses resolution 2023/005 of the Infrastructure and Environment Committee and in doing so instructs the Chief Executive Officer to:</p> <ol style="list-style-type: none"> 1. Undertake public consultation in relation to a proposed green waste collection service for the coastal communities of Middle Beach, Thompson Beach, Webb Beach and Parham in accordance Council’s Public Consultation Policy; and 2. Bring a report back to the Infrastructure and Environment Committee on the outcome of the public consultation process.” 	2023/073	Ongoing	Infrastructure and Environment
27-Mar-23	12.2	Minutes of the Infrastructure and Environment Meeting held 16 March 2023	<p>“that Council endorses resolution 2023/007 of the Infrastructure and Environment Committee and in doing so:</p> <ol style="list-style-type: none"> 1. Endorses the direction of the draft master plan documentation presented as Attachment 5 to this report. 2. Instructs the Chief Executive Officer to progress the draft master plan; and 3. Acknowledges that an allocation of \$15,000 will be incorporated as a part of the 2023/2024 draft budget.” 	2023/075	Ongoing	Infrastructure and Environment
27-Mar-23	14.5	Equine Strategy Consultation Outcomes	<p>“that Council, having considered Item 14.5 – Equine Strategy Consultation Outcomes, dated 27 March 2023, receives and notes the report and in doing so:</p> <ol style="list-style-type: none"> 1. Notes the submissions received in consultation, as presented in Attachment 1 to this Report; 2. Endorses the proposed refinements to the Draft Equine Strategy and Background Paper as contained in the Response to Submissions within the Equine Strategy Consultation Report presented in Attachment 2 to this report; 3. Notes the amended Equine Strategy and Background Paper will be brought forward for Council adoption.” 	2023/081	Completed.	Development and Community
27-Mar-23	14.6	Parham Float Parking Community Consultation Outcomes	<p>“that Council, having considered Item 14.6 – Parham Float Parking Community Consultation Outcomes, dated 27 March 2023, receives and notes the report and in doing so:</p> <ol style="list-style-type: none"> 1. Notes the Consultation Report – Parham Float Park and Related Matters – 2022, as presented in Attachment 1 to this Report; 2. Notes the written submissions received in consultation, as presented in Attachment 2 to this Report and endorses in principle progressing a preferred permanent horse float parking site as presented in Attachment 3 to this Report being the corner of The Esplanade and Main Street, Parham; 3. Regarding the preferred horse float parking site at paragraph 2 above, instructs the Chief Executive Officer to progress the preferred site, including further investigations, design work and any necessary consultation in accordance with Council’s Public Consultation Policy; 4. Notes the draft Rider Information Sheet 2023, as presented in Attachment 4 to this Report will be finalised and communicated to horse riders and clubs; and 5. Notes that horse club visits by more than six horse floats will be managed as events using the permit system under the Local Government Act 1999.” 	2023/082	Ongoing	Development and Community
27-Mar-23	14.7	Short Term Staff Accommodation	<p>“that Council, having considered Item 14.7 – Short Term Staff Accommodation, dated 27 March 2023, receives and notes the report and in doing so:-</p> <ol style="list-style-type: none"> 1. Determines not to proceed with the conversion of 65 Old Port Wakefield Road, Two Wells (former Two Wells RSL building) to provide short term staff accommodation; and 2. Instructs the Chief Executive Officer to continue to progress the Short-Term Staff Accommodation Project, through further costings of the purchase and location of a transportable building within the existing Two Wells Service Centre Car Park.” 	2023/083	Ongoing	Growth and Investment

24-Apr-23	14.4	Thompson Beach Vehicle Access – Public Consultation	<p>“that Council, having considered Item 14.4 – Thompson Beach Vehicle Access – Public Consultation, dated 24 April 2023, receives and notes the report and in doing so:-</p> <p>1. Endorses in principle undertaking public consultation about a seasonal vehicle closure of Thompson Beach to inform a Council resolution under the Local Government Land By-Law 2019.</p> <p>2. Instructs the Chief Executive Officer to prepare the Thompson Beach Seasonal Vehicle Closure Discussion Paper and to bring it to Council for endorsement for use for public consultation.”</p>	2023/097	Ongoing. Discussion paper preparation for consultation.	Development and Community
24-Apr-23	18.1	Motion on Notice	<p>“that Council instructs the Chief Executive Officer to undertake investigations into a traffic management plan for Old Port Wakefield Road (Brooks Road to Mallala Road), Two Wells, as included in the Draft 2023/2024 Financial Year Annual Business Plan and Budget.”</p>	2023/111	Ongoing	Infrastructure and Environment

Resolution Register - May 2023 - All						
Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')	Responsible Department
22-May-23	3.1	Minutes	"that the minutes of the Ordinary Council Meeting held on 24 April 2023 (MB Folios 17776 to 17790 inclusive) be accepted as read and confirmed."	2023/119	Completed	Corporate Services
22-May-23	3.1	Minutes	"that the minutes of the Special Council Meeting held on 1 May 2023 (MB Folios 17791 to 17794 inclusive) be accepted as read and confirmed."	2023/120	Completed	Corporate Services
22-May-23	7.1	Mayor's Report	"that Council, having considered Item 7.1 – Mayor's Report – May 2023, dated 22 May 2023, receives and notes the report."	2023/121	Completed	Corporate Services
22-May-23	7.2	Acting Mayor's Report	"that Council, having considered Item 7.2 – Acting Mayor's Report – May 2023, dated 22 May 2023, receives and notes the report."	2023/122	Completed	Corporate Services
22-May-23	9.1	Deputations - Motion without Notice	"that the Chief Executive Officer enter into discussion with the Mallala and Districts Lions Club to determine the possibility of leasing land for the development of a bush camp by the Lions Club in Dublin and bring back a report to Council with all relevant considerations and costings."	2023/123	Ongoing. The Executive Office formally extended an invitation to the Mallala and District Lions Club on 15 June 2023 following an earlier letter from the CEO to the Club dated 30 May 2023, however, the Club indicated a preference to have this meeting deferred to enable them to undertake more preparatory work at their end. Consequently, a return of this item to a subsequent meeting of Council is <u>deferred</u> .	Executive Office
22-May-23	13.1	Gawler River Floodplain Management Authority - Board Meeting held 20 April 2023	"that Council receives and notes the minutes of Gawler River Floodplain Management Authority Board Meeting held on 20 April 2023."	2023/124	Completed	Corporate Services
22-May-23	14.1	Gawler River Floodplain Management Authority – APC Business Case Contribution	"that Council, having considered Item 14.1 – Gawler River Floodplain Management Authority – APC Business Case Contribution, dated 22 May 2023, and in considering the staff report and the Gawler River Floodplain Authority's (GRFMA) letter dated 17 March 2023 where a request is made that Council removes its conditional support, it is noted that for the request of the GRFMA to take effect, a rescission motion would firstly need to be submitted by way of a Motion on Notice."	2023/125	Completed	Executive Office
22-May-23	14.2	Gawler River Floodplain Management Authority – 2023/2024 Draft Annual Business Plan and Budget	"that Council, having considered Item 14.2 – Gawler River Floodplain Management Authority – 2023/2024 Draft Annual Business Plan and Budget, dated 22 May 2023, receives and notes the report and in doing so instructs the Chief Executive Officer to write to the Executive Officer of the Gawler River Floodplain Management Authority to advise that Council is in support of the thrust and direction of the Draft 2023/2024 Annual Business Plan and Budget."	2023/126	Completed	Executive Office

