

# NOTICE OF COUNCIL MEETING

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

**The Special Meeting of the**



**Adelaide  
Plains  
Council**

will be held

**by electronic means**

on

**Monday 6 April 2020 at 6.00pm**

A handwritten signature in black ink, appearing to be 'James Miller', written in a cursive style.

James Miller  
**CHIEF EXECUTIVE OFFICER**

## INDEX

<b>1</b>	<b>ATTENDANCE</b>	
<b>2</b>	<b>ADJOURNED BUSINESS</b>	
	Nil	
<b>3</b>	<b>DECLARATION OF MEMBERS' INTEREST</b>	
<b>4</b>	<b>ITEMS</b>	
4.1	Electronic Participation in Council Meetings and Informal Gatherings	3
4.2	COVID-19 Update – Adelaide Plains Council Response	20
4.3	Regional Vision: Barossa and Hinterland	25
<b>5</b>	<b>CLOSURE</b>	

 <b>Adelaide Plains Council</b>	<b>4.1</b>	<b>Electronic Participation in Council Meetings and Informal Gatherings</b>
	<b>Department:</b>  <b>Report Author:</b>	<b>Governance and Executive Office</b>  <b>Manager Governance and Administration</b>
<b>Date:</b> <b>6 April 2020</b>	<b>Document Ref:</b>	<b>D20/13642</b>

## **OVERVIEW**

### **Purpose**

The purpose of this report is for Council to consider:

- amendments to its current:
  - *Code of Practice – Access to Council and Committee Meetings and Documents;*
  - *Code of Practice – Meeting Procedures; and*
  - *Informal Gatherings Policy.*

in order to enable (some or all) Council members to participate in Council meetings and informal gatherings by electronic means due to the current Coronavirus (COVID-19) pandemic; and

- the Chief Executive Officer’s recommendation, pursuant to Regulation 21 of the *Local Government (Procedures at Meetings) Regulations*, that resolution 2019/489 in relation to Ordinary Council Meeting Schedule 2020 be amended in order for Ordinary Council Meetings to take place by electronic means, being a virtual meeting room, from Monday 27 April 2020.

### **Background**

On 15 March 2020, the Chief Executive of the Department for Health and Wellbeing in the State of South Australia, pursuant to section 87 of the *South Australian Public Health Act 2011*, declared that an emergency which threatens to cause the death of, or injury or other damage to the health of any person is occurring or about to occur in relation to the transmission of COVID-19, and declared the emergency to be a public health emergency.

On 22 March 2020, the State Co-ordinator for the State of South Australia declared, pursuant to section 23 of the *Emergency Management Act 2004*, that a Major Emergency is occurring in respect of the outbreak of the Human Disease named COVID-19 within South Australia.

As a result of the public health emergency, a new section (302B) was inserted into the *Local Government Act 1999* (the Act). Section 302B empowers the Minister for Transport, Infrastructure and Local Government to, by Notice published in the Government Gazette, vary or suspend the operation of provisions of the Act where it is reasonably necessary during a public health emergency (where relevant declarations have been made).

The *Electronic Participation in Council Meetings Notice (No 1) 2020* (Notice 1) is the first notice made by the Minister in exercise of his new emergency powers. A copy of Notice 1, which commenced operation on 31 March 2020, was provided to Council members by email on the same day it was released and is available to view [here](#).

Notice 1 provides variations to the Act to enable (some or all) Council members to participate in a Council meeting by electronic means, something which is not permitted under the ordinary application of the Act or the *Local Government (Procedures at Meetings) Regulations 2013*.

To apply the measures enabled by the Notice, Council must review and amend its:

- *Code of Practice – Access to Council and Committee Meetings and Documents;*
- *Code of Practice – Meeting Procedures;* and
- *Informal Gatherings Policy.*

## Discussion

### *Key Variations*

The key variations set out in Notice 1 are outlined in the LGA Explanatory Paper provided as **Attachment 1** to this Report.

### *Council Determined Meeting Procedures*

In addition to the specific matters set out within Notice 1, Council will need to consider amending any council determined meeting procedures made under section 86 to the extent those procedures are inconsistent, prevent or inhibit council members from meeting by electronic means. Changes can be made by majority vote.

To that end, it is recommended that the following two parts of Council's *Code of Practice – Meeting Procedures* are suspended for the period that Notice 1 has effect:

- Public Open Forum (noting that deputation is still available)
- The requirement for all Council Members and employees to stand when addressing the Council meeting (Clause 15(9) and (10))

### *Amendments*

The recommendations put forward in this report have been drafted with the assistance of the Local Government Association (LGA) and Norman Waterhouse Lawyers, and, if adopted, will allow for the necessary changes outlined above and within Notice 1 to be implemented in order for Council to proceed with business. Subject to the recommended amendments being made, the relevant documents will be updated and made available on Council's website accordingly.

## Ordinary Meeting Schedule

Council, at its Ordinary Meeting on 25 November 2019, resolved as follows:

### 14.1 Ordinary Council Meeting Schedule – 2020

Moved Councillor Keen Seconded Councillor Lush **2019/ 489**

**“that Council, having considered Item 14.1 – Ordinary Council Meeting Schedule 2020, dated 25 November 2018, receives and notes the report and in doing so resolves that:**

- 1. Ordinary Council Meetings for January 2020 to December 2020 (inclusive) be held at 6.00pm on the fourth Monday of the month in the Mallala Council Chamber; and**
- 2. Due to Christmas closures/holiday period, the Ordinary Council Meeting for December 2020 be held at 6.00pm on the second Monday of the month in the Mallala Council Chamber.”**

**CARRIED**

The Chief Executive Officer therefore recommends, pursuant to Regulation 21 of the *Local Government (Procedures at Meetings) Regulations*, that resolution 2019/489 be amended in order for Ordinary Council Meetings to take place **by electronic means, being a virtual meeting room**, from Monday 27 April 2020.

### Conclusion

Should Council wish for members to participate in council meetings, and informal gatherings, by electronic means, Council must consider, as the first item of business at the meeting, alteration of its codes of practice that deal with access to meetings and meeting procedures.

It is therefore necessary for Council to consider amendments to its *Code of Practice – Meeting Procedures*, *Code of Practice – Access to Meetings and Documents*, and *Informal Gatherings Policy* in order to ensure that the documents are consistent with the legislative changes and do not prevent or inhibit Council members from participating in meetings or informal gatherings by electronic means for the duration of the COVID-19 public health emergency.

Further Council must amend resolution 2019/489 as outlined above in order for Ordinary Council Meetings to take place by electronic means.

### **RECOMMENDATION 1**

**“that Council, having considered Item 4.1 – Electronic Participation in Council Meetings and Informal Gatherings, dated 6 April 2020, alters its Code of Practice – Access to Meetings and Documents to facilitate participation by Council members in Council meetings by electronic means by including in the Code of Practice – Access to Meetings and Documents the provisions set out in Attachment 2 to this Report.”**

## **RECOMMENDATION 2**

“that Council, having considered Item 4.1 – *Electronic Participation in Council Meetings and Informal Gatherings*, dated 6 April 2020, receives and notes the report and in doing so alters its *Code of Practice – Meeting Procedures* to facilitate participation by Council members in Council meetings by electronic means, by including in the *Code of Practice – Meeting Procedures* the provisions set out in Attachment 3 to this Report.”

## **RECOMMENDATION 3**

“that Council, having considered Item 4.1 – *Electronic Participation in Council Meetings* , dated 6 April 2020, alters its *Informal Gatherings Policy* to facilitate participation by Council members in informal gatherings by electronic means by including in the *Informal Gatherings Policy* the provisions set out in Attachment 4 to this Report.”

