

NOTICE OF COUNCIL MEETING

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

The Ordinary Meeting of the

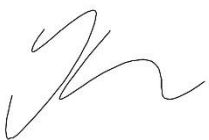


will be held in the

**Council Chamber
Redbanks Road
Mallala**

on

Monday 27 February 2023 at 4.30pm

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

James Miller
CHIEF EXECUTIVE OFFICER

INDEX

Page
Number

1	ACKNOWLEDGEMENT OF COUNTRY.....	5
2	ATTENDANCE RECORD.....	5
3	CONFIRMATION OF COUNCIL MEETING MINUTES	6
3.1	Confirmation of Minutes - Ordinary Council Meeting 30 January 2023	7
3.2	Confirmation of Minutes - Special Council Meeting 6 February 2023	18
4	BUSINESS ARISING.....	24
5	DECLARATION OF MEMBERS' INTEREST	24
6	ADJOURNED BUSINESS	24
	Nil	
7	MAYOR'S REPORT	25
7.1	Mayor's Report - February 2023	25
8	REQUESTED DOCUMENTS/CORRESPONDENCE TO BE TABLED	27
9	DEPUTATIONS	28
9.1	Deputation - Ms Anna White - The Twinkling Christmas Celebrations.....	28
10	PRESENTATIONS/BRIEFINGS	33
	Nil	
11	PETITIONS	33
	Nil	
12	COMMITTEE MEETING MINUTES	34
12.1	Minutes of the Special Audit Committee Meeting held 31 January 2023	34
12.2	Minutes of the Adelaide Plains Council Historical Committee Meeting held 7 February 2023	40
12.3	Minutes of the Audit Committee Meeting held 13 February 2023	46
13	SUBSIDIARY MEETINGS.....	82
13.1	Gawler River Floodplain Management Authority - Board Meeting held 16 February 2023	82
14	REPORTS FOR DECISION.....	91
14.1	Gawler River Floodplain Management Authority - Overview and Risk Assessment - Report 2	91
14.2	Policy Review - Community Engagement Strategy (Forums across Adelaide Plains Council)	153
14.3	Call for Motions - Australian Local Government Association - National General Assembly 2023.....	162

14.4	2023/2024 Annual Business Plan, Budget and 2024-2033 Long Term Financial Plan Development Framework.....	186
14.5	Hart Reserve - Detailed Design Update (50% Stage).....	199
14.6	Two Wells Township - Community Waste Water Management System (CWMS) - Feasibility Study.....	207
14.7	Two Wells Community Fund Committee – Membership Appointment and Terms of Reference.....	272
15	REPORTS FOR INFORMATION	287
15.1	Council Resolutions - Status Report	287
15.2	Capital Works and Operating Program Monthly Update - February 2023	299
15.3	2022 Community Survey Results.....	306
15.4	Thompson Beach Vehicle Access.....	432
16	QUESTIONS ON NOTICE	462
	Nil	
17	QUESTIONS WITHOUT NOTICE.....	462
18	MOTIONS ON NOTICE.....	463
18.1	Motion on Notice - Councillor Lush - Tourism Workshop.....	463
19	MOTIONS WITHOUT NOTICE.....	464
20	URGENT BUSINESS.....	464
21	CONFIDENTIAL ITEMS	464
	Nil	
22	CLOSURE	464

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 - 30 January 2023

RECOMMENDATION

“that the minutes of the Ordinary Council Meeting held on 30 January 2023 (MB Folios 17732 to 17741 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 30 January 2023 at 4.30pm

The Mayor formally declared the meeting open at 4.30pm.

1 ACKNOWLEDGEMENT OF COUNTRY

Mayor Wasley acknowledged that the meeting was taking place on the traditional country of the Kurna people, which is the country of all Australians, and recognised the cultural heritage, beliefs and relationships with the land.

2 ATTENDANCE RECORD

Present:

Mayor Mark Wasley
 Councillor Alana Bombardieri
 Councillor Kay Boon
 Councillor John Lush
 Councillor Dante Mazzeo
 Councillor Margherita Panella
 Councillor David Paton
 Councillor Marcus Strudwicke
 Councillor Eddie Stubing

Apology

Councillor Terry-Anne Keen

Staff in Attendance:

Chief Executive Officer	Mr James Miller
General Manager – Governance and Executive Office	Ms Sheree Schenk
General Manager – Finance and Business	Mr Rajith Udugampola
General Manager – Infrastructure and Environment	Mr Thomas Jones
General Manager – Development and Community	Mr Darren Starr
Administration and Executive Support Officer/Minute Taker	Ms Stacie Shrubsole
Administration Support Officer – Infrastructure and Environment	Ms Lauren Bywaters
Information Technology Support Officer	Mr Sean Murphy

Invited Guests:

Chairperson, Legatus Group <i>(for Item 10.1)</i>	Mayor Rodney Reid
Chief Executive Officer, Legatus Group <i>(for Item 10.1)</i>	Mr Simon Millcock
Chairperson, Gawler River Floodplain Management Authority <i>(for Item 10.2)</i>	Mr Ian Baldwin
Executive Officer, Gawler River Floodplain Management Authority <i>(for Item 10.2)</i>	Mr David Hitchcock

3 CONFIRMATION OF COUNCIL MEETING MINUTES**3.1 CONFIRMATION OF MINUTES - ORDINARY COUNCIL MEETING - 19 DECEMBER 2022****RESOLUTION 2023/006****Moved: Councillor Paton****Seconded: Councillor Boon****"that the minutes of the Ordinary Council Meeting held on 19 December 2022 be confirmed."****CARRIED****3.2 CONFIRMATION OF MINUTES - SPECIAL COUNCIL MEETING - 16 JANUARY 2023****RESOLUTION 2023/007****Moved: Councillor Lush****Seconded: Councillor Stubing****"that the minutes of the Special Council Meeting held on 16 January 2023 be 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 - JANUARY 2023****RESOLUTION 2023/8**

Moved: Councillor Kay Boon

Seconded: Councillor Eddie Stubing

"that Council, having considered Item 7.1 – *Mayor's Report – January 2023*, dated 30 January 2023, receives and notes the report."

CARRIED

8 REQUESTED DOCUMENTS/CORRESPONDENCE TO BE TABLED

Nil

9 DEPUTATIONS

Nil

10 PRESENTATIONS/BRIEFINGS**10.1 PRESENTATION - LEGATUS GROUP STRATEGIC PLAN**

Legatus Group Chief Executive Officer, Mr Simon Millcock, and Chair Rodney Reid provided Elected Members with a 26-minute presentation, including questions, in relation to the Legatus Group Strategic Plan.

10.2 PRESENTATION - GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY - GAWLER RIVER FLOOD MITIGATION BUSINESS CASE

Gawler River Floodplain Management Authority Executive Officer, Mr David Hitchcock, and Chair, Mr Ian Baldwin, provided the Chamber with a 23-minute briefing, including seeking Council support for a proposed financial contribution toward completion of the Gawler River Flood Mitigation Business Case.

11 PETITIONS

Nil

12 COMMITTEE MEETING MINUTES

Nil

13 SUBSIDIARY MEETINGS**13.1 GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY - BOARD MEETING - 8 DECEMBER 2022****RESOLUTION 2023/009**

Moved: Councillor Strudwicke

Seconded: Councillor Mazzeo

“that Council receives and notes the Minutes and Key Outcomes Summary of the Gawler River Floodplain Management Authority meeting held on 8 December 2022.”

CARRIED UNANIMOUSLY

13.2 LEGATUS GROUP MEETING – 16 DECEMBER 2022**RESOLUTION 2023/010**

Moved: Councillor Stubing

Seconded: Councillor Strudwicke

“that Council receives and notes the Minutes of the Legatus Group meeting held on 16 December 2022.”

CARRIED UNANIMOUSLY

14 REPORTS FOR DECISION**14.1 FIRST BUDGET UPDATE 2022/2023****RESOLUTION 2023/011**

Moved: Councillor Strudwicke

Seconded: Councillor Bombardieri

“that Council, having considered Item 14.1 – *First Budget Update 2022/2023*, dated 30 January 2023, receives and notes the report and in doing so:

1. Receives and notes the project progress reports contained in Attachment 1 and 2 to this Report;
2. Pursuant to Regulation 9 (1)(a) of the Local Government (Financial Management) Regulations 2011, adopts the revised 2022/2023 Budgeted Financial Statements as contained within Attachment 3 that has been updated following the first budget review changes identified in Table 1, Table 2 and Table 3; and

3. Instructs the Chief Executive Officer to allocate budget savings from operating and capital projects to other operating and capital projects where necessary earmarked for delivery in 2022/2023 Financial Year.”

CARRIED UNANIMOUSLY

14.2 GROWTH STRATEGY COMMUNITY AND STAKEHOLDER CONSULTATION

RESOLUTION 2023/012

Moved: Councillor Lush

Seconded: Councillor Panella

“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:

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.”

CARRIED UNANIMOUSLY

14.3 HART RESERVE SKATE PARK INVESTIGATION

Councillor Strudwicke raised a Point of Order on the basis that no motion had been moved to speak to. The Mayor accepted the Point of Order, ruling that a motion needs to be moved before members can speak.

RESOLUTION 2023/013

Moved: Councillor Stubing

Seconded: Councillor Strudwicke

“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:

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.”

CARRIED UNANIMOUSLY

15 REPORTS FOR INFORMATION**15.1 COUNCIL RESOLUTIONS - STATUS REPORT****RESOLUTION 2023/014**

Moved: Councillor Boon

Seconded: Councillor Paton

“that Council, having considered Item 15.1 – *Council Resolutions - Status Report*, dated 30 January 2023, receives and notes the report.”