22-May-23	14.3	Third Budget Update 2022/2023.	"that Council, having considered Item 14.3 – Third Budget Update 2022/2023, dated 22 May 2023, receives and notes the report and in doing so: 1. Receives and note the project progress reports contained in Attachment 1 and 2 to this Report; and 2. Pursuant to Regulation 9 (1)(a) of the Local Government (Financial Management) Regulations 2011, adopts the revised 2022/2023 Budgeted Financial Statements and revised financial indicators as contained within Attachment 3 that has been updated following the Third Budget Update changes identified in Table 1 of this report."	2023/127	Completed	Finance
22-May-23	14.4	Proposed Discretionary Fees & Charges for 2023/2024	"that Council, having considered Item 14.4 – Proposed Discretionary Fees & Charges for 2023/2024, dated 22 May 2023, receives and notes the report and in doing so adopts the draft Schedule of Discretionary Fees and Charges for the 2023/2024 Financial Year as provided at Attachment 1 to this Report subject to a further report in relation to concessionary fees and charges."	2023/128	Agenda 26 June 2023.	Finance
22-May-23	14.5	Two Wells Community Fund Committee – Council Representative Appointment	"that Council, having considered Item 14.5 – Two Wells Community Fund Committee – Council Representative Appointment, dated 22 May 2023, revokes Council resolution 2023/055."	2023/129	Completed.	Development and Community
22-May-23	14.5	Two Wells Community Fund Committee – Council Representative Appointment	"that Council, having considered Item 14.5 – Two Wells Community Fund Committee – Council Representative Appointment, dated 22 May 2023 appoints:1. Council's Group Manager Development and Community as Council's representative to the Two Wells Community Fund Committee and the Director Infrastructure and Environment as the 'Alternate Member' until 30 June 2024 (as per the Two Wells Community Fund Terms of Reference, clauses 3.1 and 3.4); and2. In exercise of the power contained in Section 44 of the Local Government Act 1999, the Council hereby delegates this 22nd day of May 2023 to the person occupying the office of Group Manager Development and Community and in their absence the Director Infrastructure and Environment as the 'Alternate Member' of the Council:2.1 The power pursuant to Section 137 of the Local Government Act 1999 to expend the funds of the Council that have been paid into the Community Fund pursuant to the Development Deed between the Council and Hickinbotham Developments (Two Wells No.1) Pty Ltd, Hickinbotham Agricultural Projects Pty Ltd and Hickinbotham Developments (Two Wells No.4) Pty Ltd (collectively referred as "the Developer") dated 7 November 2012 (the Deed) up to a maximum amount of \$10,000 in any one transaction;2.2 The power pursuant to Section 36(1)(c) of the Local Government Act 1999 to approve expenditure from the Community Fund or actually make such expenditure for the purpose of funding the provision of community facilities or community programs up to a maximum of \$25,000 per particular facility, program or project.3. The powers delegated in paragraph 2 are subject to the following conditions: 3.1 The delegate/s must, in exercising all of the delegated powers, have regard to the decisions of the Community Fund Committee established pursuant to the Deed;3.2 The delegate/s must, before exercising the delegated power in paragraph 2.2, obtain the approval of the Developer."	2023/130	Completed.	Development and Community
22-May-23	14.6	Updated Equine Strategy	"that Council, having considered Item 14.6 – Updated Equine Strategy, dated 22 May 2023, receives and notes the report and in doing so 1. Adopts the updated Equine Strategy, as presented in Attachment 1 to this report. 2. Adopts the updated Background Paper, as presented in Attachment 2 to this report. 3. Delegates to the Chief Executive Officer authority to undertake editorial but not policy amendments to these documents."	2023/131	Completed.	Growth and Investment
22-May-23	15.1	Council Resolutions – Status Report	"that Council, having considered Item 15.1 – Council Resolutions – Status Report, dated 22 May 2023, receives and notes the report."	2023/132	Completed	Corporate Services
22-May-23	15.2	Capital Works and Operating Program Monthly Update - April 2023	"that Council, having considered Item 15.2 – Capital Works and Operating Program Monthly Update - May 2023, dated 22 May 2023, receives and notes the report."	2023/133	Completed	Infrastructure and Environment
22-May-23	15.3	Public Forum 1 May 2023 – Summary	"that Council, having considered Item 15.3 – Public Forum 1 May 2023 – Summary, dated 22 May 2023, receives and notes the report."	2023/134	Completed	Corporate Services
22-May-23	19.1	Motions without Notice	"that Council formally tables the communications from the Two Wells Football and Netball Club received on 4 May 2023 which provides the mural design relating to resolution 2022/187."	2023/135	Completed	Infrastructure and Environment

22-May-23	19.1	Motions without Notice	"that Council adopts the design and artwork provided by the Two Wells Football and Netball Club as contained within the email to Council dated 4 May 2023."	2023/136	Completed	Infrastructure and Environment
22-May-23	21.1	Two Wells Town Centre – Update	"that: 1. Pursuant to section 90(2) of the Local Government Act 1999, Council orders that all members of the public, except Chief Executive Officer, Director Corporate Service, Director Finance, Director Growth and Investment, Director Infrastructure and Environment, Group Manager – Development and Community, Administration Support Officer – Infrastructure and Environment/Minute Taker, Senior Information Technology Officer and Governance Administration Officer be excluded from attendance at the meeting of Council for Agenda Item 21.1 – Two Wells Town Centre - Update; 2. That Council is satisfied that pursuant to section 90(3)(b) of the Local Government Act 1999, Item 21.1 – Two Wells Town Centre – Update concerns commercial information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting business, or to prejudice the commercial position of Council, being a verbal briefing by the Director Growth and Investment in relation to the Two Wells Town Centre Project; 3. That Council is satisfied that the principle that Council meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential."	2023/137	Completed	Corporate Services
22-May-23	21.1	Two Wells Town Centre – Update	"that Council, having considered Item 21.1 – Two Wells Town Centre – Update, dated 22 May 2023, receives and notes the verbal report."	2023/138	Agenda 26 June 2023.	Growth and Investment
22-May-23	4.1	Public Submissions on the Draft 2023/2024 Annual Business Plan, Budget and Revised Long Term Financial Plan 2024-2033	"that Council, having considered Item 4.1 – Public Submissions on the Draft 2023/2024 Annual Business Plan, Budget and Revised Long Term Financial Plan 2024-2033, dated 22 May 2023, receives and notes the report and acknowledges that a further report on the results of the public consultation period, together with recommendations from Council's Audit Committee, will be presented to Council at a meeting anticipated to be held on 10 July 2023."	2023/139	Completed	Finance

15.2 CAPITAL WORKS AND OPERATING PROGRAM MONTHLY UPDATE – JUNE 2023**Record Number:** D23/24960**Author:** Director Infrastructure and Environment**Authoriser:** Chief Executive Officer

Attachments:

1. Capital Projects 2022-2023 [↓](#) 
2. Operating Projects 2022-2023 [↓](#) 
3. Local Roads and Community Infrastructure Program Projects [↓](#) 
4. Local Government Partnership Program Projects [↓](#) 

RECOMMENDATION

“that Council, having considered Item 15.2 – *Capital Works and Operating Program Monthly Update – June 2023*, dated 26 June 2023, receives and notes the report.”

Purpose

The purpose of this report is to provide an update in relation to the status of the Infrastructure and Environment Department 2022-2023 Capital Works and Operating Program, for Council Members' information and monitoring.

Background

Council has adopted a significant Capital Works Program for delivery in 2022-23 totalling just over \$6million, with an additional \$6.8million allocated to Local Roads and Community Infrastructure, and Local Government Partnership Program and Two Wells Levee projects. Management have established a project management framework for managing and monitoring projects to ensure that every effort is made to deliver the projects on time and within budget.

Attachment 1 provides a list and status of the 2022-2023 Capital projects, and **Attachment 2** provides a list and status of the 2022-2023 Operating projects.

Additionally, **Attachment 3** provides a list of Local Roads and Community Infrastructure projects, and **Attachment 4** provides a list of Local Government Partnership Program projects. Council Members are advised that a further round will be opening up in July 2023 under the Local Roads and Community Infrastructure Program with an amount of \$199,268 being made available. Management envisage workshopping potential projects in the coming months.

Further to this, Management provides the following update of some of the activities and projects carried out by the Infrastructure and Environment Department over the last month.

DiscussionRe-Sheeting Program

Council's re-sheeting has concluded.

Civil

The civil team is currently carrying out maintenance activities such as illegal dumping clean up, sealed road patching, and draining clean.

Additionally, the patrol grading program has commenced with the below service levels outlined in the Transport IAMP being achieved;

- Category 1 – Graded when required. Minimum of 3 grades per year.
- Category 2 - Graded when required. Minimum of 3 grades per year.
- Category 3 - Graded when required. Minimum of 2 grades per year.
- Category 4 – Natural Formed Road - 0 or 1 grade per year.

https://www.apc.sa.gov.au/_data/assets/pdf_file/0034/1079719/Transport-Infrastructure-Asset-Management-Plan.pdf page 13

Horticulture

The horticulture team is currently carrying out routine maintenance activities within parks, gardens and oval precincts. Additionally, undertaking revegetation planting activities around the Council area.

The street tree planting program has occurred on the identified street scape projects.

Local Government Infrastructure Partnership Program

Middle Beach Road part of the Local Government Infrastructure Partnership Program construct and seal projects is underway with the 60 % of the pavement works completed.

Conclusion

This report is provided as a standing monthly update for Council's information.