## **RECOMMENDATION 4**

“that Council, having considered Item 4.1 – *Electronic Participation in Council Meetings*, dated 6 April 2020, resolves that resolution 2019/489 in relation to Ordinary Council Meeting Schedule 2020 be amended in order for Ordinary Council Meetings to take place by electronic means, being a virtual meeting room, from Monday 27 April 2020.”

## **BUDGET IMPACT**

Estimated Cost:	\$84.95 (Zoom start up)
Future ongoing operating costs:	\$84.95 (Zoom monthly cost)
Is this Budgeted?	No

## **RISK ASSESSMENT**

It is necessary for Council to consider amendments to its *Code of Practice – Meeting Procedures*, *Code of Practice – Access to Meetings and Documents* and *Informal Gatherings Policy* in order to ensure that the documents are consistent with the legislative changes and do not prevent or inhibit Council members from participating in the meeting by electronic means moving forward and for the duration of the COVID-19 public health emergency.

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## **Attachments**

1. LGA Explanatory Paper – Electronic Participation in Council Meetings Notice (No 1) 2020
2. Provisions to be inserted into Code of Practice – Access to Meetings and Documents
3. Provisions to be inserted into Code of Practice – Meeting Procedures
4. Provisions to be inserted into Informal Gatherings Policy

## **References**

### Legislation

*Electronic Participation in Council Meetings Notice (No 1) 2020*

*Emergency Management Act 2004*

*Local Government Act 1999*

*Local Government (Procedures at Meetings) Regulations 2013*

*South Australian Public Health Act 2011*

### Council Policies/Plans

*Code of Practice – Meeting Procedures*

*Code of Practice – Access to Meetings and Documents*

*Informal Gatherings Policy*

## Electronic Participation in Council Meetings Notice (No 1) 2020

### Explanatory Paper

The *Electronic Participation in Council Meetings Notice (No 1) 2020* (**Notice**) is the first Notice published in the Government Gazette by the Minister for Transport, Infrastructure and Local Government in exercise of his new emergency power under section 302B of the *Local Government Act 1999* (**LG Act**).

Section 302B of the LG Act empowers the Minister Transport, Infrastructure and for Local Government to vary or suspend the operation of provisions of the Act where it is reasonably necessary during a public health emergency (where relevant declarations have been made).

This Notice provides variations to the LG Act to enable some or all council members to participate in a council meeting by electronic means, something which is not permitted under the ordinary application of the LG Act or the Local Government (Procedures at Meetings) Regulations 2013 (**Regulations**).

The purpose of this Explanatory Paper is to outline the key variations made to the LG Act and Regulations by the Notice and provide guidance on how to apply these measures.

This Explanatory Paper is supplied as supplementary guidance and all council members and relevant council staff are encouraged to also read the Notice. A copy of the Notice can be [accessed online here](#).

### Key Variations in Notice

The key variations set out in the Notice include:

#### Electronic participation

Some or all council members can participate in a council meeting by electronic means, provided that each participating member is capable of communication with every other participating member during the meeting, and the minute taker can hear all participating members.

**Electronic means** includes a telephone, computer or other device used for communication.

Where councils use a system that provides both audio and visual connection, then both must be used (as opposed to just audio).

The minutes of any meeting must indicate by what means each council member attended the meeting (e.g. in person, by telephone, or by audio-visual link).

Council members participating by electronic means can be taken to be present for purposes of a quorum.

#### Public access

Council meetings may be live streamed in order to satisfy the requirement that a meeting be conducted in a place open to the public. If the CEO (or nominee) takes reasonable steps to provide a live stream but is unable to provide a live stream, then a recording may be placed on the council's website instead, as soon as practicable after the meeting.

If the CEO (or nominee) takes reasonable steps but can provide neither a live stream nor a recording, and no other reasonable step will allow the meeting to be held in a place open to the public, then the obligation to hold the meeting in a place open to the public is suspended (though the CEO or nominee must publish a statement explaining what reasonable steps were taken).

A council must disconnect any live stream or recording of a meeting for the period that the meeting is closed to the public pursuant to an order under section 90(2) (confidential items).

### Access to meeting documents

Meeting notices, agenda and reports, other accompanying documents, and minutes are not required to be displayed at the principal officer but must still be published on a website determined by the CEO.

The notice and agenda must continue to be published on the website until the completion of the relevant meeting. The minutes must be published on the website within 5 days after the meeting and kept on the website for a period of one month.

The Presiding Member may initial, and sign confirmed minutes in hardcopy or electronically.

### Place of meeting

If a council is unable to meet in its usual designated place for an ordinary meeting due to the current public health emergency the CEO may appoint a different place at which the ordinary meeting is to be held (which may include an electronic location such as a virtual meeting room or teleconference facility).

### Code of Practice for access to meetings and documents

As most of the change in this Notice relate to access to meetings and documents, at the first meeting of a council after the making of the Notice, the first item of business at that meeting must be the consideration of the alteration or substitution of the council's code of practice for access to meetings and documents under section 92 of the LG Act, in order to allow future meetings to occur by electronic means.

The Notice allows such alteration or substitution to occur without any requirement for public consultation and by majority vote.

The Notice permits council members to meet by electronic means to alter or substitute the code of practice even if the existing code of practice prevents or inhibits anything permitted by the Notice (that will then be subject to change at that meeting). Failure to make necessary alterations to the code of practice will impact on a council's ability to continue meeting electronically.

### Meeting procedures

**Voting:** The Notice varies several voting procedures in the regulations that refer to, for example, being seated, standing in their places, or showing hands, to also allow for verbal indication or voting in the affirmative or voting in the negative when participating via electronic means with audio only.

**Conflict of Interest:** When dealing with a material conflict of interest, a council member will be considered to leave the meeting physically or by disconnecting electronic means such that the member cannot see or hear any discussion or voting at the meeting about the matter and also not see or hear the discussion or voting via any live stream or recording of the meeting.

**Disconnecting electronic means** includes ending a telephone or video conferencing connection, or logging/signing out of a virtual meeting room or space, or disconnecting from other electronic means, so that the discussion and voting at the meeting cannot be seen or heard.

**Petitions and Deputations:** Options are provided for electronic delivery and presentation.

## Council Determined Meeting Procedures

A council will need to consider amending any council determined meeting procedures made under section 86 to the extent those procedures are inconsistent, prevent or inhibit council members from meeting by electronic means. Changes can be made by majority vote.

The Notice allows councils members to meet by electronic means in order to alter a meeting procedure determined by the council, even where that procedure currently prevents or inhibits the council members meeting by electronic means.

Alterations to council determined meeting procedures should be considered at the beginning of the meeting (ideally, immediately after consideration of changes to the Code of Practice for access to meetings and documents – as outlined below).

The Council should consider the same in relation to discretionary procedures of its committees.

## Next Steps

If ordinary council meetings are to continue (after the first electronic meeting called by the CEO) at a place other than the usual designated place (i.e. by electronic means), then a necessary item of business at the first ordinary meeting will be consideration of the making a resolution under section 81(1) of the LG Act (on recommendation of the chief executive officer under Regulation 21 of the Regulations) to appoint a new place for ordinary meetings of the council, being an electronic location as determined by the council.

The Code of Practice for Access to Meetings and Documents will need to be revised at the commencement of the first meeting to ensure it does not prevent or inhibit electronic participation by council members. The LGA will release an update to its Model Code of Practice: Access to Council and Committee Meetings and Documents in the coming days.

Any council determined meeting procedures made under section 86 should be revised at the commencement of the first meeting to ensure those procedures do not prevent or inhibit electronic participation by council members. Examples of procedures that councils may currently have determined that may need revision, include seating arrangements, voting methods, physical location to wait after declaring a material conflict of interest and leaving the chamber. All such changes can be made by majority vote. The LGA will release model provisions that can be inserted into councils' procedures to this effect in the coming days.