CARRIED UNANIMOUSLY

15.2 GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY – OVERVIEW AND RISK ASSESSMENT – REPORT 2**RESOLUTION 2023/015**

Moved: Councillor Lush

Seconded: Councillor Boon

“that Council, having considered Item 15.2 – *Gawler River Floodplain Management Authority – Overview and Risk Assessment – Report 2*, dated 30 January 2023, receives and notes the report and in doing so acknowledges that the Chief Executive Officer intends to channel *Gawler River Floodplain Management Authority – Overview and Risk Assessment – Report 2* through Council’s Audit Committee prior to Council considering same at its 27 February 2023 meeting.”

CARRIED UNANIMOUSLY

RESOLUTION 2023/016

Moved: Councillor Boon

Seconded: Councillor Strudwicke

“that Council, having considered 15.2 – *Gawler River Floodplain Management Authority – Overview and Risk Assessment – Report 2*, dated 30 January 2023, acknowledges that a determination regarding the provision of a financial contribution by Council towards the Business Case work being undertaken by the Department for Environment and Water will be made at the 27 February 2023 meeting of Council.”

CARRIED UNANIMOUSLY

15.3 UPDATE ON SALE OF LAND FOR NON-PAYMENT OF RATES**RESOLUTION 2023/017**

Moved: Councillor Boon

Seconded: Councillor Bombardieri

“that Council, having considered Item 15.3 – *Update on Sale of Land for Non-payment of Rates*, dated 30 January 2023, receives and notes the report.”

CARRIED UNANIMOUSLY

15.4 TWO WELLS TENNIS AND NETBALL COURT SURFACE RENEWAL PROJECT

Councillor Boon left the meeting at 6.22pm.

RESOLUTION 2023/018

Moved: Councillor Panella

Seconded: Councillor Strudwicke

“that Council, having considered Item 15.4 – *Two Wells Tennis and Netball Court Surface Renewal Project*, dated 30 January 2023, receives and notes the report.”

.CARRIED

Councillor Boon returned to the meeting at 6.24 pm.

RESOLUTION 2023/019

Moved: Councillor Panella

Seconded: Councillor Bombardieri

“that Council receives and notes the written correspondence provided to Elected Members by the Two Wells Football & Netball Sporting Club (the Club) dated 30 January 2023 and in doing so further instructs the Chief Executive Officer to write to the Club formally acknowledging and providing a response to their concerns, points and questions raised in their letter.”

CARRIED UNANIMOUSLY

15.5 MOSQUITO MANAGEMENT SUBSIDY FUNDING**RESOLUTION 2023/020**

Moved: Councillor Paton

Seconded: Councillor Boon

“that Council, having considered Item 15.5 – *Mosquito Management Subsidy Funding*, dated 30 January 2023, receives and notes the report.”

CARRIED UNANIMOUSLY

15.6 WANDERING STOCK WITHIN ADELAIDE PLAINS COUNCIL**RESOLUTION 2023/021**

Moved: Councillor Boon

Seconded: Councillor Lush

“that Council, having considered Item 15.6 – *Wandering Stock within Adelaide Plains Council*, dated 30 January 2023, receives and notes the report.”

CARRIED UNANIMOUSLY

15.7 LIBRARY AND COMMUNITY SERVICES REPORT – OCTOBER TO DECEMBER 2022**RESOLUTION 2023/022****Moved: Councillor Panella****Seconded: Councillor Strudwicke**

“that Council, having considered Item 15.7 – *Library and Community Services Report – October to December 2022*, dated 30 January 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**MOTION 2023/023****Moved: Councillor Boon**

“that Adelaide Plains Council installs sensor lights and suitable high resolution surveillance camera at Main Street, Parham, as a matter of urgency and priority, and to address public safety issues arising from the ongoing vandalism occurring at the site, with consequent damage to council’s public relations.”

Councillor Strudwicke raised a Point of Order on the basis that he does not believe that the motion is appropriate. He raised his concerns about the quality of camera and the significant costs involved, and stated that the matter needs to be dealt with by way of a motion on notice.

Councillor Strudwicke raised a further Point of Order on the basis that the Mayor had not ruled on his previous Point of Order.

The Mayor accepted the Point of Order.

MOTION WITHDRAWN

Councillor Strudwicke raised a Point of Order on the basis that we have nothing to discuss as the motion has been withdrawn.

The Mayor accepted the Point of Order, ruling that the meeting will now proceed to the next item of business.

RESOLUTION 2023/024**Moved: Councillor Strudwicke****Seconded: Councillor Mazzeo**

“that the wording for the Indigenous Acknowledgement at the commencement of Council meetings use the following wording:

‘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.’”

CARRIED**20 URGENT BUSINESS**

Nil

21 CONFIDENTIAL ITEMS

Nil

22 CLOSURE

There being no further business, the Mayor declared the meeting closed at 7.11pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 27 February 2023.

.....
MAYOR

3.2 Confirmation of Minutes - Special Council Meeting - 6 February 2023

RECOMMENDATION

“that the minutes of the Special Council Meeting held on 6 February 2023 (MB Folios 17742 to 17747 inclusive) be accepted as read and confirmed.”

CONFIDENTIAL

MINUTES

of the

Special Council Meeting



**Adelaide
Plains
Council**

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

**Council Chamber
Redbanks Road
Mallala**

on

Monday 6 February 2023 at 4.30pm

The Mayor formally declared the meeting open at 4.30pm.

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:

Mayor Mark Wasley
 Councillor Alana Bombardieri (from 4.42pm)
 Councillor Kay Boon
 Councillor Terry-Anne Keen
 Councillor John Lush
 Councillor Dante Mazzeo
 Councillor David Paton
 Councillor Marcus Strudwicke
 Councillor Eddie Stubing

Apologies:

Councillor Margherita Panella

Staff in Attendance:

Chief Executive Officer	Mr James Miller
General Manager – Governance and Executive Office	Ms Sheree Schenk
General Manager – Finance and Business	Mr Rajith Udugampola
General Manager – Infrastructure and Environment	Mr Thomas Jones
General Manager – Development and Community	Mr Darren Starr
Administration Support Officer – Infrastructure and Environment/Minute Taker	Ms Lauren Bywaters
Administration and Executive Support Officer	Ms Stacie Shrubsole
Information Technology Support Officer	Mr Sean Murphy

Invited Guests:

Chair of the Board, Norman Waterhouse Lawyers

Mr Sean Keenihan

Principal, Alinea Group

Mr Ben Koop

Managing Director, Powell & Co Pty Ltd

Mr David Powell

3 DECLARATION OF MEMBERS' INTEREST

Nil

4 CONFIDENTIAL ITEMS**4.1 TWO WELLS TOWN CENTRE – MARKET ENGAGEMENT****RESOLUTION 2023/025****Moved: Councillor Boon****Seconded: Councillor Keen****“that:**

- 1. Pursuant to section 90(2) of the *Local Government Act 1999*, the Council orders that all members of the public, except the Chief Executive Officer, General Manager – Governance and Executive Office, General Manager – Development and Community, General Manager – Finance and Business, General Manager – Infrastructure and Environment, Administration and Executive Support Officer, Administration Support Officer – Infrastructure and Environment/Minute Taker, Information Technology Support Officer, Mr Sean Keenihan of Norman Waterhouse Lawyers, Mr Ben Koop of Alinea Group (for such duration as permitted by the Mayor) and Mr David Powell of Powell & Co (for such duration as permitted by the Mayor) be excluded from attendance at the meeting of Council for agenda item 4.1 – *Two Wells Town Centre – Market Engagement*;**
- 2. Council is satisfied that pursuant to section 90(3)(b) of the *Local Government Act 1999*, item 4.1 – *Two Wells Town Centre – Market Engagement* concerns information of a confidential nature, the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and**
- 3. Council is satisfied that the principle that Council meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential.”**

CARRIED UNANIMOUSLY

Subject to Confirmation

Subject to Confirmation

RESOLUTION 2023/031**Moved: Councillor Keen****Seconded: Councillor Boon****“that:**

1. The staff report, minutes, Attachment 1, Attachment 2 and Attachment 3 pertaining to Item 4.1 – *Two Wells Town Centre – Market Engagement* remain confidential and not available for public inspection until further order of the Council except such disclosure as the Chief Executive Officer determines necessary or appropriate for the purpose of furthering the discussions or actions contemplated;
2. Pursuant to section 91(9)(a) of the *Local Government Act 1999*, the confidentiality of the matter will be reviewed every 12 months; and
3. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates the power to revoke this confidentiality order to the Chief Executive Officer.”

CARRIED**5 CLOSURE**

There being no further business, the Mayor declared the meeting closed at 6.09pm.