References

Legislation

Local Government Act 1999

Council Policies/Plans

Strategic Plan 2021-2024

Long Term Financial Plan 2023-2032

Infrastructure and Asset Management Plans

Annual Business Plan and Budget 2022-2023

Public Consultation Policy

CAPITAL PROJECT PROGRESS REPORT 2022-2023 - JUNE 2023

Budget No	Project Name	Total Budget	YTD Actual Spend	Available to Spend	Project Commenced (Y/N)	Estimated Project Start Date	Estimated Project Completion Date	Project Completed (Y/N)	Percentage of Completion
72858	Streetscape - Cameron Terrace - Dublin Road to Feltwell Road	39,000	23,316	15,684	Yes	Sep-22	Dec-22	Yes	100%
72859	Streetscape - Railway Avenue - Balaklava Road to Lindsay Street	25,000	17,186	7,814	Yes	Sep-22	Dec-22	Yes	100%
72860	Streetscape - Carmel Street - Balaklava Road to End of Seal	37,000	16,020	20,980	Yes	Sep-22	Nov-22	Yes	100%
72861	Streetscape - Calagora Street - Lisieux Street to Carmel Street	32,000	25,000	7,000	Yes	Sep-22	Nov-22	Yes	100%
74015	Pram Ramp renewal to DDA compliant	10,000	78,599	(68,599)	Yes	Aug-22	Nov-22	Yes	100%
72862	Kerbing - Balaklava Road - Lisieux Street to Aerodrome Road	240,000	-	240,000	No	Feb-23	Jun-23	No	0%
72863	Sealed Road - Dawkins Road and Williams Road - Intersection Upgrade	100,000	40,831	59,169	Yes	Oct-22	Mar-23	Yes	100%
72864	Sealed Roads - Gawler River Road - Germantown Road to Boundary Road	341,497	352,817	(11,320)	Yes	Oct-22	Mar-23	Yes	100%
72865	Sealed Roads - Bethesda Road - Hayman Road to Dawkins Road	45,904	62,186	(16,282)	Yes	Oct-22	Mar-23	Yes	100%
72866	Sealed Roads - Port Gawler Rd - Port Wakefield Road to Old Port Wakefield Rd	72,308	73,628	(1,320)	Yes	Oct-22	Mar-23	Yes	100%
72867	Sealed Roads - Port Parham Road - Port Wakefield Road to Beach Road	259,859	270,114	(10,255)	Yes	Oct-22	Mar-23	Yes	100%
72868	Resheet - Crabb Road - Port Wakefield Road to Kidman Road	113,756	81,097	32,659	Yes	Aug-22	Aug-22	Yes	100%
72869	Resheet - Feltwell Road - End of Seal to Hill Road	77,303	58,780	18,523	Yes	Aug-22	Aug-22	Yes	100%
72870	Resheet - Germantown Road - Simpkin Road to Verner Road	189,253	189,522	(269)	Yes	Dec-22	Mar-23	Yes	100%
72871	Resheet - Gilks Road - Lawrie Road to End	15,087	10,996	4,091	Yes	Dec-22	Mar-23	Yes	100%
72872	Resheet - Hamley Bridge Road - Barabba Road to Kain Road	142,897	98,369	44,528	Yes	Nov-22	Nov-22	Yes	100%
72873	Resheet - Harvey Road - Simpkin Road to Pratt Road	27,073	32,549	(5,476)	Yes	May-23	Jan-23	Yes	100%
72874	Resheet - Leilete Road - Dawkins Road to Coats Road	15,972	10,929	5,043	Yes	Nov-22	Apr-23	Yes	100%
72875	Resheet - Light Beach Road - Wylie Road to McEvoy Road	67,207	71,548	(4,341)	Yes	Aug-22	Sep-22	Yes	100%
72876	Resheet - Long Plains Road - Port Wakefield Road to Dublin Road	150,429	122,709	27,720	Yes	Sep-22	Oct-22	Yes	100%
72877	Resheet - Nairn Road - Hall Road to Powerline Road	50,294	31,162	19,132	Yes	Nov-22	Nov-22	Yes	100%
72878	Resheet - North Parham Road - Gilberts Road to Saltbush Road	83,463	70,843	12,620	Yes	Oct-22	Nov-22	Yes	100%
72879	Resheet - Secombs Road - Port Wakefield Road to Prices Road	60,997	50,133	10,864	Yes	Sep-22	Sep-22	Yes	100%
72880	Resheet - Stanley Road - Pritchard Road to Secombs Road	35,312	24,291	11,021	Yes	Aug-22	Sep-22	Yes	100%
72881	Resheet - Torelete Road - Dawkins Road to Coats Road	15,964	14,845	1,119	Yes	Nov-22	Apr-23	Yes	100%
72882	Resheet - Trim Road - Williams Road to Russell Road	13,685	19,525	(5,840)	Yes	Dec-22	Apr-23	Yes	100%
72883	Resheet - Verner Road - Day Road to Boundary Road	69,434	64,776	4,658	Yes	Feb-23	Apr-23	Yes	100%
72884	Resheet - Wasley Road - Pratt Road to Big Rabbit Road	43,847	37,757	6,090	Yes	Apr-23	May-23	Yes	100%
72847	Parham Playground - Shade shelter, Mallala Playground - New element	90,000	79,626	10,374	Yes	Jul-22	Sep-22	Yes	100%
72852	Various locations - Signage - wayfinding and information	35,000	-	35,000	No	Jul-22	Jun-23	No	0%
72885	Various locations - Reserve and Street furniture Upgrade	20,000	11,508	8,492	Yes	Jul-22	Jun-23	No	100%
72886	Renewal of various street and reserve furniture	70,000	63,894	6,106	Yes	Jul-22	Jun-23	No	100%
72887	Streetscape and Water Sensitive Urban Design	50,000	29,664	20,336	Yes	Jul-22	Feb-23	Yes	100%
72888	Council Boundary Signs - Allocation	60,000	-	60,000	No	Jan-23	Jun-23	No	0%
72889	Stage 1 - Hart Reserve Masterplan - Implementation	400,000	87,948	312,052	Yes	Jul-22	Jun-23	No	15%
72853	Parham Short Stay Facility Upgrade (2021/2022)	200,000	184,789	15,211	Yes	Jul-22	Apr-23	Yes	100%
72890	Two Wells Tennis/Netball court surface renewal	300,000	232,720	67,280	Yes	Jul-22	Apr-23	Yes	100%
72891	Dublin Playground Upgrade	130,000	143,615	(13,615)	Yes	Jul-22	Jun-23	No	50%
72892	Mallala playground irrigation renewal	50,000	39,668	10,332	Yes	Oct-22	Nov-22	Yes	100%
72893	Renewal of lighting, paths and bike racks various sites (funding application)	100,000	41,704	58,296	No	Jul-22	Jun-23	No	30%

72894	Lewiston Wetlands Playground - Toilet Block	130,000	75,996	54,004	Yes	Jul-22	Apr-23	Yes	100%
72854	Dublin Institute/ Hall - Toilets	80,000	60,077	19,923	Yes	Jul-22	Oct-22	Yes	100%
72895	Mallala - Replacement of Property Pumps	15,000	14,035	965	Yes	Jul-22	Mar-23	Yes	100%
72896	Middle Beach CWMS	10,000	6,444	3,556	No	Jul-22	Jun-23	No	100%
72897	Mallala Treatment Plant (Chamber Protection Coating)	60,000	65,760	(5,760)	Yes	Jul-22	May-23	No	100%
72898	Pump Station & Pump Replacements	10,000	9,900	100	Yes	Jul-22	Mar-23	Yes	100%
72899	Middle Beach - Tidal Drainage System	15,000	-	15,000	No	Feb-23	Jun-23	No	0%
72900	Wasleys Bridge - Repairs (funding application)	200,000	229	199,771	No	Jul-22	Jun-23	No	0%
72901	Salt Creek Bridge - Repairs	170,000	-	170,000	No	Jul-22	Jun-23	No	0%
72902	Two Wells Main street - Eastern End Car Parking and WSUD	300,000	-	300,000	No	Jul-22	Jun-23	No	0%
72903	Longview Road and Gameau Road - Traffic calming devices	60,000	-	60,000	No	Feb-23	Jun-23	No	0%
80072	Two Wells Levee	2,015,000	56,647	1,958,353	Yes	Jul-22	Jun-23	No	5%
75100	Plant and Equipment Program	1,106,100	1,141,040	(34,940)	Yes	Jul-22	Jun-23	Yes	100%
		8,050,641	4,294,790	3,755,851					

OPERATING PROJECT PROGRESS REPORT 2022-2023 - JUNE 2023

Budget No	Project Name	Total Budget	YTD Actual Spend	Available to Spend	Project Commenced (Y/N)	Estimated Project Start Date	Estimated Project Completion Date	Project Completed (Y/N)	Percentage of Completion
80020	Installation of single lane roundabout	500,000	-	500,000	No	Mar-23	Jun-23	No	0%
80011	Two Wells Main Street Upgrade – Detailed design work	49,253	30,940	18,313	Yes	Jul-22	Jun-23	No	100%
80079	Street/Verge Tree Planting	20,000	20,156	(156)	Yes	Mar-23	Apr-23	Yes	100%
80080	Parham - Old Playground Block (Sell or Develop Site)	5,000	-	5,000	No	Jul-22	Jun-23	No	0%
80082	Roadside Vegetation Management Plan	100,000	61,140	38,860	Yes	Jul-22	Jun-23	Yes	100%
80083	Two Wells - Liberty and Eden Estates, Recycled Water Costs (parks & reserves)	59,000	-	59,000	No	Jan-23	Jun-23	No	0%
80084	Donaldson Road - Design (Reserve corridor)	10,000	-	10,000	No	Jul-22	Jun-23	No	0%
80085	Mallala Stormwater Flood Plain Management Plan	65,000	-	65,000	No	Jul-22	Jun-23	No	0%
33000/820	Implement Regional/Council DAIP Initiatives	15,000	-	15,000	No	Jul-22	Jun-23	No	0%
80086	Parham Campground - Formalise Land	5,000	300	4,700	Yes	Jul-22	Jun-23	No	20%
80088	Thompson Beach Esplanade and Webb Beach Road - Construct and Seal Design	34,000	-	34,000	Yes	Jul-22	Jun-23	No	5%
		862,253	112,536	749,717					

LOCAL ROAD AND COMMUNITY INFRASTRUCTURE PROGRAM - ROUND 3 (Due by 30 June 2023)

Budget No	Project Name	Total Budget	YTD Actual Spend	Available to Spend	Project Commenced (Y/N)	Estimated Project Start Date	Estimated Project Completion Date	Project Completed (Y/N)	Percentage of Completion
72855	Glover Road (Williams Road to Germantown Road) - Construct and Seal	465,418	470,645	- 5,227	Yes	Sep-22	May-23	Yes	100%
72856	Buckland Park Road (Port Wakefield Road to Halstead Road West) - Construct and Seal	280,500	235,826	44,674	Yes	Jan-23	Feb-23	Yes	100%
		745,918	706,471	39,447					

LOCAL GOVERNMENT INFRASTRUCTURE PARTNERSHIP PROGRAM (DUE BY 31 DECEMBER 2023)

Budget No	Project Name	Total Budget	YTD Actual Spend	Available to Spend	Project Commenced (Y/N)	Estimated Project Start Date	Estimated Project Completion Date	Project Completed (Y/N)	Percentage of Completion
72806	Aerodrome Road (Hall Street to Farrelly Road)	650,000	814,444	- 164,444	Yes	Jul-22	Jan-23	Yes	100%
72807	Barabba Road (Redbanks Road to Mallala Road)	1,020,000	1,000,591	19,409	Yes	Jan-22	Aug-22	Yes	100%
72809	Middle Beach Road (End of Seal to Start of Seal)	2,390,000	737,778	1,652,222	Yes	Mar-23	Dec-23	No	60%
		<u>4,060,000</u>	<u>2,552,813</u>	<u>1,507,187</u>					

15.3 REGIONAL REFORM ROUNDTABLE – MEMBER FOR LIGHT MEETING INVITATION**Record Number: D23/24475****Author: Chief Executive Officer****Attachments: Nil****RECOMMENDATION**

“that Council, having considered Item 15.3 – Regional Reform Roundtable – Member for Light Meeting Invitation, dated 26 June 2023, receives and notes the report.”