Policies made under section 90(8a) of the LG Act regarding informal gatherings and discussions will also require amendment if a council wishes to hold informal gatherings by electronic means. The LGA will release an update to its Informal Gatherings Model Policy in the coming days.

The LGA will be releasing further guidance to assist councils in the coming days.

## Provisions to be inserted into Code of Practice – Access to Meetings and Documents

Insert the following:

### Public Health Emergency: Electronic Participation in Council Meetings

On 15 March 2020, the Chief Executive of the Department for Health and Wellbeing in the State of South Australia, pursuant to section 87 of the *South Australian Public Health Act 2011*, declared that an emergency which threatens to cause the death of, or injury or other damage to the health of any person is occurring or about to occur in relation to the transmission of COVID-19, and declared the emergency to be a public health emergency.

On 22 March 2020, the State Co-ordinator for the State of South Australia declared, pursuant to section 23 of the *Emergency Management Act 2004*, that a Major Emergency is occurring in respect of the outbreak of the Human Disease named COVID-19 within South Australia.

On 30 March 2020 the Minister for Transport, Infrastructure and Local Government issued a notice pursuant to section 302B of the *Local Government Act 1999 (Notice No 1)* varying or suspending the operation of the specified provisions of the Local Government Act 1999 as set out in Schedule 1 to Notice No 1. Notice No 1 commenced operation on 31 March 2020.

For the period Notice No 1 has effect (as provided for in Notice No 1), this Code of Practice is altered as set out below and those alterations have effect notwithstanding any other provision in this Code of Practice to the contrary.

For the avoidance of doubt, save for the alterations to the Code of Practice as set out below this Code of Practice otherwise applies to all meetings of the Council.

### Alterations to Code of Practice

#### Definitions

*connect* means able to hear and/or see the meeting, including via a live stream or recording of the meeting;

*disconnect* means remove the connection so as to be unable to hear and see the meeting;

*live stream* means the transmission of audio and/or video from a meeting at the time that the meeting is occurring;

#### Public Notice of Council Meetings

The notice of meeting and agenda is not required to be placed on public display at each office of the Council.

A person is entitled, on payment of a fee fixed by the Council, to obtain a copy of a notice and agenda published on a website determined by the Chief Executive Officer and the notice and agenda will continue to be published on the website until the completion of the relevant meeting.

Copies of any document or report supplied to members of the Council for consideration at a meeting of the Council are not required to be made available for inspection by members of the public at the principal office of the Council or at the meeting.

The Chief Executive Officer (or a person nominated in writing by the Chief Executive Officer) will ensure that any document or report supplied to members of the Council for consideration at a meeting of the Council is available for inspection by members of the public:

- in the case of a document or report supplied to members of the Council before the meeting - on a website determined by the Chief Executive Officer as soon as practicable after the time when the document or report is supplied to members of the Council; or
- in the case of a document or report supplied to members of the Council at the meeting - on a website determined by the Chief Executive Officer as soon as practicable after the time when the document or report is supplied to members of the Council.

### **Meetings to be Held in Public Except in Special Circumstances**

A Council meeting will be taken to be conducted in a place open to the public even if 1 or more Council members participate in the meeting by electronic means provided that:

- (a) the Chief Executive Officer (or a person nominated in writing by the Chief Executive Officer) makes available to the public a live stream of the meeting on a website determined by the Chief Executive Officer and ensures that members of the public can hear the discussion between all council members present at the meeting via the live stream; or
- (b) if the Chief Executive Officer (or a person nominated in writing by the Chief Executive Officer) has taken reasonable steps to make available a live stream of the meeting but is unable to make available a live stream of the meeting, the Chief Executive Officer (or a person nominated in writing by the Chief Executive Officer) makes available to the public a recording of the meeting as soon as practicable after the meeting on a website determined by the Chief Executive Officer and ensures that members of the public can hear the discussion between all Council members present at the meeting via the recording.

If the Chief Executive Officer (or a person nominated in writing by the Chief Executive Officer) has taken reasonable steps but is unable to make available a live stream of the meeting, or make available a recording of the meeting as soon as practicable after the meeting (on a website determined by the Chief Executive Officer), the Chief Executive Officer (or a person nominated in writing by the Chief Executive Officer) must publish on a website determined by the Chief Executive Officer the steps taken to comply and the requirement regarding live streaming and recording is suspended.

The council or council committee must disconnect any live stream or recording of a meeting for the period that the meeting is closed to the public pursuant to an order made under section 90(2) of the Act.

It is an offence for person who, knowing that an order is in force under section 90(2), to connect to a meeting of the Council or Council committee by electronic means, or fail to disconnect from a meeting of the Council or Council committee.

### **Minutes and Release of Documents**

A copy of the minutes of a meeting of the council must be placed on public display on a website determined by the Chief Executive Officer within five days after the meeting and kept on display for a period of one month.

### **Code of Practice**

The Council is not required to adopt any provision in a code of practice that would prevent or inhibit members from participating in Council meetings or Council committee meetings by electronic means.

Council members may meet by electronic means to alter the code of practice of the Council, or substitute a new code of practice of the Council, even if the existing code of practice prevents or inhibits the Council members from meeting by electronic means.

The requirement in section 92(5) that before a Council adopts, alters or substitutes a code of practice it make copies of the proposed code, alterations or substitute code (as the case may be) available for inspection and purchase at the principal office of the Council and on a website determined by the Council and that the Council follow the steps set out in its public consultation policy is suspended while these provisions are in effect.

### **Suspension of Other Inconsistent Provisions**

To the extent that any other provision of this Code of Practice could be read as being inconsistent or incompatible with the ability of the Council to hold electronic meetings, the provision is suspended while these provisions are in effect.

## Provisions to be inserted into Code of Practice – Meeting Procedures

Insert the following:

### **Public Health Emergency: Electronic Participation in Council Meetings**

On 15 March 2020, the Chief Executive of the Department for Health and Wellbeing in the State of South Australia, pursuant to section 87 of the *South Australian Public Health Act 2011*, declared that an emergency which threatens to cause the death of, or injury or other damage to the health of any person is occurring or about to occur in relation to the transmission of COVID-19, and declared the emergency to be a public health emergency.

On 22 March 2020, the State Co-ordinator for the State of South Australia declared, pursuant to section 23 of the *Emergency Management Act 2004*, that a Major Emergency is occurring in respect of the outbreak of the Human Disease named COVID-19 within South Australia.

On 30 March 2020 the Minister for Transport, Infrastructure and Local Government issued a notice pursuant to section 302B of the *Local Government Act 1999 (Notice No 1)* varying or suspending the operation of the specified provisions of the Local Government Act 1999 as set out in Schedule 1 to Notice No 1. Notice No 1 commenced operation on 31 March 2020.

For the period Notice No 1 has effect (as provided for in Notice No 1), this Code of Practice is altered as set out below and those alterations have effect notwithstanding any other provision in this Code of Practice to the contrary.

For the avoidance of doubt, save for the alterations to the Code of Practice as set out below, this Code of Practice otherwise applies to all meetings of the Council.

### **Alterations to this Code of Practice to Facilitate Electronic Participation**

#### **Definitions**

*Act* means the *Local Government Act 1999*.

*electronic means* includes a telephone, computer or other electronic device used for communication.

*regulations* means the *Local Government (Procedures at Meetings) Regulations 2013*.

*disconnection of the electronic* includes:

- (a) ending a telephone connection such that the discussion and voting at the meeting cannot be heard;
- (b) ending a video conferencing connection such that the discussion and voting at the meeting cannot be seen or heard;
- (c) logging out of a virtual meeting room or space such that the discussion and voting at the meeting cannot be seen or heard;
- (d) signing out of a virtual meeting room or space such that the discussion and voting at the meeting cannot be seen or heard; or
- (e) disconnecting any other electronic means such that the discussion and voting at the meeting cannot be seen or heard.