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 MAYOR'S REPORT - FEBRUARY 2023

Record Number: D23/6467

Prepared for: Mayor Mark Wasley

Authoriser: General Manager - Governance and Executive Office

Attachments: Nil

Reporting Period - Tuesday 24 January 2023 to Wednesday 22 February 2023

Thursday 26 January 2023

Australia Day Breakfast and Citizenship Ceremony, Mallala Oval

Monday 30 January 2023

Pre-Council Meeting – Mayor, Chief Executive Officer and Executive Management Team

Ordinary Council Meeting

Tuesday 31 January 2023

Special Meeting of Council's Audit Committee

Council Member Information Briefing – 2022 Community Survey, facilitated by McGregor Tan

Two Wells Lions Club Inc Meeting

Thursday 2 February 2023

Meeting – Community-Led Waste Reduction Initiatives, facilitated by Legatus Group Chief Executive Officer

Monday 6 February 2023

Meeting – Hickinbotham Group

Meeting – Mayor and Chief Executive Officer – Various Matters

Meeting – Mayor and General Manager – Finance and Business – Long Term Financial Plan

Special Council Meeting

Friday 10 February 2023

Legatus Group Ordinary Meeting

Monday 13 February 2023

Council Member Information Briefing – Hart Reserve 50% Design
Council Member Mandatory Training – Finance and Strategy modules
Council Audit Committee Meeting

Wednesday 15 February 2023

Meeting – Mayor and Chief Executive Officer – Various Matters
Site Inspections facilitated by Chief Executive Officer
Meeting – Mayor, Councillor Lush, Chief Executive Officer – Various Matters

Thursday 16 February 2023

Legatus Group Waste Management Advisory Committee

Friday 17 February 2023 and Saturday 18 February 2023

Council Member Mandatory Training – Principal Member Forum

Tuesday 21 February 2023

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

Wednesday 22 February 2023

Summer Reading Club Party and Presentations

RECOMMENDATION

“that Council, having considered Item 7.1 – *Mayor’s Report – February 2023*, dated 27 February 2023, receives and notes the report.”

8 REQUESTED DOCUMENTS/CORRESPONDENCE TO BE TABLED

9 DEPUTATIONS

9.1 DEPUTATION - MS ANNA WHITE - THE TWINKLING CHRISTMAS CELEBRATIONS

Record Number: D23/6751

Author: Administration and Executive Support Officer

Authoriser: General Manager - Governance and Executive Office

Attachments: 1. Deputation Request Form - Two Wells Twinkling - 27 February 2023 - Redacted [!\[\]\(17acf1afa8cdf0b67c53d4865a5ed469_img.jpg\) !\[\]\(ece8cabb5adcd402275b8866019cc3b8_img.jpg\)](#)



Adelaide Plains Council
RECEIVED
10 FEB 2023

DEPUTATION REQUEST FORM

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

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

To: Chief Executive Officer

DETAILS

I/We hereby request to be heard at the next meeting of Council on ²⁷ /² /20²³

Surname:	White		
Given Name(s):	Anna Cornelia Theodora Maria		
Address:	[REDACTED]		P/Code 5501
Postal Address: (if different from above)	Suburb	P/Code	
Contact Number:	Home [REDACTED]	Work	
Email Address:	[REDACTED]		

I will be speaking on my own behalf ☒ Yes

or

As the spokesperson of a group of persons ☒ Yes

Name/Details of Person or Group Representing:
(if applicable)

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

TOPIC OR ISSUE

Adelaide Plains Council - PO Box 18, MALLALA SA 5502
Website: www.apc.sa.gov.au Email: info@apc.sa.gov.au
Ph: (08) 8527 0200 Fax: (08) 8527 2242

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

The Twinkling

Proposal to:

- * improve upon and expand what is already in place
- * incorporate the Twinkling Christmas Celebrations into the whole of the APC area

Vision, Program and Benefits

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

GUIDELINES

Adelaide Plains Council - PO Box 18, MALLALA SA 5502
Website: www.apc.sa.gov.au Email: info@apc.sa.gov.au
Ph: (08) 8527 0200 Fax: (08) 8527 2242

2 | Page

DEPUTATION INFORMATION SHEET

1. Speaking to Council

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

This Form can be obtained from:-

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

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

Telephone: (08) 8527 0200

Facsimile: (08) 8527 2242

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

Website: www.apc.sa.gov.au

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

2. Making a Request

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

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

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

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

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

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

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

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

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

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

Clause 11 – Deputations

- (1) *A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the Council) a written request to the council **five (5) clear days before the date of the meeting at which the person(s) wishes to appear.***
 - (a) *If the matter relates to an item of business on the Agenda, the written request may be received at the principal office of the Council up until 5.00pm on the day of the meeting.*
- (2) *The CEO must transmit a request received under sub-clause (1) to the Presiding Member.*
- (3) *The Presiding Member may refuse to allow the deputation to appear at a meeting or may offer those requesting a deputation the opportunity to appear at a relevant Committee (as per sub-clause (7)).*
- (4) *The CEO must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.*
- (5) *If the Presiding Member refuses to allow a deputation to appear at a meeting, the Presiding Member must report the decision to the next meeting of the Council or Council committee (as the case may be).*
- (6) *The Council or Council committee may resolve to allow a deputation to appear despite a contrary ruling by the Presiding Member.*
- (7) *A council may refer the hearing of a deputation to a council committee.*
- (8) *A person or persons appearing as a deputation will be allowed to speak on an issue for a maximum of ten (10) minutes. The Presiding Member may allow for additional time or speakers.*

5. At the Meeting

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

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

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

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

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

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

10 PRESENTATIONS/BRIEFINGS

Nil

11 PETITIONS

Nil

12 COMMITTEE MEETING MINUTES

12.1 MINUTES OF THE SPECIAL AUDIT COMMITTEE MEETING HELD 31 JANUARY 2023

Record Number: D23/7471

Author: Administration and Executive Support Officer

Authoriser: General Manager - Governance and Executive Office

Attachments: 1. Draft Minutes - Special Audit Committee Meeting held 31 January 2023
 

RECOMMENDATION

“that Council receives and notes the minutes of the Minutes of the Special Audit Committee Meeting held 31 January 2023.”

MINUTES

of the

Special Meeting of the Audit Committee



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

by electronic means

on

Tuesday 31 January 2023 at 4.30pm

The Chairperson formally declared the meeting open at 4.36pm.

1 ACKNOWLEDGEMENT OF COUNTRY

The Committee 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

2.1 Present

Mr Alan Rushbrook (Chairperson)

Mr Peter Fairlie-Jones

Mayor Mark Wasley

Deputy Mayor Marcus Strudwicke

Councillor Margherita Panella

Also in Attendance

Chief Executive Officer

Mr James Miller

General Manager – Finance and Business

Mr Rajith Udugampola

General Manager – Governance and Executive Office

Ms Sheree Schenk

General Manager – Development and Community

Mr Darren Starr

General Manager – Infrastructure and Environment

Mr Thomas Jones

Administration and Executive Support Officer/Minute Taker

Ms Stacie Shrubsole

Administration Support Officer – Infrastructure and Environment

Ms Lauren Bywaters

Information Technology Support Officer

Mr Sean Murphy

Managing Director, Powell & Co Pty Ltd

Mr David Powell

Principal, Alinea Group

Mr Ben Koop

3 BUSINESS ARISING

Nil

4 DECLARATION OF MEMBERS' INTEREST

Nil

5 QUESTIONS WITHOUT NOTICE

Nil

6 MOTIONS WITHOUT NOTICE

Nil

7 URGENT BUSINESS

Nil

8 CONFIDENTIAL ITEMS**8.1 TWO WELLS TOWN CENTRE – MARKET ENGAGEMENT****COMMITTEE RESOLUTION 2023/001****Moved:** Deputy Mayor Strudwicke**Seconded:** Mayor Wasley**“that:**

- 1. Pursuant to section 90(2) of the *Local Government Act 1999*, the Audit Committee orders that all members of the public, except Chief Executive Officer, General Manager – Governance and Executive Office (for such duration as permitted by the Chairperson), General Manager – Development and Community (for such duration as permitted by the Chairperson), General Manager – Finance and Business, General Manager – Infrastructure and Environment, Administration and Executive Support Officer / Minute Taker, and Administration Support Officer – Infrastructure and Environment, David Powell of Powell & Co and Ben Koop of Alinea Group (for such duration as permitted by the Chairperson) be excluded from attendance at the meeting of Council for Agenda Item 8.1 – *Two Wells Town Centre – Market Engagement*;**
- 2. The Audit Committee is satisfied that pursuant to of the *Local Government Act 1999*, Item 8.1 – *Two Wells Town Centre – Market Engagement* concerns information of a confidential nature, the disclosure of which would involve the unreasonable disclosure of information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and**
- 3. The Audit Committee is satisfied that the principle that Committee 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

At 4.40pm, General Manager – Governance and Executive Office, General Manager – Development and Community, General Manager – Finance and Business, General Manager – Infrastructure and Environment and Mr Ben Koop disconnected from the meeting.

At 4.44pm, the Chairperson sought probity advice from Mr David Powell, Managing Director of Powell & Co Pty Ltd. Mr Powell provided an 11-minute briefing to the Committee.

At 4.56pm, General Manager – Governance and Executive Office, General Manager – Development and Community, General Manager – Finance and Business, General Manager – Infrastructure and Environment and Mr Ben Koop reconnected to the meeting.

The Chief Executive Officer gave a 5-minute presentation regarding Item 8.1 – *Two Wells Town Centre – Market Engagement*, and in doing so, formally tabled the ‘Evaluation Report Two Wells – Town Centre’ dated January 2023.

At 5.04pm, Mr David Powell disconnected from the meeting, and did not reconnect.

General Manager – Development and Community and Mr Ben Koop gave a 46-minute presentation in relation to *Two Wells Town Centre – Expression of Interest Process Overview*, including questions from the Committee.