Purpose

The purpose of this report is to inform the elected body that the Member for Light, Tony Piccolo MP, is seeking a meeting comprising the Mayors and Chief Executive Officers of Town of Gawler, Light Regional, The Barossa and Adelaide Plains councils to further discussions and explore possibilities around ‘regional reform.’

Background

The Member for Light, on 8 May 2023, cordially invited Acting Mayor Strudwicke and the Chief Executive Officer (CEO) to a meeting at his office, together with the Mayors and CEOs of Light Regional Council and The Barossa Council, to discuss regional reform. A copy of the agenda is provided for as **Attachment 1**.

At the conclusion of the meeting, the Member for Light expressed his desire to bring Town of Gawler in the conversation, particularly in the context of their live boundary reform proposals currently before the Boundaries Commission.

Being acutely aware of Council’s adopted position in relation to boundary adjustment, Council’s CEO cordially invited the Member for Light to an Information Briefing Session on 22 May 2023 where he could speak to his initiative. For background, Council’s adopted position in relation to participating in boundary adjustment/boundary reform meetings, as resolved at its meeting held on 23 September 2019, is provided below:-

21.7 Moved Councillor Strudwicke Seconded Councillor Parker 2019/ 416

“that Council, having considered Item 21.7 – Position Statement – Neighbouring Council Boundary Adjustment Proposals, dated 23 September 2019:-

- 1. Acknowledges the Town of Gawler’s and The Barossa Council’s recent resolutions in relation to advancing boundary adjustment proposals;***
- 2. Notes that the boundary adjustment proposals referred to at 1 above do not affect Adelaide Plains Council’s boundaries; and***
- 3. In consideration of 1 and 2 above, instructs the Mayor and Chief Executive Officer to not participate in boundary adjustment discussions that do not directly affect the area of Adelaide Plains Council.”***

CARRIED UNANIMOUSLY

Discussion

It is now for the elected body to provide guidance to the Mayor and CEO in respect to attendance or otherwise at a further meeting now scheduled for 20 July 2023 at the Member for Light's office in which Mayors and CEOs of Light, Gawler and Barossa councils will also be in attendance.


While the current boundary reform proposals being pursued by Town of Gawler does not directly impact or affect Adelaide Plains Council, there may be merit to attending this next meeting to at least understand the landscape more broadly to enable a further report to return to the Chamber in July for the elected body's information, awareness and direction.

Conclusion

Notwithstanding the earlier resolution adopted by Council in 2019, should the Council believe there is sufficient merit in sending the Mayor and CEO to the forthcoming meeting to glean information and bring a further report back to the Chamber, then a resolution may be adopted in the affirmative to enable that to occur.

ReferencesLegislation

Local Government Act 1999

15.4 PROJECTS EXPECTED TO BE CARRY OVER TO 2023/2024 FINANCIAL YEAR**Record Number:** D23/21433**Author:** Director Finance**Authoriser:** Chief Executive Officer**Attachments:** 1. Projects Expected to be Carry Over to 2023/2024 Financial Year [↓](#) **OVERVIEW**Purpose

The purpose of this report is to provide an update to the Council in relation to projects that may not be completed by 30 June 2023 and therefore potentially be carried over to 2023/2024 Financial Year.

Background*Policy Position*

Council's *Budget Management Policy*, reviewed by Council's Audit Committee, and subsequently reviewed and adopted by Council on 28 February 2022, provides:

3.4 Guidelines in relation to the carry forward of expenditure authority associated with projects included in the budget for the previous financial year.

Funding approval for budgeted activity not completed at the end of any budget year is forfeited unless approval to carry-over the activity and associated budget allocation is granted by Council.

While there may be one-off exceptions, operating activity budgeted for but not expended in a year generally should not be carried forward to the following year. Identifiable projects that will not commence in the year that they have been budgeted for should be re-evaluated and where warranted included in the budget for the following year at the time of its adoption. Similarly capital projects that have not commenced in one year should be considered against other competing priorities in determining the content of the budget for the following year rather than treated separately as 'carried forwards'.

The scope and funding requirements of capital projects and major operating-type activities that are committed or underway but not completed at the end of one-financial year needs to be reviewed and the projects/activities considered for carrying forward as soon as practicable in the relevant financial year.

Any request for carrying forward activity needs to clearly highlight whether the scope of each activity item and its associated funding quantum is proposed to be varied from that previously approved and if so the reasons for same. Any impact on the achievement of the targets for a financial indicator established in Council's original budget for the current year also should be identified.

Discussion

➤ Adopted budget

Adopted budget for 2022/2023 Financial Year had following budget estimates;

- an operating project budget of \$0.934m;
- capital project budget of \$8.069m; and
- new short-term loan borrowings of \$4.473m.

➤ Third Budget Update

Following the Third Budget Update in May 2023, projects budget and borrowings were updated as follows;

- an operating project budget of \$4.743m;
- capital project budget of \$9.993m; and
- new short-term loan borrowings of \$6.940m.

(Cost of acquiring Crown Land in Two Wells have been excluded from the quarterly budget reviews as the information is currently confidential and the pre-mature disclosure of the purchase price would prejudice Council's commercial position with regard to private sector investment in Two Wells. Release of the purchase price is likely to occur once a preferred tendered is selected).

Table 1 below provides the summary of adopted and revised budget following Third Budget Update.

Table 1: Value of Projects Approved for 2022/2023 Financial Year (\$'Mn)

	Adopted Budget	Carried Forward	New Expenditure	Discontinued	Q3 Approved Budget
Capital Projects	8.069	1.894	0.030	-	9.993
Operating Projects	0.934	2.329	1.521	(0.041)	4.743
Total	9.003	4.223	1.551	(0.041)	14.736

As shown in **Table 2** below, the number of new projects approved for 2022/2023 was 71. However, following the Third Budget Update, total number of projects earmarked for implementation by 30 June 2023 has been increased to 94.

Table 2: Number of Projects Approved for 2022/2023 Financial Year

	Adopted Budget	Carried Forward	New Expenditure	Discontinued	Q3 Approved Budget
Capital Projects	49	9	1	(1)	58
Operating Projects	22	8	9	(3)	36
Total	71	17	10	(4)	94

Based on information available as of 16 June 2023, sixteen (16) operating projects with an estimated net cost of \$0.534m are not expected to be completed by 30 June 2023 (Please refer to **Attachment 1**). These sixteen (16) projects have;

- a) commenced either in the current or previous financial years and are in progress with relevant financial commitments issued to consultants/contractors;
- b) Council has contractual obligations to make financial contribution for the project to be delivered by a third party.

Attachment 1 also contains the information on potential carry over capital projects. Accordingly, seven (7) capital projects with an estimated net cost of \$0.476m are expected to be carry over to 2023/2024 Financial Year.

The total value of carry over project are summarised below.

Description	Amount
Net Operating Projects costs to be carry over (Attachment 1)	\$0.534m
Net Capital Projects costs to be carry over (Attachment 1)	\$0.476m
Total Carry Over	\$1.010m

➤ Financial impact of carry over Operating Projects on the 2023/2024 Financial Year

Once the net cost of the operating projects (\$0.534m) is incorporated in to the 2023/2024 budget as part of First Budget Update in November 2023, the forecast operating deficit is expected to be increased by \$0.534m. (The value of the carry over amounts would be confirmed following the finalisation of the 2022/2023 Financial Year accounts).

Following the Third Budget Update for 2022/2023 Financial Year, it was estimated that new short-term borrowings of \$6.940m will be required in 2022/2023. However, due to carry over projects as summarised in the above table, short-term borrowings of \$1.010m budgeted for 2022/2023 Financial Year will not be required and hence will carry over to 2023/2024 Financial Year.

Conclusion

In accordance with Council's *Budget Management Policy*, projects committed or underway but not completed must be reviewed and considered for carrying forward as soon as practicable in the relevant financial year. It is therefore anticipated that a report in relation to projects committed or underway but not yet completed will be presented to the Council on 10 July 2023.

RECOMMENDATION

"that Council, having considered Item 15.4 – *Projects Expected to be Carry Over to 2023/2024 Financial Year*, dated 26 June 2023, receives and notes the report."