### **Attendance at Council Meetings**

Members of the Council may participate in a meeting of the Council by electronic means.

A member of the Council participating in a Council meeting by electronic means is taken to be present at the meeting provided that the member:

- (a) can hear all other members present at the meeting;
- (b) can be heard by all other members present at the meeting; and
- (c) can be heard by the person recording the minutes of the meeting.

### **Quorum**

A member of the Council participating in a Council meeting by electronic means is taken to be present at the meeting provided that the member:

- (a) can hear all other members present at the meeting;
- (b) can be heard by all other members present at the meeting; and
- (c) can be heard by the person recording the minutes of the meeting.

A quorum is taken to be present even if 1 or more Council members constituting the quorum is present by electronic means.

### **Leave of the Meeting**

A vote on whether *leave of the meeting* is granted may be conducted by:

- (a) a show of hands; or
- (b) where a member is participating in a meeting by electronic means which has audio only, a verbal indication of voting in the affirmative or voting in the negative.

A division may be called in relation to the vote.

### **Adjourned Meetings**

If a meeting is adjourned to another day, the Chief Executive Officer must:

- (a) give notice of the adjourned meeting to each member of the Council 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 published on a website determined by the chief executive officer.

## **Minutes**

On confirmation of the minutes the presiding member may initial or sign the minutes in hardcopy or electronically.

The minutes of the proceedings of a meeting must include in relation to each member present at the meeting the method of attendance by the person.

### **Example:**

The following are examples of methods of attendance:

- (a) physical attendance;
- (b) by an audio-visual link;
- (c) by an audio link;
- (d) by telephone.

## **Public Open Forum**

Council will not facilitate the holding of Public Open Forum.

## **Petitions**

A petition must be addressed to the Council and delivered to the Council by email to [info@apc.sa.gov.au](mailto:info@apc.sa.gov.au)

## **Deputations**

A person or persons wishing to appear as a deputation at a meeting must deliver (to the Council by means determined by the Chief Executive Officer as set out below) a written request to the Council by email to [info@apc.sa.gov.au](mailto:info@apc.sa.gov.au)

A person or persons wishing to appear as a deputation at a meeting may appear by electronic means.

The Chief Executive Officer will (with respect to a request that has not been refused), when informing the person or persons who requested the deputation of the outcome of their request, indicate the method by which the person or persons are to appear at the meeting.

## **Addresses by Members**

Members and employees are not required to stand when addressing the Council Meeting.

## **Voting**

A vote in relation to a question for decision before the Council may be taken:

- (a) a show of hands; or
- (b) where a member is participating in a meeting by electronic means which has audio only, a verbal indication of voting in the affirmative or voting in the negative.

The Presiding Member, or any other member, may ask the Chief Executive Officer to read out a motion or amendment before a vote is taken.

In relation to a member participating in a Council meeting by electronic means, a member is not permitted to vote in circumstances where there has been a disconnection of the electronic means.

### **Divisions**

A division is taken as follows:

- (a) except for a member participating in a meeting by electronic means which has audio only:
  - (i) the members voting in the affirmative will, until the vote is recorded, stand in their places;
  - (ii) the members voting in the negative will, until the vote is recorded, sit in their seats;
  - (iii) the presiding member will count the number of votes and then declare the outcome;
- (b) where a member is participating in a meeting by electronic means which has audio only, the member will provide a verbal indication of voting in the affirmative or voting in the negative.

### **Form of Participation by Electronic Means**

Where:

- (a) a Council member is to participate in a Council meeting by electronic means; and
- (b) the electronic means has the functionality to allow the Council member to participate in the meeting by being heard but not seen or by being both seen and heard; and
- (c) the electronic means of the Council has the functionality to allow the council member to be heard but not seen or to be both seen and heard,

the member must participate by being both seen and heard.

### **Suspension of other Inconsistent Provisions**

To the extent that any other discretionary provision of this Code of Practice or specific procedure adopted by the Council in this Code of Practice could be read as being inconsistent or incompatible with the ability of a member of the Council to participate in a meeting of the Council by electronic means, the provision is suspended in respect of the member while they are participating in the meeting by electronic means.

In circumstances where a provision is suspended under this paragraph, the Presiding Member may give directions to a member of the Council in respect of an alternative method of compliance with the suspended provision.

Any member who disagrees with a direction of the Presiding Member under this paragraph may move a motion that the direction not be adhered to. Such a motion must be moved immediately following the issuance of the direction. In the event such a motion is successful, the meeting may give directions to a member, by resolution.

# Provisions to be inserted into Informal Gatherings Policy

## Insert the following:

### Public Health Emergency: Electronic Participation in Council Meetings

On 15 March 2020, the Chief Executive of the Department for Health and Wellbeing in the State of South Australia, pursuant to section 87 of the *South Australian Public Health Act 2011*, declared that an emergency which threatens to cause the death of, or injury or other damage to the health of any person is occurring or about to occur in relation to the transmission of COVID-19, and declared the emergency to be a public health emergency.

On 22 March 2020, the State Co-ordinator for the State of South Australia declared, pursuant to section 23 of the *Emergency Management Act 2004*, that a Major Emergency is occurring in respect of the outbreak of the Human Disease named COVID-19 within South Australia.

On 30 March 2020 the Minister for Transport, Infrastructure and Local Government issued a notice pursuant to section 302B of the *Local Government Act 1999* (**Notice No 1**) varying or suspending the operation of the specified provisions of the Local Government Act 1999 as set out in Schedule 1 to Notice No 1. Notice No 1 commenced operation on 31 March 2020.

For the period Notice No 1 has effect (as provided for in Notice No 1), this Informal Gatherings Policy is altered as set out below and those alterations have effect notwithstanding any other provision in this Informal Gatherings Policy to the contrary.

The alterations to this Informal Gatherings Policy are made consistent with Notice No 1 and the Council's Code of Practice for Access to Meetings and Code of Practice for Meeting Procedures.

For the avoidance of doubt, save for the alterations to the Informal Gatherings Policy as set out below, this Informal Gatherings Policy otherwise applies to all meetings of the Council.

## Definitions

*electronic means* includes a telephone, computer or other electronic device used for communication.

## Attendance at Informal Gatherings

Members of the Council may participate in an informal gathering of the Council by electronic means.

A member of the Council participating in an informal gathering by electronic means is taken to be present at the informal gathering provided that the member:

- (a) can hear all other members present at the informal gathering; and
- (b) can be heard by all other members present at the informal gathering.

## Form of Participation by Electronic Means

Where:

- (a) a Council member is to participate in a Council informal gathering by electronic means; and

- (b) the electronic means has the functionality to allow the Council member to participate in the informal gathering by being heard but not seen or by being both seen and heard; and
- (c) the electronic means of the Council has the functionality to allow the council member to be heard but not seen or to be both seen and heard,

the member must participate by being both seen and heard.

**Public Access to Designated Informal Gatherings**

During the period within which Notice No. 1 applies, public access to designated informal gatherings may be provided in accordance with Sections 90(1a) and 90(1b) of the *Local Government Act 1999* however minutes will not be recorded.

 <b>Adelaide Plains Council</b>	<b>4.2</b>	<b>COVID-19 Update – Adelaide Plains Council Response</b>
	<b>Department:</b>  <b>Report Author:</b>	<b>Governance and Executive Office</b>  <b>Chief Executive Officer</b>  <b>General Manager – Governance and Executive Office</b>
<b>Date: 6 April 2020</b>	<b>Document No:</b>	<b>D20/13964</b>

## **OVERVIEW**

### **Purpose**

The purpose of this report is to provide Council (and the broader community) with a summary of actions taken to date by Council’s administration in response to the coronavirus (COVID-19) pandemic.