8.1 TWO WELLS TOWN CENTRE - MARKET ENGAGEMENT

COMMITTEE RESOLUTION 2023/002

Moved: Mayor Wasley

Seconded: Mr Fairlie-Jones

“that the Audit Committee, having considered Item 8.1 – *Two Wells Town Centre – Market Engagement*, dated 31 January 2023, receives and notes the report and in doing so acknowledges:-

- 1. The ‘Evaluation Report Two Wells – Town Centre’ dated January 2023 tabled by the Chief Executive Officer at the meeting; and**
- 2. That the Chief Executive Officer will bring a further report back to the Audit Committee, together with a Prudential Report, at a subsequent meeting where shortlisted consortia will be narrowed down to a preferred proponent(s).”**

CARRIED

COMMITTEE RESOLUTION 2023/003

Moved: Deputy Mayor Strudwicke

Seconded: Mr Fairlie-Jones

“that:

- 1. The staff report, Attachment 1 and Attachment 2 pertaining to Item 8.1 – *Two Wells Town Centre – Market Engagement* remain confidential and not available for public inspection until further order of the Council except such disclosure as the Chief Executive Officer determines necessary or appropriate for the purpose of furthering the discussions or actions contemplated;**
- 2. Pursuant to section 91(9)(a) of the *Local Government Act 1999*, the confidentiality of the matter will be reviewed every 12 months; and**
- 3. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates the power to revoke this confidentiality order to the Chief Executive Officer.’**

CARRIED

243

Special Audit Committee Meeting Minutes31 January 2023**9 NEXT MEETING**

4.30pm on Monday 13 February 2023.

10 CLOSURE

There being no further business, the Chairperson declared the meeting closed at 5.55pm.

The minutes of this meeting were confirmed at the Audit Committee Meeting held on 13 February 2023.

.....

CHAIRPERSON

12.2 MINUTES OF THE ADELAIDE PLAINS COUNCIL HISTORICAL COMMITTEE MEETING HELD 7 FEBRUARY 2023

Record Number: D23/6492

Author: Manager Library and Community

Authoriser: General Manager - Development and Community

Attachments: 1. Draft Minutes - Adelaide Plains Council Historical Committee - 7 February 2023 [↓](#) 

OVERVIEW

The purpose of this report is to receive and note the minutes of the Adelaide Plains Council Historical Committee (APCHC) Meeting held 7 February 2023. For the first meeting of the year, six members were in attendance at the Museum's School Room.

Members endorsed the regular tabled information reports and they also discussed:

- Museums and Collections (MaC) Program Membership Renewal – The Mallala Museum joined the History Trust of South Australia's MaC Program in January 2020. The benefits of being a MaC member are that it provides leadership and promotes collaboration in the collection, development, preservation and sharing of the state-wide history collection. Also being a MaC member helps raise the profile of history and collections and encourages best practice as communities build their physical and digital footprints in these areas.

In order for the Museum to continue its MaC Membership, the Committee was required to complete a self-review form. This not only provided the Committee an opportunity at its February 2023 meeting to reflect on its many achievements in the last three years – e.g. RAFF 75th Anniversary Celebration, the refurbishment of the Upstairs Gallery (renamed in the honour of the late Margaret Tiller) – but it also identified areas that the Museum needs to prioritise, e.g. falling visitor numbers (the COVID-19 pandemic forced the Museum to close for many months) and the need to implement the Museum's succession plan.

- The almost completed Transport Gallery is the focus with the Museum's entry to this year's *History Festival*. The Committee has now set a date for the official opening of the Transport Gallery – 2 pm Sunday 28 May 2023. Elected Members in due course will receive an official invitation.

RECOMMENDATION

“that Council receives and notes the minutes of the Adelaide Plains Council Historical Committee meeting held 7 February 2023.”

MINUTES

of

Adelaide Plains Council Historical Committee Meeting of the



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

HELD at

**The School Room
Mallala Museum
1 Dublin Road
Mallala**

on

**Tuesday 7 February 2023
at 11:30am**

The Presiding Member formally declared the meeting open at 11.31 am.

1. ACKNOWLEDGEMENT OF COUNTRY

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

2. ATTENDANCE

2.1 Present

Mr S M Strudwicke (Presiding Member)

Mr P Angus

Mr R Bevan

Mr J Franks

Ms L Parsons

Mrs C Young

Also in Attendance:

Manager Library and Community

Ms A Sawtell

Mrs Kay Boon

2.2 Apologies

Mr V Chenoweth

Mr G Tucker

2.3 Not Present / Leave of Absence

Nil

3. CONFIRMATION OF MINUTES

3.1

Committee Resolution

2023/ 01

Moved Mrs Young Seconded Mr Bevan

“that the minutes of Adelaide Plains Council Historical Committee meeting held on Tuesday 4 October 2022 (MB Folio 189 to 194 Inclusive), be accepted as read and confirmed.”

CARRIED

197

4. BUSINESS ARISING

Nil

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

Nil

6. ADJOURNED BUSINESS

Nil

7. REPORTS FOR INFORMATION**7.1 Resolutions Actions Report – January 2023**

Committee Resolution	2023/ 02
Moved Mr Franks Seconded Mrs Young	
“that the Adelaide Plains Historical Committee, having considered Item 7.1 – Resolution Actions Report – January 2023, dated 7 February 2023, receives and notes the report.”	
CARRIED	

7.2 Monthly Financial Report – January 2023

Committee Resolution	2023/ 03
Moved Mr Bevan Seconded Ms Parsons	
“that the Adelaide Plains Council Historical Committee, having considered Item 7.2 – Monthly Financial Report – January 2023, dated 7 February 2023, receives and notes the report.”	
CARRIED	

7.3 Monthly Correspondence, School & Group Visits Report – January 2023

Committee Resolution	2023/ 04
Moved Ms Parsons Seconded Mr Angus	
“that the Adelaide Plains Council Historical Committee, having considered Item 7.3 – Monthly Correspondence, School and Group Visits Report – January 2023, dated 7 February 2023, receives and notes the report.”	
CARRIED	

198

7.4 Museums and Collections (MaC) Program Membership Renewal Report

Committee Resolution**2023/ 05**

Moved Mrs Young Seconded Mr Franks

"that the Adelaide Plains Council Historical Committee, having considered Item 7.4 – *Museums and Collections (MaC) Program Membership Renewal Report*, dated 7 February 2023, receives and notes the report."

CARRIED**8. REPORTS FOR DECISION**

Nil

9. QUESTIONS ON NOTICE

Nil

10. QUESTIONS WITHOUT NOTICE

Nil

11. MOTIONS ON NOTICE

Nil

12. MOTIONS WITHOUT NOTICE

Nil

13. URGENT BUSINESS

Nil

14. CONFIDENTIAL ITEMS

Nil

15. NEXT MEETING

Tuesday 7 March 2023

16. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 1.05 pm.





Confirmed as a true record.

Presiding Member:

Date: ____/____/____

12.3 MINUTES OF THE AUDIT COMMITTEE MEETING HELD 13 FEBRUARY 2023**Record Number:** D23/6540**Author:** General Manager - Finance and Business**Authoriser:** Chief Executive Officer

Attachments:

1. Minutes - Audit Committee Meeting - 13 February 2023 [↓](#) 
2. Draft Rating Policy [↓](#) 
3. Disposal of Land and Other Assets Policy - Marked Up [↓](#) 
4. Credit Card Policy - Marked Up [↓](#) 

OVERVIEW

The purpose of this report is for Council to consider the Audit Committee's recommendations, made at its meeting on 13 February 2023. A copy of the minutes of this meeting is presented as **Attachment 1** to this report.

A summary of the items for Council consideration is provided as follows:

- Item 6.1 - Gawler River Floodplain Management Authority - Overview and Risk Assessment
- Item 6.2 - 2023/2024 Annual Business Plan, Budget and 2024-2033 Long Term Financial Plan Development Framework
- Item 6.3 - Update on Audit Committee Annual Work Program 2022/2023
- Item 6.4 - Draft Rating Policy
- Item 6.5 - Policy Review - Disposal of Land and Other Assets Policy
- Item 6.6 - Policy Review - Credit Card Policy

Click Agenda here to view the [Agenda](#) for the Audit Committee Meeting on 13 February 2023.

Note:

- Item 6.1 – Gawler River Floodplain Management Authority - Overview and Risk Assessment has been included as a separate decision report under Agenda Item 14.1
- Item 6.2 – 2023/2024 Annual Business Plan, Budget and 2024-2033 Long Term Financial Plan Development Framework has been included as a separate decision report under Agenda item 14.4

RECOMMENDATION 1 – MINUTES OF THE AUDIT COMMITTEE

“that Council receives and notes the minutes of Minutes of the Audit Committee Meeting held 13 February 2023 as presented at Attachment 1 to this Report”

RECOMMENDATION 2 - UPDATE ON AUDIT COMMITTEE ANNUAL WORK PROGRAM 2022/2023

“that Council endorses resolution 2023/010 of the Audit Committee and in doing so acknowledges the progress made to complete the activities identified for the Audit Committee during the 2022/2023 Financial Year.”

RECOMMENDATION 3 - DRAFT RATING POLICY

“that Council endorses resolution 2023/011 of the Audit Committee and in doing so adopts the revised Rating Policy as presented at Attachment 2 to this Report”

RECOMMENDATION 4 - POLICY REVIEW - DISPOSAL OF LAND AND OTHER ASSETS POLICY

“that Council endorses resolution 2023/012 of the Audit Committee and in doing so adopts the revised Disposal of Land and Other Assets Policy as presented at Attachment 3 to this Report”

RECOMMENDATION 5 - POLICY REVIEW - CREDIT CARD POLICY

“that Council endorses resolution 2023/013 of the Audit Committee and in doing so adopts the revised Credit Card Policy as presented at Attachment 4 to this Report”

MINUTES

of the

Audit Committee Meeting



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

**Council Chamber
Redbanks Road
Mallala**

on

Monday 13 February 2023 at 4.30pm

The Chairperson formally declared the meeting open at 4.31pm.