References

Legislation

Not applicable

Council Policies/Plans

Budget Management Policy

2022/2023 Annual Business Plan and Budget

Draft 2023/2024 Annual Business Plan and Budget

2022/2023 Third Budget Review

List of Carry Over Projects to 2023/2024 Financial Year

Operating Projects	Amount budgeted in 2022/2023	Actual Spend As of 13 June 2023	Potential Carried over amount	Comment
Costs				
1 Installation of single lane roundabout	500,000	-	500,000	\$439,500 is funded under Heavy Vehicle Safety and Productivity Program. Construction is underway and is likely to be completed early in the 2023/24 financial year.
2 Establish a horse float parking area in Parham	50,000	-	50,000	Council has determined a location for the Parham Horse Float Park and design work is underway.
Delivery of Strategic Projects	77,000	53,449	23,551	
3 - Undertake Heritage Study - Part 2	-			Further work and associated costs have been scoped. Discussions occurring with Planning and Land Use Services.
4 - Dublin - Township Growth & Tourism Master Plan	-			Preparation of the Background Paper including discussions with a range of local stakeholders is underway.
5 Two Wells Levee (100% funded by government grant)	1,625,088	56,647	1,568,441	100% funded by a government grant.
6 Parham - Old Playground Block (Public Consultation on whether to sell or develop Site)	5,000	-	5,000	
7 Open Space & Recreation Strategy	60,000	-	60,000	Draft project brief prepared but not yet fully commenced.
8 Donaldson Road - Design (Reserve corridor)	10,000	-	10,000	Waiting on consultant to undertake broader catchment studies in Two Wells and Lewiston area.
9 Parham Campground - Formalise Land	5,000	300	4,700	Pending a lease with DEW to continue the Campground operation.
10 Two Wells Oval - Master Plan - Design/Costing/Cons	100,000	-	100,000	Consultant procurement process underway.
11 Social & Community Infrastructure Plan	100,000	-	100,000	Draft project brief prepared but not yet fully commenced.
12 Network Shared Drive Migration Strategy (Shared Folders)	9,000	-	9,000	Upgrade to Councils Electronic Document Management is required to be completed before project can commence. Project set to be complete in early 2023/24 Financial Year.
13 Engaging consultants to deliver community waste education	15,000	-	15,000	To be completed in 23/24 through KESAB Community Education Program.
14 Coastal Settlement Adaptation Study Review	60,000	-	60,000	100% funded by a government grant. Awaiting the conclusion of Emergency Management Plan. Deadline for the completion of work is June 2024 as per grant agreement.
15 Breeder Education and Compliance	60,000	10,590	49,410	100% funded by State Government grant. In progress. Deadline for the completion of work is June 2024 as per grant agreement.
16 Undergrounding of Power Lines at Old Port Wakefield Road, Two Wells	720,902	-	720,902	Council's contribution to the undergrounding project is \$720,902 and payable to SA Power Networks. Construction is programmed to start in July and be completed by mid-2024. (Council's 'in-kind' contribution for work to be performed is \$23,200)
Total Budget Unspent	3,396,990	110,396	2,555,102	
Grant Income				
Installation of single lane roundabout	(439,500)	-	(439,500)	
Coastal Settlement Adaptation Study Review	(60,000)	-	(60,000)	
Breeder Education and Compliance	(60,000)	-	(60,000)	
Two Wells Levee	(1,625,088)	(163,350)	(1,461,738)	
Total Budgeted Income yet to be Received	(2,184,588)	(163,350)	(2,021,238)	
Net Costs	1,212,402	(52,954)	533,865	

List of Carry Over Projects to 2023/2024 Financial Year

Capital Projects	Amount budgeted in 2022/2023	Actual Spend As of 13 June 2023	Potential Carried over amount	Comment
Costs				
1 Sealing of Middle Beach Road	2,292,767	561,319	1,731,448	50% funded under LGIPP. To be completed in Dec 2023.
2 Various locations - Signage - wayfinding and information	35,000	-	35,000	Council Staff are currently progressing the updating of Council boundary signage, with the strategy and design templates being developed during Q3. Due to material and supplier timeframes, it is not feasible for fabrication and installation to be completed by the end of the current financial year.
3 Kerbing - Balaklava Rd-Lisieux St to Aerodrome Rd	240,000	-	240,000	Awaiting DIT to fix pot holes before Council undertake kerbing renewal.
4 New/Upgrade - Council Boundary Signs	60,000	-	60,000	
5 Wasleys Bridge - Repairs	200,000	229	199,771	Carry over to 2023/2024 pending the outcome of grant funding application
6 Longview Rd and Gameau Rd-Traffic calming devices	60,000			
7 Undergrounding of Power Lines at Old Port Wakefield Road, Two Wells	330,000	14,497	315,503	Council contribution to (Lighting columns, pits, conduits, footings and install)
Total Budget Unspent	3,217,767	576,045	2,581,722	
Grant Income				
Local Government Infrastructure Partnership Program.	(2,340,000)	(234,000)	(2,106,000)	Deadline for completion is 30 September 2023
Net Costs	877,767	342,045	475,722	
Total Carry Over Budget	2,090,169	289,091	1,009,586	

15.5 MARKETING AND COMMUNICATIONS STRATEGY 2023-2024**Record Number:** **D23/24425****Author:** **Marketing and Communications Officer****Authoriser:** **Director Corporate Services****Attachments:** **1. Marketing and Communications Strategy 2023-2024**  **OVERVIEW**

- With existing and project population growth Adelaide Plains Council's (Council) community is beginning to transform, and with it so does the community's preferences and expectations of how Council communicates.
- The *2022 Community Survey* highlighted a significant difference between how Council currently communicates and what the community expects.
- A Marketing and Communications Strategy for the 2023-2024 financial year has been developed to address existing communications gaps.
- The Marketing and Communications Strategy aligns with Council's *Strategic Plan 2021 – 2024* and covers the next financial year to build an effective foundation, to be updated to align with Council's future strategic plan.
- Notwithstanding that this is a working, operational document, it is provided to Council for information and awareness so that members have a broad understanding of the Marketing and Communications work program (as it externally-relates) and the work/steps associated with ensuring all projects are properly implemented.

RECOMMENDATION

"that Council, having considered Item 15.5 – *Marketing and Communications Strategy 2023-2024*, dated 26 June 2023, receives and notes the report."

Purpose

The purpose of this report is to provide Council with the Marketing and Communications Strategy for the 2023 – 2024 financial year.

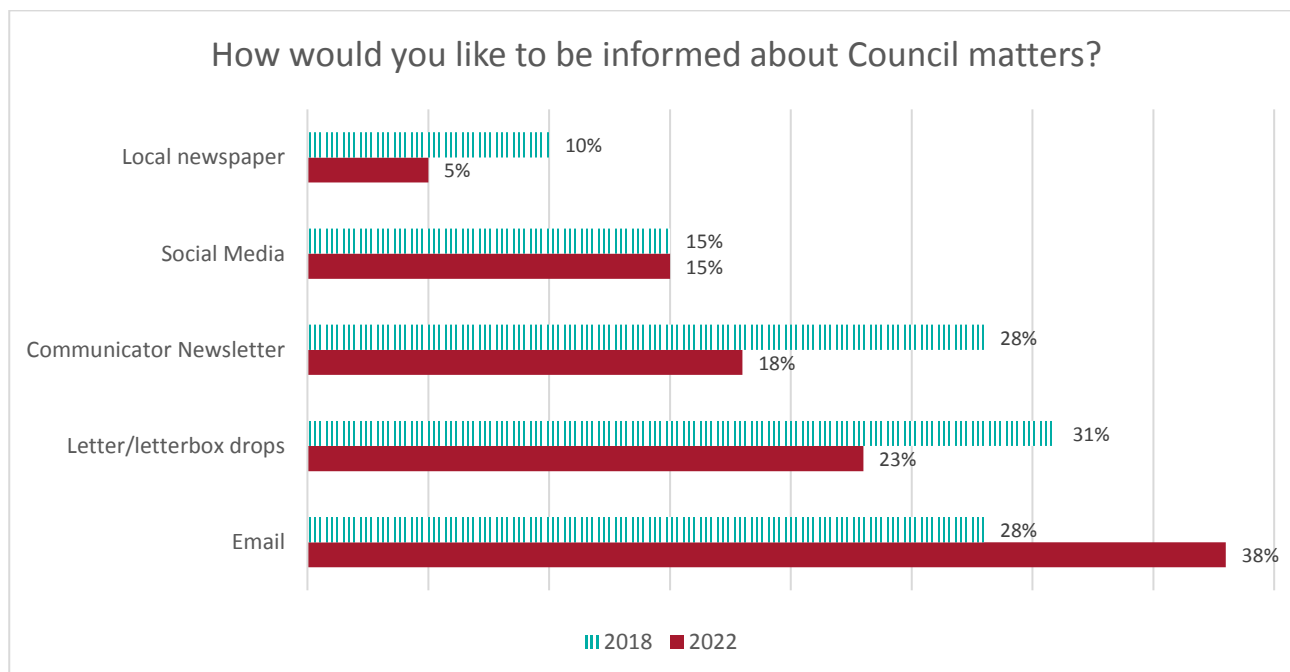
Background

With existing and projected population growth, Council's community is beginning to transform, and with it, the community's preferences and expectations of how Council communicates is also evolving.

On 20 August 2018, Council adopted its current *Social Media Policy*. At that time, the focus was on establishing a Two Wells Library Facebook page to increase resident/ratepayer access to Council by promoting Library services and key events. This aimed to partly address results from the 2018 *Community Survey* that showed 15% of residents and ratepayers would prefer to find out about Council matters via social media. The 2018 *Social Media Policy* and report emphasised that whilst a Council-wide social media presence was supported by the administration, Council lacked sufficient resources (at the time) to maintain this in line with customer service expectations, legislative and operational requirements.

The Community Survey conducted by Council in 2022 highlighted similar differences between how Council communicates and what the community prefers – reaching further than Facebook. A Council-wide social media presence is important, as 25% of residents and ratepayers surveyed in 2022 sourced their Council information via social media despite the lack of a Council-wide profile. However, it is also important to note that emails, letterbox drops and the Communicator newsletter are still the community's preferred formats.