### **Background**

Adelaide Plains Council (APC) is a public authority and community service provider, responsible for providing essential services and complying with statutory obligations.

Like all councils, APC is confronted by significant challenges to ensure it does all it can to assist with protecting the community and Council staff from the health threat posed by the COVID-19 pandemic.

As a result of the pandemic, Council is faced with rapidly changing circumstances and disruption caused, coupled with dealing with numerous information sources of varying quality that, at times, can cause added anxiety among members of the community and staff, and pose a risk of inconsistent decision making.

Due to the vastly changing nature of the situation, Council’s administration have sought advice as appropriate and participated in several teleconference discussions with the Local Government Association (LGA) in order to be well positioned to act responsibly and in a measured and timely fashion.

## Discussion

### **1. Council Service Delivery Overview**

It is firstly worth reinforcing that for most of those in our community and our workforce, business at present continues as usual, with the goal of minimal disruption to the running of Council.

Throughout the discussion and participation in a number of conference forums facilitated by the LGA by the Mayor, CEO and Senior Staff there has been a lot of discussion on what is considered essential services in relation to the provision of services by Local Government.

At the outset, it is important to state that while it is accepted that Council is responsible for providing essential services and complying with statutory obligations, those essential services are not listed comprehensively in any relevant legislation, such as the *Local Government Act 1999* (the Act).

It imperative in our response to the coronavirus, essential services are understood to reasonably include, but are not necessarily limited to public and environmental health, waste management and other matters that might pose a public risk, such as hazard protection or remediation. It also includes the provision of services to known vulnerable community members. In addition, Council and its administration are obliged to comply with legislated responsibilities allocated to them. In recent LGA Conference Forums, it was articulated that Local Government is regarded as a critical entity for the maintenance of services which support both economic activity and social wellbeing.

An Incident Management Team (IMT) has been established internally to coordinate initiatives across the organisation and identify changed circumstances that need to be implemented in our business operations as a consequence of Federal and State Government directives. Many of the key initiatives implemented are summarised below (with additional information, including previous updates, available on Council's website at <https://www.apc.sa.gov.au/our-council/coronavirus-covid-19>).

#### *1.1 Governance Impacts (Council Meetings)*

Meetings via teleconference and or other electronic means – On 31 March 2020 Minister for Transport, Infrastructure and Local Government Stephan Knoll issued the Electronic Participation in Council Meetings Notice (No1) 2020 allowing Council meetings to be conducted by electronic means (via Zoom). The administration has enabled this to now occur (refer Item 4.1 – *Electronic Participation in Council Meetings and Informal Gatherings*).

#### *1.2 Two Wells Service Centre Closure*

Unfortunately, as Council Members would be aware, one of Council's staff based at the Two Wells Office tested positive to COVID-19. Early planning to segregate Council's offices and staff from one another means that the Mallala Principal Office could remain open, while the Two Wells Service Centre was closed and relevant staff worked in isolation and/or underwent testing under the instructions of SA Health.

Two Wells Service Centre will be closed until further notice. The Mallala Principal Office will remain open, and the Mallala Depot will continue to accept deliveries, however in light of the Prime Minister's recommendation to stay at home and self-isolate as much as possible, and to only leave the house for

essential reasons, we continue to encourage customers to consider alternatives to visiting Council's office to request a service.

### *1.3 Library Closure*

The Two Wells and Mallala Libraries will be closed until further notice. This includes all services currently provided by our library such as 'click and collect'.

### *1.4 Depot Operations*

Council's depot operations will be largely unaffected at this stage. However, staff will modify their daily tasks in order to ensure minimal physical contact. For example, staff, wherever possible, will work and travel in groups of 2 or less and avoid sharing motor vehicles and other equipment. All of Council's equipment will be cleaned regularly and staff should be washing their hands regularly.

### *1.5 Development and Regulatory Services*

Council's development and regulatory services functions will be largely unaffected, however, the inspectorial regime (building surveying, environmental health, community safety) will be modified. Council will be prioritising its attention to those more serious environmental, health and animal management issues during this time to ensure our community remains safe by limiting unnecessary physical contact. Staff will also modify their daily tasks to ensure minimal physical contact, for example wherever possible staff will work and travel in groups of two or less and avoid sharing vehicles and other equipment. All of Council's equipment will be cleaned regularly and staff should be washing their hands regularly.

### *1.6 Events*

All Council-led events have been cancelled until further notice.

### *1.7 Volunteer Services*

Given the demographics and breadth of our volunteer cohort, and the responsibility Council has for these individuals, Council has determined to temporarily cease all volunteer programs and their use until further notice. Importantly, this is not a reflection of our respected volunteer body. It is considered essential to mitigate risks and keep our volunteers safe and healthy.

## **2. Social Distancing – Continued Initiatives**

The following measures have been implemented:

- Playgrounds and exercise areas within parks have been closed, with necessary signage erected, in accordance with Government directives. This provides additional controls and risk mitigation for

environments that pose a potential area for virus transmission and also a potential for larger gatherings and breaching social distancing. By closing these now we significantly reduce our risks and in particular over the school holiday period. Our staff will do what they can to patrol these areas, however any community members with concerns about social distancing not being adhered to, are encouraged to contact SAPOL direct.

- Staff who are able to work from home have been directed to do so, with the appropriate WHS criteria applied and technology provided, and regular contact being made by senior staff members to ensure they remain connected and work safely. Staff who are unable to undertake their duties remotely have been dispersed to ensure social distancing requirements are met. Rostering systems are also in place to ensure back-up and contingencies are in place for core service delivery.

### Conclusion

Council is continuing to review its current practices and assess the situation on a regular basis in order to reflect changing directives and community needs as a consequence of the impact of COVID-19. This includes ongoing consideration of service delivery and management of resources. Council's IMT is meeting regularly to discuss the rapidly changing situation of COVID-19. These matters will be further considered and updated provided to Council and the community as appropriate.

It is important to emphasise the importance of social distancing and practicing good hygiene at this time. We all must play our part in assisting with slowing the spread of COVID-19.

Tackling COVID-19 means sacrifices to reduce the risk of the virus spreading and to keep vulnerable people safe.

All further updates and further information can be obtained from Council's website – <https://www.apc.sa.gov.au/our-council/coronavirus-covid-19>.

### RECOMMENDATION

**“that Council, having considered Item 4.2 – *COVID-19 Update – Adelaide Plains Council Response*, dated 6 April 2020, receives and notes the report and in doing so acknowledges:**

- 1. The significant body of work that the Chief Executive Officer and Council staff have undertaken in recent weeks to continue to deliver services to the community and to ensure that the health and safety of the community, Elected Members and staff remains Council's priority; and**
- 2. That the COVID-19 public health emergency is continually changing and that the Chief Executive Officer must remain agile, flexible and responsive during these unprecedented times.”**

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## **Attachments**

Nil

## **References**

### Legislation

*Local Government Act 1999*

*Local Government (Procedures at Meetings) Regulations 2013*

### Council Policies/Plans

N/A

 <b>Adelaide Plains Council</b>	<b>4.3</b>	<b>Regional Vision: Barossa and Hinterland</b>
	<b>Department:</b> <b>Report Author:</b>	<b>Governance and Executive Office</b> <b>Chief Executive Officer</b>
<b>Date:</b> <b>6 April 2020</b>	<b>Document Ref:</b>	<b>D19/13808</b>

## **OVERVIEW**

Well before the COVID-19 pandemic arrived on Australian shores, the chief executive officers of Light Regional Council and Adelaide Plains Council commenced work on a package of infrastructure projects for which significant Federal and State Government funding would be sought – the Regional Vision: Barossa and Hinterland.