1 ACKNOWLEDGEMENT OF COUNTRY

The Audit Committee 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

2.1 Present

Mr Alan Rushbrook (Chairperson)

Mr Peter Fairlie-Jones (from 4.32pm)

Mayor Mark Wasley

Deputy Mayor Marcus Strudwicke

Also in Attendance

Chief Executive Officer

Mr James Miller

General Manager – Finance and Business

Mr Rajith Udugampola

General Manager – Governance and Executive Office

Ms Sheree Schenk

General Manager – Infrastructure and Environment

Mr Thomas Jones

Accountant

Ms Carmel Vandermolen

Administration Support Officer – Infrastructure and Environment/Minute Taker

Ms Lauren Bywaters

Administration and Executive Support Officer

Ms Stacie Shrubsole

Kelley Jones Lawyers – In attendance for Item 6.1

Mr Michael Kelley

Director, Southfront Engineers – In attendance for Item 6.1

Mr Drew Jacobi

Apologies

Councillor Margherita Panella

3 MINUTES**3.1 CONFIRMATION OF MINUTES - SPECIAL AUDIT COMMITTEE MEETING - 31 JANUARY 2023****COMMITTEE RESOLUTION 2023/004****Moved: Deputy Mayor Strudwicke****Seconded: Mayor Wasley****"that the minutes of Special Audit Committee Meeting held on 31 January 2023 be confirmed."****CARRIED**

Mr Peter Fairlie-Jones joined to the meeting at 4.32pm.

3.2 CONFIRMATION OF AUDIT COMMITTEE MEETING MINUTES - 7 NOVEMBER 2022**COMMITTEE RESOLUTION 2023/005****Moved: Deputy Mayor Strudwicke****Seconded: Mayor Wasley****"that the minutes of the Audit Committee Meeting held on Monday 7 November 2022 (MB Folios 232 to 238, inclusive), be accepted as read and confirmed."****CARRIED****4 BUSINESS ARISING**

Nil

5 DECLARATION OF MEMBERS' INTEREST

Nil

6 REPORTS FOR DECISION**6.1 GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY - OVERVIEW AND RISK ASSESSMENT**

Mr Michael Kelledy and Mr Drew Jacobi connected to the meeting at 4.35pm.

Mr Jacobi provided a five (5) minute briefing to Committee Members regarding the Stormwater Management Plan.

Mr Kelledy provided Committee Members with a five (5) minute overview regarding Council's membership on the Gawler River Floodplain Management Authority (GRFMA), including associated risks.

COMMITTEE RESOLUTION 2023/006**Moved: Mayor Wasley****Seconded: Mr Fairlie-Jones**

“that the Audit Committee, having considered Item 6.1 – *Gawler River Floodplain Management Authority - Overview and Risk Assessment*, dated 13 February 2023, receives and notes the report and in doing so recommends that Council:-

- 1. Acknowledges that the Chief Executive Officer has brought this matter to the Audit Committee for its consideration and advice.**
- 2. Acknowledges that Mr Michael Kelledy of Kelledy Jones Lawyers and Mr Drew Jacobi of Southfront Engineers have been engaged by Council to provide input and strategic advice to Council on the matter.**
- 3. Is cognisant of the various resolutions and policy positions adopted by both the Council and Gawler River Floodplain Management Authority (GRFMA) that may influence financial risk and liability on the Council.**
- 4. Notes that Council had previously attempted to withdraw from the GRFMA in 2017 citing concerns regarding:-**
 - i. the GRFMA Charter and associated inequalities regarding funding contributions of constituent councils**
 - ii. the lack of a Stormwater Management Plan for the catchment**
 - iii. a lack of exploration into upstream flood mitigation infrastructure options (ie. raising of Bruce Eastick Dam)**
- 5. Acknowledges that considerable work has been done since Council began lobbying the GRFMA in 2017 to see action taken on addressing and advancing 4(i), 4(ii) and 4(iii) above.”**

CARRIED**COMMITTEE RESOLUTION 2023/007****Moved: Mr Fairlie-Jones****Seconded: Deputy Mayor Strudwicke**

Mr Kelledy disconnected from the meeting at 5.36pm.

The Chairperson adjourned the meeting at 5.44pm for a period of five (5) minutes to allow the mover and seconder of the motion to confirm the wording of the motion with the Minute Taker.

Mr Jacobi disconnected from the meeting at 5.46pm.

The meeting resumed at 5.49pm.

“that the Audit Committee, having considered Item 6.1 – *Gawler River Floodplain Management Authority - Overview and Risk Assessment*, dated 13 February 2023, recommends that Council is under a legal obligation to make informed and responsible decisions and the Audit Committee believes that the Council is not in a position to comply with this obligation at this point in time. The Audit Committee recommends that these risk issues not be reconsidered until substantial completion of the GRFMA Charter review, Stormwater Management Plan for the catchment and DEW Business Case Report.”

CARRIED

6.2 2023/2024 ANNUAL BUSINESS PLAN, BUDGET AND 2024-2033 LONG TERM FINANCIAL PLAN DEVELOPMENT FRAMEWORK**COMMITTEE RESOLUTION 2023/008****Moved: Mayor Wasley****Seconded: Deputy Mayor Strudwicke**

“that the Audit Committee, having considered Item 6.2 – *2023/2024 Annual Business Plan, Budget and 2024-2033 Long Term Financial Plan Development Framework*, dated 13 February 2023, receives and notes the report and in doing so recommends that Council:-

- 1. Endorse the budget parameters and assumptions set out in Table 1 within this Report for the purpose of preparing the draft 2023/2024 Annual Business Plan, Budget and 2024-2033 Long Term Financial Plan with additional consideration of the CWMS service charges, user charges and depreciation; and**
- 2. Endorse the schedule set out in Table 2 within this Report as the process to be undertaken in the preparation of the 2023/2024 Annual Business Plan, Budget and 2024-2033 Long Term Financial Plan, subject to any date changes that the Chief Executive Officer determines necessary.”**

CARRIED**COMMITTEE RESOLUTION 2023/009****Moved: Mr Fairlie-Jones****Seconded: Deputy Mayor Strudwicke**

“that the Audit Committee, having considered item 6.2 – *2023/2024 Annual Business Plan, Budget and 2024-2033 Long Term Financial Plan Development Framework*, dated 13 February 2023, and in doing so requests a report on the source of pressures on depreciation costs, separating out unit rates, costs and growth factors.”

CARRIED**6.3 UPDATE ON AUDIT COMMITTEE ANNUAL WORK PROGRAM 2022/2023****COMMITTEE RESOLUTION 2023/010****Moved: Mayor Wasley****Seconded: Mr Fairlie-Jones**

“that Council, having considered Item 6.3 – *Update on Audit Committee Annual Work Program 2022/2023*, dated 13 February 2023, receives and notes the report and in doing so recommends to the Council that the Council acknowledges the progress made to complete the activities identified for Audit Committee during 2022/2023 Financial Year.”

CARRIED

6.4 DRAFT RATING POLICY**COMMITTEE RESOLUTION 2023/011****Moved:** Mr Fairlie-Jones**Seconded:** Deputy Mayor Strudwicke

“that the Audit Committee, having considered Item 6.4 – *Draft Rating Policy*, dated 13 February 2023, receives and notes the report and in doing so recommends to the Council that the draft Rating Policy, as presented in Attachment 1 to this report, be adopted.”

CARRIED**6.5 POLICY REVIEW – DISPOSAL OF LAND AND OTHER ASSETS POLICY****COMMITTEE RESOLUTION 2023/012****Moved:** Mr Fairlie-Jones**Seconded:** Mayor Wasley

“that the Audit Committee, having considered Item 6.5 – *Policy Review – Disposal of Land and Other Assets Policy*, dated 13 February 2023, receives and notes the report and in doing so recommends to the Council that the revised Disposal of Land and Other Assets Policy, as presented in Attachment 1 to this report, be adopted.”

CARRIED**6.6 POLICY REVIEW - CREDIT CARD POLICY****COMMITTEE RESOLUTION 2023/013****Moved:** Mayor Wasley**Seconded:** Deputy Mayor Strudwicke

“that Council, having considered Item 6.6 – *Policy Review - Credit Card Policy*, dated 13 February 2023, receives and notes the report and in doing so recommends to the Council that the updated Credit Card Policy, as presented in Attachment 1 to this report, be adopted.”

CARRIED

7 REPORTS FOR INFORMATION**7.1 COMMITTEE RESOLUTIONS****COMMITTEE RESOLUTION 2023/014****Moved:** Deputy Mayor Strudwicke**Seconded:** Mayor Wasley

“that the Audit Committee, having considered Item 7.1 – *Committee Resolutions*, dated 13 February 2023, receives and notes the report.”

CARRIED**7.2 UPDATE ON OVERDUE COUNCIL RATES****COMMITTEE RESOLUTION 2023/015****Moved:** Mayor Wasley**Seconded:** Deputy Mayor Strudwicke

“that the Audit Committee, having considered Item 7.2 – *Update on Overdue Council Rates*, dated 13 February 2023, receives and notes the report.”

CARRIED**7.3 FINANCIAL PERFORMANCE FOR THE PERIOD JULY-DECEMBER 2022****COMMITTEE RESOLUTION 2023/016****Moved:** Deputy Mayor Strudwicke**Seconded:** Mayor Wasley

“that the Audit Committee, having considered Item 7.3 – *Financial Performance for the period July-December 2022*, dated 13 February 2023, receives and notes the report.”

CARRIED**7.4 REVIEW OF INTERNAL FINANCIAL CONTROLS****COMMITTEE RESOLUTION 2023/017****Moved:** Deputy Mayor Strudwicke**Seconded:** Mr Fairlie-Jones

“that the Audit Committee, having considered Item 7.4 – *Review of Internal Financial Controls*, dated 13 February 2023, receives and notes the report.”

CARRIED

8 QUESTIONS WITHOUT NOTICE

Nil

9 QUESTIONS WITHOUT NOTICE

Nil

10 MOTIONS WITHOUT NOTICE

Nil

11 URGENT BUSINESS

Nil

12 NEXT MEETING

Monday 3 April 2023 at 4.30pm.