The community's top six (6) preferred communication formats compared by year are summarised in the below table:



Discussion

With a dedicated Marketing and Communications Officer now on board, Council is better equipped to modernise marketing and communications methods used, taking a more strategic approach to further strengthen the relationship with the Adelaide Plains community.

A Marketing and Communications Strategy for the 2023-2024 financial year has been developed and is provided for at **Attachment 1** to this report.

The Marketing and Communications Strategy 2023-2024 (the Strategy) focuses on general Council marketing and communications distributed externally to the region's broader community.

The Strategy takes an integrated marketing and communications approach – referring to the practice of combining marketing, communications, and other similarly-aligned functions (such as public relations, social media management and customer service). This practice aims to achieve corporate marketing and communications goals by taking a holistic approach ensuring consistent messaging and branding, and operational efficiency.

After several years without a dedicated marketing and communications resource, there is a reasonable foundational gap of the internal resources required for effective marketing and communications. The Strategy therefore emphasises building effective and efficient foundations over the next 12 months to provide Council, and its administration, with a solid platform from which to grow. It will then be updated to reflect Council's Strategic Plan from 2024+ and future marketing and communications goals.

The Strategy has been developed with reference to:

- Strategic Plan 2021-2024
The Strategy aligns to Council's *Strategic Plan 2021-2024* with marketing and communications goals supporting Council's overall strategic goals.
- Community Context: 2022 Community Survey Results
It acknowledges how the community wants Council to communicate, and the priority areas identified in the original report.
- Operational Context
It is created with consideration of existing tools and communications channels, budget implications, and staff capacity.

In summary, the key strategic marketing and communications goals are:

Goal	Proactive leadership resulting in an engaged and informed community	An enviable lifestyle where our community is satisfied with the way their Council communicates	Promotion of the Council and region facilitating an emerging economy	Our community and visitors know and understand our remarkable landscapes
Foundations for success	Coordinated and efficient marketing and communications across the organisation.	The ability to effectively tell the story, so our community understands the what, why, when, where, and how of Council decisions and projects.	Consistent and modernised brand management and marketing.	Modern tools used effectively to actively inform our community.
How do we get there?	Improve upon existing and implement new effective tools in line with community and staff expectations.	Create consistent, regular, quality content in formats and on platforms that the community wants.	Implement tools for effective brand management.	Update existing content for provision of accurate information to educate our community.

With minimal pre-existing marketing and communications relevant measurements, the success of the Strategy will be measured on actions or milestones completed. This aligns to the first of four stages of the 'four-stage model' of developing an organisation's integrated marketing and communications for the first time¹.

It is important to note that Council's audience is a broad one, and the primary (or target) audience, tools and techniques will change with the specific function or project that is being promoted or communicated.

Next Steps

The Marketing and Communications Strategy proposes a range of actions to be taken over the next 12 months. A milestone of note is the development of a Digital Marketing and Social Media Strategy to facilitate the effective launch of Council-wide social media within the next 6 to 12 months.

Conclusion

A Marketing and Communications Strategy for the 2023-2024 financial year has been developed and is provided for Council's information and reference. Work on the Strategy has already commenced and will continue to be progressed throughout the next year and beyond, ensuring alignment with Council's Strategic Plan and priorities.

References

Legislation

Local Government Act 1999

Council Policies/Plans

Strategic Plan 2021-2024

2022 Community Survey

2018 Community Survey

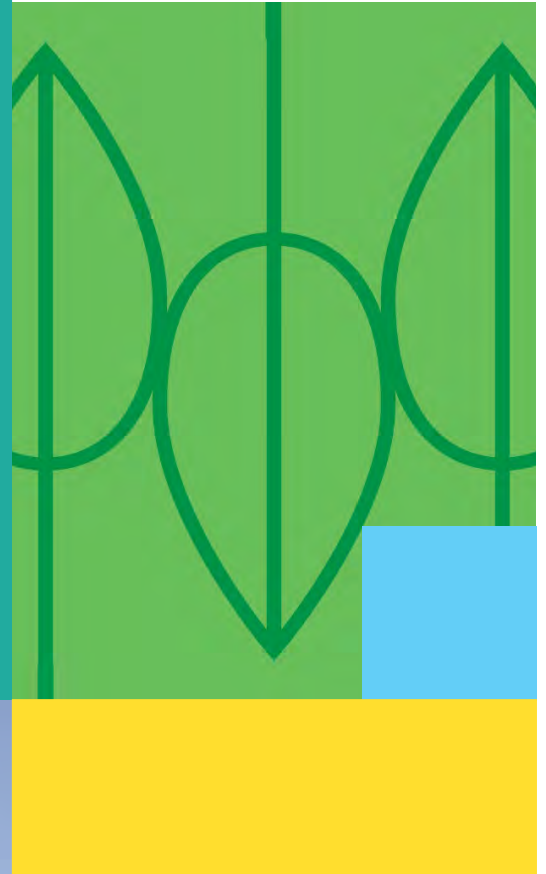
Social Media Policy

¹ 'The Four Stages of IMC' in Kitchen and Bergmann's [Integrated Marketing Communication](#), 2010.

2023 – 2024



MARKETING AND COMMUNICATIONS STRATEGY



Marketing and Communications Strategy 2023-2024

Published June 2023

Corporate Services

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Adelaide Plains Council acknowledges that we are located on the traditional Country of the Kurna people of the Adelaide Plains and pays respect to Elders past, present and emerging. We recognise and respect their cultural heritage, beliefs and relationship with the land and we acknowledge that they are of continuing importance to the Kurna people living today.

Adelaide Plains Council rebranded in 2016 with a new name, refreshed logo, and updated visual brand guidelines.

With existing and projected population growth Council's community is beginning to transform, and with it, the community's preferences and expectations of Council communications. In 2023 the organisation is better equipped to modernise marketing and communications methods used, taking a more strategic approach to further strengthen our relationship with the Adelaide Plains community.

Our marketing and communications goal for 2023 – 2024

Build effective and efficient foundations to ensure Adelaide Plains Council's marketing and communications meet the expectations of our community. To support our vision of a community and region that is productive, diverse, welcoming, ambitious, leading, and a lifestyle location.

This strategy is guided by our values of:

Leadership & Diplomacy by acting strategically and effectively managing our relationships
Teamwork through unity, cooperation and support
Professionalism through commitment, quality and timeliness of work delivered
Honesty & Integrity building trust and loyalty with the community and within Council
Respect for others, acting with humility and empathy
Innovative & Open-minded being proactive in continually improving our services

Our community

All people who live, work, pay rates, conduct business, visit or utilise services, facilities and public spaces within the Adelaide Plains Council region.

This strategy focuses on general Council marketing and communications distributed externally to the region's broader community. The term 'our community' will replace the common marketing term of 'target/primary audience' throughout the document, and will generally refer to all residents, ratepayers, businesses, and visitors in or to the Adelaide Plains Council region. This definition maintains consistency with the *2022 Community Survey Results* and *Public Consultation Policy*.

General Demographics¹

9,835 People living in 4,003 dwellings	253 Aboriginal or Torres Strait Islander people (2.6%)	264 People speak a language other than English at home (7.8%) 5 most common languages: Bislama (83 or 0.8%), Italian (74 or 0.8%), Greek (67 or 0.7%), Vietnamese (58 or 0.6%), Khmer (26 or 0.3%).
1,605 Households with children (59.6%)	363 Renting (10.7%)	Approx. 2 in 5 Have lived in the region for more than 20 years

Council's audience is a broad one, and the primary (or target) audience will change with the specific function or project that is being promoted or communicated. Different strategies and tools will always be required for diverse audience and stakeholder groups, depending on the project.

¹ Census 2021, Australian Bureau of Statistics and *2022 Community Survey Results*, Adelaide Plains Council.

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Where are we now?

Adelaide Plains Council rebranded in 2016 with a new name, refreshed logo, and updated visual brand guidelines.

A lack of internal resources and no marketing or communications strategy to guide staff at the time meant that inconsistencies and inefficiencies naturally developed – both in brand application and in approaches to marketing and communications.

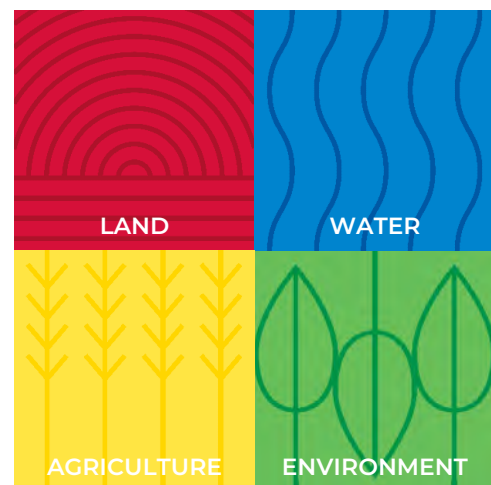
In 2023 the organisation is better equipped to modernise its marketing and communications methods, taking a more strategic approach to further strengthen our relationship with the Adelaide Plains Council community.

Our brand

An updated Brand Guide (style guide) was implemented in early 2023, providing a refreshed visual identity and structure around how the brand can be best communicated.

In all marketing and communications collateral, Adelaide Plains Council looks and sounds:

- » Diverse
- » Growing
- » Supportive
- » Authentic
- » Community focused



Community context

With existing and projected population growth Council's audience is beginning to transform², and with it, the community's preferences and expectations of Council communications.