Our nation, our state and our community is facing unprecedented times as a result of a number of setbacks, primarily:-

- US-China trade tensions
- Drought
- Bushfires
- COVID-19

It is therefore incumbent on all three tiers of Government to do all that we can to stimulate our economy, create jobs, reignite business confidence and deliver on infrastructure. The Regional Vision will do just that with projections showing Gross Regional Product will grow from \$3.52 billion to \$7.9 billion by 2035 once the suite of projects are delivered.

The Regional Vision: Barossa and Hinterland will comprise significant infrastructure projects across the councils of Barossa, Light and Adelaide Plains and its imminent consideration by both State and Federal Government comes at a time where:-

- the State Government announced a \$15.3 billion Supply Bill; and
- the Federal Government in conjunction with the Reserve Bank of Australia announced a \$189 billion Stimulus Package.

In support of the Regional Vision: Barossa and Hinterland, the Chief Executive Officer has nominated ten key projects for consideration, namely:-

1. Northern Floodway
2. Bruce Eastick Dam
3. International Translational Horticulture Centre
4. Adelaide International Bird Sanctuary Interpretive Centre
5. Two Wells Main Street Public Realm and Amenity Redevelopment
6. Crown Land - Unlocking Red Tape for Retail Investment
7. Regional Freight Routes and Township Heavy Vehicle Bypasses
8. Coastal Settlement Tourism Routes
9. Two Wells Community Wastewater Management System
10. Dublin and Parham Tourist Accommodation

Provided as **Attachment 1** is a detailed overview of each project, their milestone dates, outcomes derived, responsibility (which tier of Government/private sector interest), financial commitment sought and delivery timeframe.

Provided as **Attachment 2** are various incoming communications from:-

- Light Regional Council, requesting our suite of projects and our support to the Regional Vision: Barossa and Hinterland, dated 26 March 2020
- John Gee MP, Member for Taylor, encouraging Council to nominate projects for possible consideration at both State and Federal Government level, dated 27 March 2020

It is now for the elected body to consider which projects it wishes to nominate for inclusion into the Regional Vision: Barossa and Hinterland such that the collective package of projects may be submitted to State and Federal Government for consideration.

## **RECOMMENDATION**

**“that Council, having considered Item 4.3 – *Regional Vision: Barossa and Hinterland*, dated 6 April 2020, receives and notes the report and in doing so endorses the following projects to be included in the Regional Vision: Barossa and Hinterland for consideration by the State and Federal Government as a means of stimulating the economy, creating jobs, reigniting business confidence and delivering critical infrastructure projects:-**

- **Northern Floodway**
- **Bruce Eastick Dam**
- **International Translational Horticulture Centre**
- **Adelaide International Bird Sanctuary Interpretive Centre**
- **Two Wells Main Street Public Realm and Amenity Redevelopment**
- **Crown Land - Unlocking Red Tape for Retail Investment**
- **Regional Freight Routes and Heavy Vehicle Bypasses**
- **Coastal Settlement Tourist Routes**
- **Two Wells Community Wastewater Management System**
- **Dublin and Parham Tourist Accommodation.”**

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## **Attachments**

1. Detailed Overview of Projects
2. Copy of communications from Light Regional Council dated 26 March 2020 and John Gee MP, Member for Taylor dated 27 March 2020.

## **References**

### Legislation

*Local Government Act 1999*

### Council Policies/Plans

N/A

**PROJECT 1****Northern Floodway**

A critical flood mitigation measure to protect our State's food bowl. The effects of the October 2016 floods are still being felt on the lower reaches of the Gawler River on the Adelaide Plains with significant loss of produce and damage to infrastructure. It is estimated that the floods of 2016 impacted the State economy with losses in the order of \$50 million. Significant preliminary work has been undertaken by the Gawler River Floodplain Management Authority (a regional subsidiary comprising six member councils). It is estimated that the Northern Floodway would cost in the vicinity of \$27 million.

*Due/Milestone*

2020 - Stage 1 requires \$1.8 million

Design, valuations, project management and final costing determined

2021 - Delivery

*Outcomes*

Protection of the State's food bowl, including future costs avoided of \$51 million through the protection of up to 300 primary producers and around 1500 hectares of farming land (open fields and 727 glasshouses). Further, this measure will likely result in the creation of a further 3,700 jobs through the Northern Adelaide Irrigation Scheme and associated irrigated horticulture investment exceeding \$1 billion.

*Responsibility*

Local Government (maintenance), State Government and Federal Government (capital)

*Financial Commitment Sought*

\$1.8 million required immediately from the State and Federal Governments to undertake detailed design, valuations for acquisition of land and to determine ongoing maintenance costs. Thereafter and following this body of work, an amount in the order of \$27 million to deliver the Northern Floodway.

*Delivery Timeframes*

Now - 2024

*Priority Areas*

Economic and Social Infrastructure

## **PROJECT 2**

### **Bruce Eastick Dam**

The Bruce Eastick Dam was constructed in the early 2000s and serves as a flood mitigation measure to protect downstream townships, including the regional centre of Gawler, settlements, businesses and irrigators. Located at Kingsford, it was designed to accommodate a 1:100ARI flood event, however, subsequent modelling has shown it only serves to accommodate a 1:40ARI flood event. Expansion of the Dam to protect for a 1:100ARI flood event will ensure downstream townships, settlements, businesses and irrigators are protected. No firm figures exist on the cost of this expansion, however the consulting engineer, AECON's report provides an estimated cost of \$61.9 million with a low and high range estimate of \$37.1 million and \$92.9 million respectively.

#### *Due/Milestone*

2021 - Stage 1 requires \$1.8 million

Design, valuations, project management and final costing determined

2023 - Delivery

#### *Outcomes*

Delivery of the Bruce Eastick Dam enlargement is crucial for the protection of the regional town centre of Gawler, as well as townships and settlements downstream such as Lewiston and Two Wells. Further, the enlargement will cater for a 1:100 ARI flood event which, in turn, will protect businesses and primary producers as well as providing the ability for new growth to occur on the Adelaide Plains which otherwise would have been disallowed under current planning limitations.

#### *Responsibility*

Local Government (maintenance), State and Federal Government (capital)

#### *Financial Commitment Sought*

\$1.8 million sought immediately for design work to commence, engineering, planning, valuations, project management and final costings being determined. Thereafter and following this body of work, an amount in the order of between \$37.1 million and \$92.9 million to deliver the Bruce Eastick Dam enlargement.

#### *Delivery Timeframe*

Now - 2024

#### *Priority Areas*

Economic and Social Infrastructure

### **PROJECT 3**

#### **International Translational Horticulture Centre**

The ITHC will be a partnership between a number of education stakeholders and the regional horticulture industry, at the soon to be developed Catholic Education Xavier College Campus at Two Wells. The Centre will be a leading initiative of the Adelaide Plains Economic Development Strategy and will be an essential complement to the Northern Adelaide Food Park initiative at Edinburgh Parks. The Centre will facilitate the transition of secondary school students directly into the region's rapidly expanding horticulture industry and/or university education.

#### *Due/Milestone*

2021 - Stage 1 requires \$5 - 6 million

Design, valuations, project management and final costing to be determined

2022 - Delivery

#### *Outcomes*

Most importantly, it will accelerate the transition of the latest research findings to industry and facilitate the transition of the majority of the current horticulture industry from low to medium technology enterprises into high technology 4.0 businesses. This will be achieved by delivering education and training, demonstrating new research findings and supporting new product development, innovation, investment and export market development.

#### *Responsibility*

Various education stakeholders (capital/maintenance), Local Government (facilitation), State Government and Federal Government (capital)

#### *Financial Commitment Sought*

The estimated cost of the centre is \$5 - \$6 million with contributory funding to be sought from the private sector stakeholders, Commonwealth and State Governments.