13 CLOSURE

There being no further business, the Chairperson declared the meeting closed at 6.40pm.

Confirmed as a true record.

Chairperson:.....

Date: ____/____/____

	Draft Rating Policy	
	Version Adopted by Council:	TBC
	Resolution Number:	TBC
	Current Version:	V1.0
	Administered by:	Last Review Date: 2022
	General Manager – Finance and Business	Next Review Date: 2023
Document No: D22/57106	Strategic Objective: Proactive Leadership Strategic and sustainable financial management Proactively engage in Local Government Reform and continuous improvement.	

1. Objective

1.1 Section 123 of the *Local Government Act 1999* (the Act) requires Councils, as part of the Annual Business Plan, to have a rating policy which must be prepared and adopted each financial year in conjunction with the declaration of rates. The Council's power to raise rates and the framework within which the Council must operate is outlined in Chapter 10 of the Act.

1.2 The purpose of this policy is to: -

- provide a clear understanding of the process for determining rates on an annual basis.
- provide guidance that the Adelaide Plains Council adheres to when setting and collecting rates from its community.

2. Scope

2.1 Council's decision regarding its rating is underpinned by:

- accountability and transparency with its community;
- equitable and fair distribution of the general rate responsibility across the whole community; and
- consistency with Council's strategic and financial direction and budgetary requirements.

2.2 Therefore, this policy outlines the principles governing: -

- Council's revenue raising powers;
- Principles of taxation;
- Method used to value land;
- Adoption of valuations;

1

Note: Electronic version in Council's Electronic Document Management System is the controlled version. Printed copies are considered uncontrolled.

- Differential general rates and fixed charges;
- Service charges;
- Regional Landscape Levy;
- Payment of rates and payment plans;
- Late payment of rates and collection of overdue rates;
- Remission and postponement of rates;
- Rebate of rates; and
- Sale of land for non-payment of rates

3. Definitions

Council – refers to the Adelaide Plains Council;

Contiguous land (adjoining land) are parcels of land which abut (touch) one another or are separated only by certain types of public land. Under section 149 of the Act, for the purposes of rating, land will be considered contiguous where:

- the owner or occupier of all the land concerned is the same;
- all the land is used for the same purpose as defined by the Valuer-General.

Pieces of land will be taken to be contiguous if they abut (touch) one another at any point or if they are separated only by:

- a street, road, lane, footway, court, railway, thoroughfare or travelling stock route;
or
- a reserve or other similar open space dedicated for public purposes.

Strategic Documents – refers to Council’s Strategic Management Plan, Infrastructure and Assets Management Plan and Long-Term Financial Plans

Single Farm Enterprise – A single farm enterprise must be comprised of two or more pieces of rateable land, which are farmland and are occupied by the same person or persons.

Section 152 of the Act defines a “single farm enterprise” as:

- a) a land which is used wholly or mainly for the business of primary production as a single enterprise and is occupied by the same person or persons. The land which constitutes the single farm enterprise need not be adjoining parcels of land.
- b) Where the land has upon it a dwelling which is used as a principal place of residence for one of the occupiers, the land with the dwelling must adjoin at least one of the other pieces of land used for the single farm enterprise.

- c) If different persons occupy any of the allotments which constitute the farm, then a single farm enterprise does not exist.

The definition imposes an absolute requirement that all of the occupiers must be the same for all the allotments comprising the single farm enterprise (regardless of who may own the land).

Where multiple dwellings are located on a farming enterprise it will be necessary for Councils to be advised of every occupier in order to assess whether a single enterprise exists.

4. Policy Statement

4.1 What are Rates?

- 4.1.1 Rates are levied as a tax on property in accordance with the provisions of the Act. They constitute a system of taxation for Local Government purposes.
- 4.1.2 Rates are not a service or user charge. For example, some property owners may choose to not use the library, but nevertheless make a contribution to the library service through their rates.
- 4.1.3 Because rates are levied on the value of property, those in higher valued properties pay more in rates than those in lower valued properties.

4.2 Strategic Focus

- 4.2.1 In adopting its rates for the 2022/2023 Financial Year, Council has considered its Strategic Plan 2021-2024, the current economic climate, specific issues faced by the community and the budgetary requirements for the financial year.

4.3 Council's Revenue Raising Powers

- 4.3.1 The Act provides for a Council to raise revenue for the broad purposes of the Council through a general or differential rate which applies to all rateable land.
- 4.3.2 In accordance with the Act, all land within a council area is rateable, except for land specifically exempt under Section 147 (2) of the Act. This includes;
 - unalienated Crown land;
 - land used or held by the Crown or an instrumentality of the Crown for a public purpose (including an educational purpose), except any such land—
 - o that is held or occupied by the Crown or instrumentality under a lease or licence; or
 - o that constitutes domestic premises;

- land (not including domestic or residential premises) occupied by a university established by statute;
- land that is exempt from rates or taxes by virtue of the Recreation Grounds Rates and Taxes Exemption Act 1981;
- land occupied or held by the council, except any such land held from a council under a lease or licence;
- land occupied by a subsidiary where the land is situated in the area of the council that established the subsidiary or a constituent council (as the case may be);
- land occupied or held by an emergency services organisation under the Fire and Emergency Services Act 2005; and
- land that is exempt from council rates under or by virtue of another Act.

4.3.3 The Act provides for rates to be assessed against any piece or section of land subject to separate ownership or occupation and requires that the division of land for the purposes of establishing separate ownership and occupation be made fairly and in accordance with principles and practices that apply on a uniform basis across the area of the council.

4.4 Principles of Taxation

4.4.1 This Policy represents the Council's commitment to balancing the five main principles of taxation:

- **Benefits received** (i.e. services provided, or resources consumed). Reliance on this principle suggests that (all other things being equal) a person who received more benefits should pay a higher share of tax. Ratepayers should receive some benefit from the tax paid, but not necessarily to the extent of tax paid as rates are not a fee-for-service.
- **Capacity to pay.** This principle suggests that a person who has less capacity to pay should pay less; and that persons of similar means should pay similar amounts.
- **Administrative simplicity.** This principle refers to the costs involved in applying and collecting the tax and how difficult it is to avoid. The tax must also be understandable and easy to collect.
- **Economic efficiency.** This refers to whether or not the tax distorts economic behavior. For example, a tax which is designed to change behavior, and the behavior changes, then the tax is considered efficient.
- **Policy consistency.** The principle that taxes should be internally consistent, and based on transparent, and predictable rules.

4

Note: Electronic version in Council's Electronic Document Management System is the controlled version. Printed copies are considered uncontrolled.

4.4.2 These principles may be in conflict with each other. Therefore, the Council must strike a balance between the:

- application of the principles of taxation;
- policy objective of levying rates;
- need to raise revenue; and
- the effect of the tax on the community.

4.4.3 The Council has considered each principle when determining its Rating Policy.

4.5 Method Used to Value Land

4.5.1 Pursuant to Section 151 of the Act, Councils may adopt one of three valuation methodologies to value the land in its area. They are:

- **Capital Value** – the value of the land and all of the improvements on the land;
- **Site Value** - the value of the land and any improvements which permanently affect the amenity of use of the land, such as drainage works, but *excluding* the value of buildings and other improvements; and
- **Annual Value** – the valuation of the rental potential of the land.

4.5.2 Local Government reforms passed through SA Parliament will see site value removed as an option from the 2024/2025 Financial Year.

4.5.3 Council resolved to use Capital Value for the purpose of valuing land within the council area for the 2022/2023 Financial Year.

4.5.4 Council considers that this method of valuing land provides the fairest method of distributing the rates across all ratepayers because:

- property value is a good indicator of wealth. Capital Value, which closely approximates the market value of a property, provides the best indicator of overall property value;
- as a measure of wealth, it most closely reflects property owners' capacity to pay; and
- it accords with the taxation principle, that people should contribute to the community social and physical infrastructure, in accord with their capacity to pay, as measured by property wealth.

4.5.5 Site value (value of land only) and annual value (value of rental potential of property) are not considered appropriate for the Council.

4.6 Adoption of Valuations

4.6.1 The Council adopts the Capital Valuations as assessed by the State

5

Note: Electronic version in Council's Electronic Document Management System is the controlled version. Printed copies are considered uncontrolled.

Valuation Office, effective at 1 July as the Capital Value of each property.

- 4.6.2 If a ratepayer is dissatisfied with the valuation made by the Valuer-General then they may object to the Valuer-General in writing within 60 days of receiving the first notice of the valuation, explaining the basis for the objection - provided they have not:
- previously received a notice of this valuation under the Act, in which case the objection period is 60 days from the receipt of the first notice; or
 - previously had an objection to the valuation considered by the Valuer-General.
- 4.6.3 The sixty (60) day objection period may be extended by the Valuer-General where it can be shown there is reasonable cause. Contact details to lodge an objection are included on the Rates Notice sent by the Council.
- 4.6.4 The Council has no role in this process. It is also important to note that the lodgment of an objection does not alter the due date for payment of rates. Rates must be paid in accordance with the Rate Notice unless otherwise notified by the Council.
- 4.6.5 If an objection is upheld and a new value issued by the Office of the Valuer General, rates will be adjusted accordingly for the current financial year and an amended rate notice will be issued.
- 4.6.6 Retrospective adjustments will not be made for prior financial years.