This strategy needs to consider:

2022 Community Survey: A market research survey conducted in 2022 highlighted a juxtaposition between how we communicate now, and how the community wants us to communicate³.

How our community finds out about Council news:	How our community wants to find out about Council news:
44% Newsletter	38% Email
38% Word of mouth	23% Letterbox
28% Newspaper	18% Newsletter
26% Rates notice	15% Social media
25% Social media	8% Don't know

Council's key communications tool is the thrice-yearly Communicator newsletter, at odds with the community's strong preference of receiving information directly through email or physical mail. Of significance is that, despite not having a community social media presence outside of the Library, 25% of residents are currently receiving their Council news on social media platforms.

The survey also identified areas of priority for Council, highlighting topics that held high importance and low satisfaction, or high satisfaction.

High importance, low satisfaction	High satisfaction
Roads	Ovals and sporting facilities
Stormwater drainage	Parks, reserves and gardens
Development assessment	Playgrounds
Waste collection/recycling	Library
	Community events
	Animal management
	Car parking

² [Growth Strategy and Action Plan](#), Adelaide Plains Council, 2023

³ [Community Survey](#), Adelaide Plains Council, 2022

Operational context

With several years without a dedicated marketing and communications resource, there is a reasonable gap in foundations of the internal resources required for effective marketing and communications. This strategy emphasises building effective and efficient foundations for Council and its staff, to ensure we meet the expectations of our diverse and growing community.

This strategy needs to consider:

Single Officers: Many roles or functions in Council are currently managed by single officers (including the marketing and communications function). Any marketing goals or tactics need to be crafted with consideration to limited staff time or capacity. Where possible templates, guides, and automated workflows must be implemented to ensure no additional strain is placed on staff whilst still adhering to organisational policies, procedures, and legislative requirements.

Existing channels: Council primarily communicates to residents, ratepayers, visitors, and other stakeholders through traditional methods, with a minimal social media presence.

Newsletter Communicator	Three published each year: Spring/summer, autumn and winter. 4,491 printed copies sent via post 278 digital copies emailed 109 printed copies available at Council buildings
Website	Approximately 2,600 new and returning users each month
Newspapers Advertising, public notices and media releases	Estimated weekly readers by publication: The Bunyip – 18,000 ⁴ Plains Producer – 10,000 ⁵ Two Wells & Districts Echo – 10,000 ⁶
Direct mail	Post or (manual) email
Social media	Facebook – Adelaide Plains Library – 950 followers LinkedIn – 369 followers, average post views of 541
Google Business	Average business listing views per month: Two Wells Resource Recovery Centre – 1,148 Two Wells Service Centre – 443 Adelaide Plains Council – 330 Mallala Depot – 72

⁴ The Bunyip, Email communication, 29 May 2023

⁵ About Us, Plains Producer, accessed May 2023

⁶ Advertising, Two Wells & Districts Echo, accessed May 2023

Strategy on a page

Goal	Proactive leadership resulting in an engaged and informed community	An enviable lifestyle where our community is satisfied with the way their Council communicates	Promotion of the Council and region facilitating an emerging economy	Our community and visitors know and understand our remarkable landscapes
Foundations for success	Coordinated and efficient marketing and communications across the organisation.	The ability to effectively tell the story, so our community understands the what, why, when, where, and how of Council decisions and projects.	Consistent and modernised brand management and marketing.	Modern tools used effectively to actively inform our community.
How do we get there?	Improve upon existing and implement new effective tools in line with community and staff expectations.	Create consistent, regular, quality content in formats and on platforms that the community wants.	Implement tools for effective brand management.	Update existing content for provision of accurate information to educate our community.
<i>Alignment to Strategic Plan 2021-2024</i>	<i>Proactive leadership – strategy 2: actively engage with and inform our communities</i>	<i>Enviably lifestyle – strategy 1: provide, support and acquire facilities, assets, services and programs that build community capacity, health and connection</i>	<i>Emerging economy strategy 3: reinforce Adelaide Plains Council as a place of choice for business, residents and visitors</i>	<i>Remarkable landscapes strategy 1: protect and enhance our coastal and riverine landscapes, native vegetation and heritage</i>
Resources we have	Newsletter / Website / LinkedIn / Passionate team wanting and ready for change			
Resources we need	Digital Marketing and Social Media Strategy / Tone of Voice or Writing Style Guide / Updated policies / Updated internal processes and procedures / Simple graphic design software / Electronic direct mail (EDM) marketing software			

Our goal:

1. Proactive leadership resulting in an engaged and informed community

Supporting Strategic Plan 2021-2024 Proactive Leadership strategy #2: actively engage with and inform our communities.

Foundation for success

Coordinated and efficient marketing and communications across the organisation.

How do we get there?

Improve upon existing and implement new effective tools in line with community and staff expectations.

1.1 Implement: marketing and communications plans for projects

Implement an internal marketing and communications procedure to ensure that all Council projects are effectively and accurately communicated.

1.2 Implement: updated Brand Guide

Empower our team to properly and consistently represent Council across all external communications.

1.3 Implement: EDM marketing software

Implement EDM (electronic direct mail) marketing software to manage email communications across different Council business functions, projects, and audiences.

1.4 Proactive storytellers across teams and departments

Educate and support our team to proactively update and notify of any change in information, positive stories, or to recognise and address content gaps.

1.5 Refine: website

In collaboration with the IT team refresh Council's website, in the following order of priorities:

1. Update: Content stocktake and check for accuracy. Tidy up page hierarchies and layouts to improve the experience for the end user.
2. Audit: Summarise key analytics, check landing page metadata and SEO, and ensure basic accessibility standards are implemented.
3. Plan: Create a project plan moving forward with a holistic view of the public website, with user experience front-of-mind. Refine internal procedures for page creation, editing, and content governance. Noting that, in the medium-long term, significant improvements will need to be made outside of current internal resourcing.

Our goal:

2. An enviable lifestyle where our community is satisfied with the way their Council communicates

Supporting Strategic Plan 2021-2024 Enviable Lifestyle strategy #1: provide, support and acquire facilities, assets, services and programs that build community capacity, health and connection.

Foundation for success

The ability to effectively tell the story so our community understands the who, what, when, where, why, and how of Council decisions and projects.

How do we get there?

Create consistent, regular, quality content in formats and on platforms that the community wants.

2.1 Implement: Tone of Voice/Writing Style Guide

Empower our team to communicate in a style that is accessible and relevant to our general community. Aim for consistency with Australian Government Style Manual that is user-focused and evidence-based⁷.

2.2 Refine: Communicator newsletter

- » 2.2.1 Review the postal distribution process to ensure most people receive Council's main form of news communication (excluding those that have already opted out).
- » 2.2.2 Update the manual email distribution process to EDM marketing software.

2.3 Refine: digital news content structure

Implement a news article/blog format on the website to replace overreliance on traditional pdf media releases. This allows us to communicate important information to our general community in plain English, and provides a platform for long-form content that can be shared in emails and on social media.

2.4 Implement: Digital Marketing and Social Media Strategy

Create a digital marketing strategy aligned to community expectations to facilitate the launch of social media. This will include:

- » Content strategy (addressing priority areas identified in the 2022 *Community Survey*), governance framework and procedures.
- » Digital customer service and community management framework.
- » Recordkeeping software to efficiently capture digital records.
- » Risk management.
- » Updated *Media Policy* and *Social Media Policy*.

⁷ [Australian Government Style Manual](#)

Our goal:

3. Promotion of the Council and region facilitating an emerging economy

Supporting Strategic Plan 2021-2024 strategy #3: reinforce Adelaide Plains Council as a **place of choice** for business, residents and visitors.

Foundation for success

Consistent and modernised brand management and marketing.

How do we get there?

Implement tools for effective brand management.

3.1 Implement: design templates

- » 3.1.1 Create usable design templates to empower our team to create content and collateral as needed.
- » 3.1.2 Implement easy to use graphic design software that provides tools and templates for brand management and internal review and approval processes. Allowing key staff who are required to create graphic assets (such as posters) in their role to quickly create branded, effective collateral.

3.2 Update: corporate Council signage

Update signage across the region to accurately reflect Adelaide Plains Council (removing unnecessary references to District Council of Mallala).

3.3 Update: website content under 'Visitor Information'

Refresh the page structure and hierarchies under 'Visitor Information', specifically Council-managed recreational parks and visitor facilities (caravans and camping).

3.4 Create: information collateral

Update and create new collateral providing accurate Council information for residents and ratepayers. This could include information about our natural environment, planning or development requirements relevant to our region, and service information. Refer to areas of importance identified in the 2022 *Community Survey*.

Note:

Medium to long term consideration could be given to embark on a place branding strategy, ensuring a uniform visitor experience within individual townships – in line with Adelaide Plains Council's Tourism and Economic Development Strategy 2022 – 2025 and Growth Strategy and Action Plan 2023.

Our goal:

4. Our community and visitors know and understand our remarkable landscapes

Supporting Strategic Plan 2021-2024 strategy #1: protect and enhance our coastal and riverine landscapes, native vegetation and heritage.

Foundation for success

Modern tools used effectively to actively inform our community.

How do we get there?

Update existing content for provision of accurate information to educate our community.

4.1 Review: wayfinding and information signage and collateral

- » 4.1.1 Complete development of a Signage and Wayfinding Design Strategy for Council.
- » 4.1.2 Complete a content audit and review of wayfinding and information signage and collateral across Council.
- » 4.1.3 Create a plan to update or implement new signage or collateral where required.