#### *Delivery Timeframe*

Now – 2022

#### *Priority Areas*

Economic and Social Infrastructure, Research and Development

## **PROJECT 4**

### **Adelaide International Bird Sanctuary National Park Winaityinaityi Pangkara Interpretive Centre**

Subject to a Department of Environment Northern Adelaide Coastal Visitor Management Strategy and Adelaide Plains Council Tourism & Economic Development Strategy commencing soon, and relative to eco-tourism potential; an Interpretive Centre is proposed along the APC coastline. Entry to the northern end of the park is via Parham, Webb Beach and Thompson Beach, with the other end of the park in APC at Port Gawler, it is only 30 minutes from Adelaide. The name Winaityinaityi Pangkara in the local Kurna language means "a country for all birds and the country that surrounds these birds". The park is at the southern end of the East Asian-Australasian Flyway (EAAF) which is used by more than 5 million birds every year. 27,000 of these birds stop and rest in the sanctuary. There are 263 unique plant and animal species, adapted to living in the coastal conditions. Food is abundant on the tidal mud flats, and in and around mangrove forests it is also a fish breeding ground.

#### *Due/Milestone*

2022 - Stage 1 requires \$5 million

Design, valuations, project management and final costing determined

2024 - Delivery

#### *Outcomes*

An Interpretive Centre, combined with local volunteer tourism, where you can bring your own binoculars and bird book. With birds coming from all over the world to nest, breed, rest and feed after their long flight from as far as Siberia and Alaska, passing through 22 countries; an Interpretive Centre is needed to support nature based tourism in the area. The centre would also act as a base for environmental preservation work for threatened bird species such as the Curlew sandpiper, Ruddy Turnstone, Red Knot and Eastern Curlew.

#### *Responsibility*

Nature based Tourism Operator (capital/maintenance), Local Government (facilitation), State Government and Federal Government (capital)

#### *Financial Commitment Sought*

The estimated cost of the centre is \$5 - 10 million with contributory funding to be sought from the private sector stakeholders, Commonwealth and State Governments.

#### *Delivery Timeframe*

Now – 2024

#### *Priority Areas*

Tourism and Visitor Economy, Economic and Social Infrastructure, Research and Development

## **PROJECT 5**

### **Two Wells Main Street Public Realm and Amenity Redevelopment**

The landscape at Two Wells is rapidly changing; 10,000 population increase by 2040, a new reception to year 12 Xavier College opening in 2021 and retail investment opportunities beckoning. The Two Wells Main Street redevelopment is a timely initiative and a public realm amenity improvement long overdue. The revitalisation of the public realm through street greening and tree boulevards, formalised parking, street furniture, under grounding of power, new street lights and a central village square will accelerate investment and provide a welcoming environment for residents and tourists alike.

#### *Due/Milestone*

2022 - Delivery

#### *Outcomes*

Public realm facelift to generate and accelerate interest and investment (commerce and retail) providing a welcoming and inviting public setting for residents and tourists alike. The development of a village square will provide opportunities to host events and activities that otherwise cannot be currently accommodated.

#### *Responsibility*

Local Government, State Government and Federal Government

#### *Financial Commitment Sought*

Under the Drought Communities Programme, \$700,000 has been allocated to the project. A Places for People funding application is currently being pursued for an additional \$700,000 funding stimulus while a further funding allocation of \$3 million is being sought to underground power, erect new street lighting and reconfigure the carriageway to calm traffic movements.

#### *Delivery Timeframe*

Now - 2024

#### *Priority Areas*

Tourism and Visitor Economy  
Economic and Social Infrastructure

## PROJECT 6

### Crown Land - Unlocking Red Tape for Retail Investment

The proposed unlocking of Crown Land in the Two Wells Main Street will facilitate Retail Development which is needed with the Two Wells township experiencing rapid growth. Population is expected to increase from the current figure of 3,000 residents to a forecast population of 10,000 by 2035. In addition to the Liberty and Eden housing developments, a new reception to year 12 private school is estimated to bring approximately 900 students to Two Wells, with R – Yr 6 for approximately 300 students proposed as early as 2021. The recently completed Northern Adelaide Irrigation Scheme will introduce approximately 3,700 new jobs to the region in the near future. The Adelaide International Bird Sanctuary is bringing thousands of visitors to the region annually. The provision of adequate services within the town centre is therefore crucial to supporting the expected influx of people to Two Wells.

#### *Due/Milestone*

2021 - Stage 1 requires \$1 - 2 million

Valuations of certain parcels have commenced, project management and final costing to be determined

2022 - Delivery

#### *Outcomes*

Unlocking the Crown Land is expected to deliver over 9,500 FTE jobs over 20 years in the Northern Adelaide (NA) and NA Plains regions during the construction phases alone (approximately 475 FTE jobs per annum). When fully operational, all projects combined are estimated to contribute up to 7,500 FTE jobs per annum (throughout the region and the State - 3,300 direct and 4,200 indirect). The direct jobs (3,300) will be generated throughout the regional economy ie within a radius of 50 km from Two Wells, and will be a substantial boost to the regional economy and the Government's jobs target for the region. From the residential development alone, the following table shows the preliminary State and Local Government taxation estimates associated with the housing construction planned at Two Wells over the next 20 years:

Stamp Duty	\$103,800,000
Payroll Tax	\$97,020,000
GST	\$145,600,000
<b>Estimated Gross Gain to State Government</b>	<b>\$346,420,000 (once off)</b>
<b>Estimated Additional Rate Revenue to Local Government</b>	<b>\$14,500,000 per annum</b>

As identified in a recent Retail Demand Study, undertaken by APC, Two Wells is serviced by a single IGA supermarket of 300sq.m floor space. There is significant retail leakage out of Two Wells to neighbouring shopping centres in Angle Vale, Virginia, Gawler and Munno Para. The provision of an anchor supermarket tenant is crucial to provide the necessary retail for the anticipated influx of people to Two Wells over the coming years. APC currently has several supermarket development firms interested in progressing the notion of establishing a supermarket in Two Wells. While there are a

number of locations that the Council Development Plan supports for retail development within the Main Street precinct, the majority of land parcels are currently owned by the Crown and would require the approval of the Crown prior to any development occurring on the land.

*Responsibility*

Developer (capital/maintenance), Local Government (facilitation/capital) , State Government and Federal Government (capital)

*Financial Commitment Sought*

The estimated cost of the centre is \$1 - \$2 million with contributory funding to be sought from the private sector stakeholders and State Government.

*Delivery Timeframe*

The length of time to deliver the project will depend upon the variables of the given parcel of land, commercial interests of the parties and attitude of government. In consideration of the complexities involved, this process may take two to three years to complete.

*Priority Areas*

Economic and Social Infrastructure

## **PROJECT 7**

### **Regional Freight Routes and Township Heavy Vehicle Bypasses**

#### **7.1 – Regional Freight Routes**

APC will be required to respond to the significant growth in freight demand in coming years. APC growing freight task is one of our biggest infrastructure challenges. This is being driven by unprecedented population growth, coupled with increased demand in commodity movements (agriculture horticulture, and livestock).

The key focus is those corridors used for the movement of freight throughout the region which are not supporting efficient movement of commodities into, out of and through the Adelaide Plains region.

Key road networks include:-

- Cheek Road \$1 million
- Germantown Road \$900,000
- Barabba Road \$1.6 million
- Paddy Bridge Road \$2 million

#### *Due/Milestone*

2020 - Start

2024 - Delivery

#### *Outcomes*

Increase in freight routes will ensure our key freight roads efficiently connect agricultural, horticulture and livestock to states freight routes. The delivery of works such as road sealing, strengthening and widening, pavement rehabilitation, drainage upgrades and road realignments, will significantly improve APC and State's competitiveness through efficient freight transport networks and improved international links.

#### *Responsibility*

Local Government, State Government and Federal Government

#### *Financial Commitment Sought*

\$5.5 million required from the Local, State and Federal Governments to delivery of works.