4.7 Differential General Rates

- 4.7.1 Every resident will benefit from the general amenity of the Council area in some way, whether that is at the present time or in the future. The amenity includes the local economy, general Council operations and the option to use Council facilities.
- 4.7.2 However, Council has assessed that the level of differential rating imposed is governed in part by the;
- ability to pay;
 - the potential for income tax deductions; and
 - the perception of accessibility or usability of council services by the residents and consumers.
- 4.7.3 To this end, Council has determined the following.

a) Commercial Properties

Commercial properties generally have available to them, their employees and customers the same services as other ratepayers. However, in most cases commercial users have a greater impact on the

6

Note: Electronic version in Council's Electronic Document Management System is the controlled version. Printed copies are considered uncontrolled.

main services such as road maintenance and generally derive a greater benefit from the services provided. In addition, commercial properties have potential taxation benefits.

b) Industrial Properties

Industrial properties generally have available to them, their employees and customers the same services as other ratepayers. However, in most cases industrial users have a greater impact on the main services such as road maintenance and generally derive a greater benefit from the services provided, particularly where, for example, large amounts of raw or unrefined product is delivered to site for processing utilising Council's infrastructure. Similar to commercial properties, industrial properties have potential taxation benefits.

c) Primary Production Properties

Primary Production properties tend to be more remote from some of the services provided by Council. In terms of infrastructure adjacent to their properties, they may not have sealed or formed roads, footpaths or street lighting. However, they do have capacity to enjoy the formed roads, footpaths or street lighting and enjoy the same level of amenity as other residents of the Council area. Primary production properties also have potential taxation benefits.

4.7.4 Pursuant to Section 153 of the Act, the Council can impose a general rate on all rateable land/or a differential rate based on location of land and/or the use to which the land is put. In applying the equity and benefit principles, the Council will apply a differential rate based on the use of the land.

4.7.5 Land use categories as provided in the *Local Government (General) Regulations 1999* (regulation) are used as the basis of Council's general rate calculation.

4.7.6 Definitions of land use are prescribed by regulation and are categorised as follows for rating purposes:

- Residential;
- Commercial – Shop;
- Commercial – Office;
- Commercial – Other;
- Industrial – Light;
- Industrial – Other;
- Primary Production;
- Vacant Land; and,

7

Note: Electronic version in Council's Electronic Document Management System is the controlled version. Printed copies are considered uncontrolled.

- Other

- 4.7.7 If a ratepayer believes a particular property has been incorrectly classified as to its land use, then an objection may be made to the Council within sixty (60) days of being notified of the land use classification.
- 4.7.8 It is important to note that the lodgment of an objection does not alter the due date for the payment of rates. Rates must be paid in accordance with the Rate Notice unless otherwise notified by the Council.
- 4.7.9 For the 2022/2023 Financial Year, the Council determined that the following differential rates will be applied to all of its rateable assessments:

Land Use	Differential Rate Cents-in-the-Dollar	Relativity against Residential Rates
Residential, Vacant land & Other	0.0044094	100%
Commercial & Industry	0.0057318	130%
Primary Production	0.0040086	91%

4.8 Fixed Charge

- 4.8.1 Section 152 of the Act permits Council to impose a fixed charge. Adelaide Plains Council's rates are made up of both a fixed charge component and a variable (differential general rates) charge.
- 4.8.2 Council considers it appropriate that all rateable properties make a base level contribution (Fixed Charge) to the cost of providing Council services and to the cost of creating and maintaining the physical infrastructure that supports each property.
- 4.8.3 If two or more pieces of rateable land are *contiguous*, ratepayer may be eligible for a reduction in the fixed charge component of annual rates, meaning you only pay one fixed charge across all applicable properties.
- 4.8.4 Ratepayer will still be required to pay the *variable charge* for each piece of rateable land.
- 4.8.5 If two or more pieces of rateable land within the area of the council constitute a *single farm enterprise*, only one fixed charge may be imposed against the whole of the land.
- 4.8.6 As per the Act, Council is limited to the amount that can be raised by the fixed charge in that it cannot raise more than 50% of its general rate revenue from the fixed charge component.
- 4.8.7 In the 2022/2023 Financial Year, Council adopted a fixed charge of \$123.20. This equates to approximately 6% of general rate revenue.

4.9 Service Charges

- 4.9.1 Council provides specific services for the benefit of specific properties for which service charges are applied.
- 4.9.2 Services charges may be raised to cover the cost of establishing, operating, maintaining, improving, and replacing such services.
- 4.9.3 Funds raised may not be immediately required until future capital expenditure is necessary for renewing or replacing assets used in the provision of the service. Council imposed the following service charges for the 2022/2023 Financial Year.

4.9.4 Community Wastewater Management Scheme (CWMS)

- 4.9.4.1 Council operates two (2) CWMS in Mallala and Middle Beach under a license from The Essential Services Commission of South Australia (ESCOSA).
- 4.9.4.2 ESCOSA has determined that the common effluent drainage schemes (i.e. CWMS) that the council provides are a regulated service and as such charges applied by councils are effectively oversighted by ESCOSA.
- 4.9.4.3 ESCOSA's responsibility is to ensure that councils charge a fair price (that complies with sound economic and equity principles) on an ongoing basis.
- 4.9.4.4 Councils set their own charges but ESCOSA can provide directions and seeks to be satisfied that prices determined are reasonable and appropriate.
- 4.9.4.5 In accordance with South Australian and other states commitments, ESCOSA requires that council's pricing methodology is not in conflict with the National Water Initiative (NWI) principles/objectives.
- 4.9.4.6 All revenue raised from the CWMS service charge must be used to cover the cost to the Council of establishing, operating, maintaining, improving, and replacing (including by future capital works) the CWMS service.
- 4.9.4.7 The service charge for CWMS is calculated using the Code for Establishing and Applying Property Units for the Imposition of Annual Services Charges for CWMS.
- 4.9.4.8 In the 2022/2023 financial year, the CMWS service charge for Mallala and Middle Beach is \$692 and \$456 per property unit respectively on all land to which the Council provides or makes available the service.

4.9.5 Kerbside Waste Collection and Recycling Charge

- 4.9.5.1 Council provides a three-bin refuse collection service (Domestic

9

Note: Electronic version in Council's Electronic Document Management System is the controlled version. Printed copies are considered uncontrolled.

Waste, Recycling and Organic) within the townships of Mallala, Two Wells and Dublin and a two-bin refuse collection service (Domestic Waste and Recycling) in rural and coastal settlement areas.

4.9.5.2 The service is provided to those ratepayers in Council's area that are able to access the service along the designated collection routes.

4.9.5.3 Where the service is provided to rebated land, a service charge is still levied against the land.

4.9.5.4 Some residents may have to utilise one of the collection points to have their bin emptied as the waste collection truck does not traverse all roads in the district.

4.9.5.5 Those residents are entitled to the following waste levy reductions if the resident's collection point is greater than 500 meters from the access point to their land: -

- If greater than 500 meters but no more than 2 kilometers from the resident's access point to their land, 75% of the annual levy is charged;
- If greater than 2 kilometers but less than 5 kilometers, 50% of the annual levy is charged; and
- If 5 kilometers or more from the resident's access point to their land, no annual levy is charged.

4.9.5.6 The waste levy is *mandatory* for properties located within the townships of Mallala, Two Wells and Dublin.

4.10 Regional Landscape Levy

4.10.1 The Regional Landscape Levy is a State Government tax which the Council is required to collect under the *Landscape South Australia Act 2019*, in order to make a specified contribution to the funding of the operations of the Green Adelaide Board.

4.10.2 Revenue collected from this levy is not retained by the Council and the Council does not determine how the revenue raised is allocated by the State Government.

4.10.3 The Council's contribution to the Green Adelaide Board is collected from property owners through a separate rate, the Regional Landscape Levy, based on Capital Value. The rate is fixed and calculated to raise the equivalent amount as Council's share to be contributed to the Green Adelaide Board, taking into account any rebates/remissions under Section 159-166 of the Act.

4.10.4 The Regional Landscape Levy is separate to the General Rates levied by the Council.

10

Note: Electronic version in Council's Electronic Document Management System is the controlled version. Printed copies are considered uncontrolled.

- 4.10.5 For the 2022/2023 Financial year, the Council will collect \$0.197m for the payment of the State Government Regional Landscape Levy. The Regional Landscape Levy has been set at 0.008204 cents-in-the-dollar against all rateable properties.

4.11 Payment of Rates

- 4.11.1 Rate Notices are issued to the principal ratepayer either by post or by email to an address nominated by the Principal Ratepayer 30 days prior to the due date of each instalment (unless paid in full by the due date of the first instalment).
- 4.11.2 Council rates will be due in four instalments in the months of September, December, March and June. The exact date that rates fall due are detailed on the Rates Notice. Alternatively, the total outstanding balance of rates may be paid in full at any time.
- 4.11.3 Any ratepayer who may, or is likely to, experience difficulty with meeting the standard instalments due dates can contact the Council's Rates Officer to discuss alternative payment arrangements. Such enquiries are treated confidentially by the Council.
- 4.11.4 Fines and interest are still levied in accordance with the Act while there is an arrears balance.
- 4.11.5 The council provides various methods to enable the payment of rates. which are detailed on the rates notice.

4.12 Payment Plans

- 4.12.1 If a ratepayer is experiencing difficulties meeting rates payments on time and are experiencing financial hardship, a payment plan can be organised with the ratepayer by the Rates Officer.
- 4.12.2 However, all payment arrangements/plans shall be determined on the merits of each individual case. Recovery action for overdue rates will be suspended whilst the terms/conditions of the payment plan are being met.
- 4.12.3 Each payment plan shall specify the amounts of each regular payment and the dates by which each payment must be made to Council. Payments under a plan should be of regular amounts- and be payable at regular intervals.
- 4.12.4 All payments plans can be approved by the Rates Officer or the equivalent delegate.
- 4.12.5 If ratepayer fails to honour the payment plan or contact Council, the arrangement may be terminated and the full amount of the outstanding rates and charges and accrued interest shall be due and payable immediately.
- 4.12.6 A maximum of three defaults applies for any one financial year. Further action may be taken for recovery of the amount due through Council debt collection agency without further notice to the ratepayer.