4.2 Update: content related to natural and coastal areas, Strategic and Management Plans.

Ensure content on the website, signage, and other collateral around the region is up-to-date, accurate, and relevant. Specifically in regards to information about natural environments, and select strategic or management plans regarding our remarkable landscapes.

Action Plan and Milestones

Milestone: marketing and communications plans for projects	1.1
→ Proactive storytellers across teams and departments	1.4
→ Refine Communicator newsletter distribution	2.2.1

Milestone: updated Brand Guide	1.2
→ Implement Tone of Voice or Writing Style Guide	2.1
→ Implement design templates	3.1.1
→ Implement graphic design software	3.1.2
→ Create information collateral	3.4

Milestone: implement Digital Marketing and Social Media Strategy	2.4
→ Implement EDM marketing software	1.3
→ Refine digital news content structure	2.3
→ Update Communicator email distribution	2.2.2

Milestone: project plan to refine website	1.5
→ Update website content under 'Visitor Information'	3.3
→ Update content related to natural and coastal areas, Strategic and Management Plans.	4.2

Milestone: development of Council Signage and Wayfinding Design Strategy	4.1.1
→ Content audit and review of wayfinding and information	4.1.2
→ Action plan for updating of signage	4.1.3
→ Update corporate Council signage	3.2

A note on measuring success:

Adelaide Plains Council aims to complete an extensive community satisfaction survey every four (4) years. Results for improvement against the *2022 Community Survey Results* will not be available to evaluate this strategy at the end of the 2024 financial year. With minimal pre-existing marketing and communications-relevant measurements, the success of this strategy will therefore be measured on actions or milestones completed. This aligns with the four-stage model of developing an approach to integrated marketing communications for the first time within an organisation (stage one: tactical coordination of marketing and communications, to gather information for future evaluation)⁸.

⁸ 'The Four Stages of IMC' in Kitchen and Bergmann's [*Integrated Marketing Communication*](#), 2010.

15.6 TWO WELLS COMMUNITY FUND – SEVENTH ROUND OUTCOMES**Record Number:** D23/24497**Author:** Manager Library and Community**Authoriser:** Group Manager – Development and Community**Attachments:** Nil**OVERVIEW**

The Two Wells Community Fund Committee (*TWCFC*), since meeting in July 2019, has allocated over the course of six rounds a total of \$130,772.00 to support 25 individual community projects. The *TWCFC* reviewed applications it received for its seventh round at its meeting recently held on 2 June 2023.

RECOMMENDATION

“that Council, having considered Item 15.6 – *Two Wells Community Fund – Seventh Round Outcomes*, dated 26 June 2023, receives and notes the report.”

Purpose

The purpose of this report is to advise Council of the outcomes of the Two Wells Community Fund Committee’s (*TWCFC*) decisions regarding the applications they received for the seventh round.

Background

The objective of the Two Wells Community Fund (*TWCF*) is to assist financing community infrastructure projects located within the Hickinbotham Development site or within the Two Wells township. The *TWCFC* looks favourably upon ongoing initiatives and programs that embrace the philosophy of the four pillars of sustainability, i.e. social, economic, environmental and arts.

For this round the *TWCFC* has allocated a total of \$40,000 to fund one-off projects. The anticipated maximum amount of money to be allocated per project is capped at \$7,500, however applications for a greater amount may be considered and awarded. Applicants are required to contribute 50% of the project’s expected costs – which also can include volunteer hours.

Council re-established the Two Wells Community Fund Committee at its February 2023 Ordinary Council meeting. The Hon John Dawkins was re-appointed the Committee’s Independent Chairperson, the General Manager Development and Community was Council’s representative and Ms Vagnarelli was acknowledged as Hickinbotham’s representative. All members of the *TWCFC* were appointed to serve until 30 June 2024. With Mr Starr being seconded into the role as the Director, Growth and Investment, at the May 2023 Ordinary Council Meeting Members agreed that it was appropriate for Mr Mike Ravno (currently seconded as Group Manager – Development and Community) to be Council’s representative on the Two Wells Community Fund Committee.

Discussion

The Two Wells Community Fund Committee met via Zoom on Friday 2 June 2023 to review and consider six applications seeking funds for the seventh round. Applications for the seventh *TWCF* opened on Tuesday 14 March 2023 and closed on Friday 14 April 2023. As in previous rounds, all

eligible community groups were provided by way of email with a copy of the *Application Form and Guidelines Booklet*. These forms could also be downloaded from Council's website, and hard copies of these documents could be collected from the Mallala Principal Office, the Two Wells Service Centre and Two Wells Library. The *Adelaide Plains Library* Facebook page also promoted the 'Fund' being open.

A brief description of each of the submitted applications and the money that the *TWCFC* agreed to support is provided below.

1. Two Wells Bowling Club – Sun Safe

The Two Wells Bowling Club wished to purchase two stainless steel sunscreen dispenser units. As the 'Club' wishes to encourage local schools and other sporting clubs to use its facility, the regular use of liberally applying sunscreen during the summer months is vital. The proposed units will also display information about the benefits of sunscreen.

Request from Two Wells Community Fund – \$3,680 – The *TWCFC* fully supported this request for funds.

2. Two Wells Football & Netball Club – Two Wells Club Lighting Upgrade – Stage 1

The Two Wells Football & Netball Club wished to purchase and install two new light towers and 12 LED light fittings on the eastern side of the Oval. New lighting will ensure the 'Club' is able to provide the required lighting infrastructure to enable teams to train and play under lighting which is compliant with AFL Facilities Guidelines.

This application is reliant on being successful with a pending grant funding application currently lodged at the Office for Recreation, Sport and Racing for almost \$77,500. Also, a Development Application will need to be submitted and approved by the local authority.

Request from Two Wells Community Fund – \$30,000 – The *TWCFC* supported this application subject to the Club successfully obtaining the Office for Recreation, Sport and Racing funding for the balance.

3. Two Wells Community Centre – New Cutlery

The Community Centre wished to replace its existing cutlery – there are insufficient knives and forks for large scale functions (especially the annual Two Wells Melodrama performances). Much of the original cutlery was donated and has not been upgraded for over 35 years.

Request from the Two Wells Community Fund – \$1,120 – The *TWCFC* fully supported this request for funds.

4. Two Wells Scout Group – New Fridge

The Two Wells Scout Group is experiencing a period of growth, which is reflective of the town's growing population. The 'Club' wished to purchase a new fridge which can be relocated when it moves to new premises.

Request from the Two Wells Community Fund – \$448 – The *TWCFC* fully supported this request for funds.

5. Two Wells Craft Shop – Front Fence

The Craft Shop wished to replace its existing wire mesh from its front fence, along the main street footpath, with heritage wood slat-style fencing, as well as to relocate the notice board to a better

vantage point. A new picket fence will certainly be more attractive and 'beautify' the town's main street and complement the historic courthouse building.

Request from the Two Wells Community Fund – \$7,595 – The *TWCFC* fully supported this request for funds.

6. Anglican Parish of Two Wells – Vestry Cupboards

The Anglican Parish of Two Wells wished to install new vermin-proof cupboards in its Church vestry for the safer storage of Church valuables including vestments and communion vessels.

Request from the Two Wells Community Fund – \$4,700 – The *TWCFC* fully supported this request for funds.

Conclusion

The *TWCFC* supported five new community projects, whilst one application was subject to it successfully being awarded funding from the State Government.

References

Legislation

Local Government Act 1999

Council Policies/Plans

Two Wells Community Fund Terms of Reference

Two Wells Residential Development Deed

16 QUESTIONS ON NOTICE

Nil

17 QUESTIONS WITHOUT NOTICE

18 MOTIONS ON NOTICE

18.1 NOTICE OF MOTION - MAYOR MARK WASLEY - PARTIALLY RESCIND RESOLUTION 2023/048 - GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY, DEW BUSINESS CASE

Record Number: D23/23534

Submitted By: Mayor Mark Wasley

Attachments: Nil

PREAMBLE

Council adopted the below resolution at its 27 February 2023 Ordinary Meeting:-

RESOLUTION 2023/048

Moved: Councillor Strudwicke

Seconded: Councillor Keen

“that Council, having considered Item 14.1 – Gawler River Floodplain Management Authority – Overview and Risk Assessment – Report 2, dated 27 February 2023, having duly considered the Gawler River Floodplain Management Authority Chairperson’s correspondence dated 10 February 2023 and request for a financial contribution toward the Department for Environment and Water-led Business Case, resolves to allocate an amount not exceeding \$52,000 in Council’s draft 2023/2024 Annual Business Plan and Budget. This allocation is premised upon:-

- 1. All constituent councils contributing an equal amount towards the Business Case (i.e. not a lesser amount derived from the inequitable capital contributions under the current Charter).*
- 2. An understanding that the State Government is unwavering in their position that a financial contribution by local government is required in order to progress and further the Business Case.*
- 3. Benefits to be derived in completing the Business Case to inform future flood mitigation priorities and costs.”*

CARRIED UNANIMOUSLY

With five out of six member councils now having pledged full financial support to the Business Case and one remaining council pledging one-fifth of the requested funding, Council’s strategy has been successful in getting a majority of councils to commit to the Business Case. Given the importance of the Business Case proceeding, it is considered appropriate to now rescind Council’s conditional support to the allocation of \$52,000 from all member councils.

PROPOSED MOTION

“that part 1 of resolution 2023/048, namely Council’s conditional support for the DEW Business Case, be formally rescinded.”

19 MOTIONS WITHOUT NOTICE

20 URGENT BUSINESS

21 CONFIDENTIAL ITEMS

Nil

22 CLOSURE