#### *Delivery Timeframes*

Now – 2024

#### *Priority Areas*

Economic and Social Infrastructure

## **7.2 – Township Heavy Vehicle Bypasses**

With significant residential growth and increased demand in commodity movements (agriculture horticulture, and livestock). There is a need to investigate the practicability and associated infrastructure requirements to separate freight routes from residential interfaces to ensure the future safety of the community and productivity for industry is supported.

### *Due/Milestone*

2020 - Stage 1 requires \$0 million

Design, valuations, project management and final costing determined.

2021 - Delivery

### *Outcomes*

Minimise the impact of freight vehicle movement on the community by appropriately locating freight routes.

### *Responsibility*

Local Government, State Government and Federal Government

### *Financial Commitment Sought*

\$200,000 required from Local, State and Federal Governments to undertake detailed design, cost estimates, and valuations for acquisition of land.

### *Delivery Timeframes*

Now – 2024

### *Priority Areas*

Economic and Social Infrastructure

## **PROJECT 8**

### **Coastal Settlement Tourism Routes**

APC will be required to respond to increased tourism being generated by Adelaide International Bird Sanctuary (AIBS) and population growth visiting the Coastal settlement in the coming years.

Tourist destinations such as AIBS, need to be supported with infrastructure that assists in attracting and enhancing a tourist's experience in the area, thereby encouraging them to stay longer.

#### *Due/Milestone*

2020 - Start

2024 - Delivery

#### *Outcomes*

The delivery of works such as road sealing and walking/cycling trails aims to significantly improve tourism along APC coastline including the sealing of Middle Beach Road, amongst other key tourism routes.

#### *Responsibility*

Local Government, State Government

#### *Financial Commitment Sought*

\$3.8 million required from the State and Federal Governments to delivery of works.

#### *Delivery Timeframes*

Now – 2024

#### *Priority Areas*

Tourism and Visitor Economy

Social Infrastructure

## **PROJECT 9**

### **Two Wells Community Wastewater Management System**

The existing Two Wells Township does not have any wastewater disposal facilities at this time, a suitable system for the existing town is required. With significant residential growth within the Two Wells Township there is an opportunity to partner with a private scheme to deliver a system for the existing township and or Main Street.

#### *Due/Milestone*

2022 - Start

2024 - Delivery

#### *Outcomes*

A suitable wastewater disposal facility for the Two Wells existing township and or Main Street.

#### *Responsibility*

Local Government, State Government

#### *Financial Commitment Sought*

\$4 million required from Local, and State Government to delivery of works.

#### *Delivery Timeframes*

Now – 2024

#### *Priority Areas*

Economic and Social Infrastructure

## **PROJECT 10**

### **Dublin and Parham Tourist Accommodation**

Subject to a Department of Environment Northern Adelaide Coastal Visitor Management Strategy and Adelaide Plains Council Tourism & Economic Development Strategy commencing soon, additional tourist accommodation on top of the existing basic facility at Parham is proposed. With the Parham Short Stay Accommodation facility consistently full from the October long weekend until Easter in the following year, with crabbers, fishers, bird watching enthusiasts, grey nomads, people attending medical treatment in Adelaide, etc.; additional facilities are warranted.

#### *Due/Milestone*

2021 - Stage 1 requires \$1 million

Design, valuations, project management and final costing determined

2022 - Delivery

#### *Outcomes*

In terms of passing trade from Highway One at Dublin and the increasing market of “grey nomads” undertaking this kind of self-sufficient travel, an upgraded and expanded facility at Parham and additional new facility to Dublin on Highway One.

#### *Responsibility*

Short Stay Accommodation Operator (capital/maintenance), Local Government (facilitation/capital), State Government and Federal Government (capital)

#### *Financial Commitment Sought*

The estimated cost of the centre is \$1 - 2 million with contributory funding to be sought from the private sector stakeholders, Commonwealth and State Governments.

#### *Delivery Timeframe*

Now – 2022

#### *Priority Areas*

Tourism and Visitor Economy, Economic and Social Infrastructure



**LIGHT**  
REGIONAL  
COUNCIL

Ref: BC:TS  
Doc ID:

26 March 2020

Mr James Miller  
Chief Executive Officer  
Adelaide Plains Council  
PO Box 18,  
**MALLALA SA 5502**

Dear James

### **Regional Vision**

Thank you for your assistance and significant contribution thus far in compiling a (Draft) Regional Vision.

As we have discussed recently, we are facing unprecedented 'headwinds' created by various setbacks, namely:-

1. US-China Trade Tensions;
2. Drought;
3. Bush fires; and
4. Now CoVID-19

Collectively, we need to do all that we can to stimulate our economy in order to save businesses, jobs and our communities' standard of living. All economic commentators are forecasting a global recession that will adversely impact on Australia, South Australia and our region. The Regional Vision package (Draft) is designed to take measures to progressively address these economic impacts.

Furthermore, the Barossa and Hinterland Vision (Draft) is aimed at growing a GRP (Gross Regional Product) from \$3.52bn (now) to \$7.9bn by 2035.

It is intended to release a shovel ready "recovery activity package" extracted from this Regional Vision to the State Government and then to the Federal Government by the end of April early May seeking financial support to implement these projects immediately in response to the massive impacts on our economy from COVID-19.

It has been noted that recently the State Government rushed through State Parliament a \$15.3bn Supply Bill and the Federal Government in conjunction with the Reserve Bank of Australia (RBA) announced a \$189bn Stimulus Package to address the economic downturn.

Your proposed projects for inclusion into this package will assist greatly and I very much appreciate your positive and pro-active leadership in meeting the challenges ahead.

---

### **Postal Address:**

**PO Box 72, Kapunda, South Australia 5373**

Telephone: (08) 8525 3200  
Email: [light@light.sa.gov.au](mailto:light@light.sa.gov.au)  
Website: [www.light.sa.gov.au](http://www.light.sa.gov.au)

Please continue to liaise with Maree Wauchope and Dianah Walter, from Regional Matters, to populate the Regional Vision (Draft) with the aim to completing the document by close of business Friday 10 April 2020.

Your urgent response to this request will be very much appreciated.

Kindest regards

A handwritten signature in black ink, appearing to read 'Brian Carr', with a long, sweeping flourish extending to the right.

**Brian Carr**  
**Chief Executive officer**

Cc: Ms Maree Wauchope – Regional Matters  
Ms Dianah Walter – Regional Matters  
Kieren Chappell – GM Economic Development



**JON GEE MP**  
State Member  
for TAYLOR

Mr James Miller  
Chief Executive Officer  
Adelaide Plains Council  
PO Box 18  
MALLALA SA 5502

Dear James,

I write in relation to the Covid-19 pandemic and the Adelaide Plains Council.

As you would be aware the State and Federal Governments have announced several stimulus packages to assist the Australian economy during these difficult times.

I encourage your council to put forward any projects that you have that may be eligible under the packages. Some local projects could be the –

- \*Two Wells Skate Park
- \*An upgrade to the intersection of Old Port Wakefield Road and Mallala Road
- \*An upgrade to the Two Wells Dog Park
- \*Upgrades at the Two Wells Sporting Precinct including the installation of solar panels and batteries
- \*The unlocking of Crown Land in Two Wells
- \*Road upgrades particularly bitumisation of rural roads.
- \*Additional Tourism signage and infrastructure in Two Wells and for the Adelaide International Bird Sanctuary

I also ask what support you are putting in place for local residents and businesses that may experience financial hardship during the Covid-19 pandemic.

During these difficult times I hope that you, your staff and elected members stay healthy and offer any support that I can to assist your team and our residents through the next few months.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jon Gee', written over a light blue horizontal line.

**Jon Gee MP**  
Member for Taylor

27/03/2020