4.13 Late Payment of Rates

- 4.13.1 If the Council does not receive quarterly rates instalment in full on or before the due date of the instalment, fines (and interest) will apply in accordance with the provisions of the Section 181 (8) of the Act.
- 4.13.2 When paying online (via Council website, Bpay or Australia Post), ratepayers need to be mindful that it can take up to 72 hours for funds to be transferred to Council.
- 4.13.3 It is the ratepayer's responsibility to ensure payment is received by Council on or before the due date of each instalment.
- 4.13.4 If an instalment of rates is not paid on or before the date on which it falls due, the instalment:
- will be regarded as being in arrears;
 - will incur a fine of 2% as prescribed under Section 181(8)(b) of the Act of the amount of the instalment, applied immediately after the due date of the instalment; and
 - on the expiration of each full month from that date, will incur interest at the prescribed percentage as per the Act of the amount in arrears (including the amount of any previous unpaid fine and including interest from any previous month).
- 4.13.5 The Council will consider applications for remissions of fines in certain extenuating circumstances. A request for waiver of fines should be made in writing, setting out detailed reasons why a fine remission has been requested.
- 4.13.6 Council allows a further two working days after the due date for payment as a grace period. Thereafter late payment fines are applied in accordance with the Act.

4.14 Collection of Overdue Rates

- 4.14.1 Steps will be taken to recover overdue rates including fines and interest as per Council's Rates Arrears and Debtor Management Policy.
- 4.14.2 When Council receives a payment in respect of overdue rates, Council applies the money received as follows:
- **First** – in payment of any costs awarded to, or recoverable by, the Council in any court proceedings undertaken by the Council for the recovery of the rates;
 - **Second** – in satisfaction for any liability for interest;
 - **Third** – in payment of any fine;
 - **Fourth** – in satisfaction of liabilities for rates in the order in which those liabilities arose in payment of rates, in date order of their imposition (starting with the oldest account first).

12

Note: Electronic version in Council's Electronic Document Management System is the controlled version. Printed copies are considered uncontrolled.

4.15 Remission and Postponement of Rates

4.15.1 Postponement of Rates - Hardship

Section 182 of the Act permits Council, on the application of the ratepayer, to partially or wholly remit rates or to postpone rates, on the basis of hardship.

Where a ratepayer is suffering hardship in paying rates they are invited to contact Council's Rates Officer to discuss the matter. Such enquiries are treated confidentially by Council.

4.15.2 Seniors Rate Postponement

Section 182A of the Act provides the option for State Senior Card holders to apply to postpone part of their council rates on a long-term basis.

The deferred amount is subject to a monthly interest charge at the prescribed percentage rate), with the accrued debt being payable on the disposal or sale of the property.

Postponement is similar to a reverse mortgage by relying on the equity in the property.

A ratepayer who has a State Seniors Card may apply for postponement of council rates payable on property they own:-

- if it is their principal place of residence; and
- if no other person other than their spouse has an interest as owner of the property; and
- there is appropriate equity in the property.

Further information can be obtained from Council's Rates Officer.

4.16 Rebate of Rates

4.16.1 Section 159 to 165 of the Act requires councils to rebate the rates payable for certain land uses. This includes a 100% rate rebate granted on places of worship, public cemeteries, hospitals and land occupied by universities, and 75% rate rebates have been granted on educational facilities (subject to some qualifications).

4.16.2 Discretionary rebates may be applied by the Council under section 166 of the Act. Council annually considers rate rebates and for the 2022/2023 Financial Year has rebated rates charged to various district community and sporting organisations.

4.17 Sale of Land for Non-Payment of Council Rates

4.17.1 Section 184 of the Act provides that a council may sell any property where the rates have been in arrears for three (3) years or more, and Council has unsuccessfully pursued all reasonable attempts to secure payment.

Note: Electronic version in Council's Electronic Document Management System is the controlled version. Printed copies are considered uncontrolled.

4.17.2 Before a Council sells land in pursuance of this section, it must send a notice to the principal ratepayer at the address appearing in the assessment record stating:-

- the period for which the rates have been in arrears; and
- the amount of the total liability for rates presently outstanding in relation to the land; and
- that if that amount is not paid in full within one (1) month of service of the notice (or such longer time as the Council may allow), the Council intends to sell the land for non-payment of rates.

4.17.3 Except in extraordinary circumstances, Council enforces the sale of land for arrears of rates, in accordance with the Local Government Act.

5. Related Documents

Local Government Act 1999

Section 133 – Sources of Funds

Section 146-166 – Rates and Charges on Land

Sections 182 and 182A – Remission and postponement of Rates

Local Government (Financial Management) Regulations 2011.

Regulations 5 – Long-term Financial Plans

Regulation 6 – Annual business plans

Regulation 7 – Budgets

Local Government (General) Regulations 1999

Landscape South Australia Act 2019

Local Government Financial Sustainability Paper 20 - Rating and Other Funding Policy Options (Revised August 2020)

Rates Arrears and Debtor Management Policy

Funding Policy

Strategic Plan 2021-2024

Annual Business Plan and Budget

Long Term Financial Plan

Local Government Association's CWMS Accounting Principles - The Costing and Pricing of CWMS

6. Records Management

All documents relating to this Policy will be registered in Council's Electronic Document and Record Management System, and remain confidential where identified.

Note: Electronic version in Council's Electronic Document Management System is the controlled version. Printed copies are considered uncontrolled.

7. Document Review

This Policy will be reviewed annually to ensure legislative compliance and that it continues to meet the requirements of Council, its activities and programs.

8. Further Information

Members of the public may inspect this Policy free of charge on Council's website at www.apc.sa.gov.au or at Council's Principal Office at:

2a Wasleys Road, Mallala SA 5502

A copy of this Policy may be obtained on payment of a fee.

Any queries in relation to this policy must be in writing and directed to the Chief Executive Officer.

	Disposal of Land and Other Assets Policy	
	Version Adoption by Council:	22 June 2020 <u>TBC</u>
	Resolution Number:	2020/184 <u>TBC</u>
	Current Version:	V3 <u>V4</u>
	Administered by:	Last Review Date: 2020 <u>2022</u>
	General Manager Finance and Business	Next Review Date: 2022 <u>2024</u>
Document No: D22/13911 <u>D20/22055</u>	Proactive Leadership<u>Strategic Outcome:</u> 4.2 Growing Economy 4.3 Great Places and Infrastructure 4.5 Accountable & Sustainable Governance <u>Strategic and sustainable financial management</u>	

1. Objective

- 1.1 The purpose of this Policy is to establish a framework of broad principles relating to the disposal of ~~identified~~ Land and other Assets. This Policy will assist in ensuring a consistent, fair and transparent approach is maintained when disposing of Council owned Land and other Assets.
- 1.2 This Policy seeks to:
 - 1.2.1 define the methods by which ~~land~~ Land and ~~assets~~ other Assets are disposed of;
 - 1.2.2 demonstrate accountability and responsibility of Council to ratepayers;
 - 1.2.3 be fair and equitable to all parties involved;
 - 1.2.4 enable all processes to be monitored and recorded; ~~and~~
 - 1.2.5 ensure that the best possible outcome is achieved for Council; ~~and-~~
 - 1.2.6 ensure alignment to Council's Suite of Strategic Management Plans.
- 1.3 Section ~~49(1)(d)~~49 (a1) of the Local Government Act 1999 (the Act) requires Council to develop and maintain policies, practices and procedures directed towards:
 - 1.3.1 obtaining value in the expenditure of public money; ~~and~~
 - 1.3.2 providing for ethical and fair treatment of participants; ~~and~~
 - 1.3.3 ensuring probity, accountability and transparency in procurement operations.

2. Scope

This Policy relates to the disposal of ~~identified~~ Council owned Land and other Assets.

In compliance with section 49 of the Local Government Act 1999 (the Act), Council should refer to this Policy when disposing of Land and other Assets.

Note: Electronic version in CM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

This Policy **does not apply** to land sold by Council for the non-payment of rates or the disposal of goods which are not owned by Council (such as abandoned vehicles). These are dealt with separately under the Act.

3. Definitions

In this Policy, unless the contrary intention appears, these words have the following meaning.

Asset means any physical item that the Council owns and that has at any time been treated pursuant to the Australian Accounting Standards as an 'asset', and includes Major Plant and Equipment and Minor Plant and Equipment. It does not include financial investments or finance related activities, trees or Land.

Land includes community land, vacant land, operational land, road reserves, any legal interest in land, and any other land-related assets, including all buildings (community and operational) on Land.

Major Plant and Equipment includes all major machinery and equipment owned by the Council. It includes all trucks, graders, other operating machinery, fleet vehicles and major plant items. It does not include Minor Plant and Equipment.

Minor Plant and Equipment includes all minor plant and equipment owned by Council. It includes all loose tools, store items, furniture, second hand items removed from Major Plant and Equipment (such as air conditioners, bricks and pavers), ~~and~~ surplus bulk items (such as sand and gravel) and all information technology and communication equipment (such as ipad, mobile phones, laptops, computers and excludes leased equipment).

4. Policy Statement

4.1 Council must have regard to the following principles in its disposal of Land and Assets:

4.1.1 Encouragement of open and effective competition:

4.1.2 Obtaining Value for Money

a. This is not restricted to price alone. An assessment of value for money must include consideration of (where applicable):

- the contribution to Council's ~~long-term~~long-term financial plan and strategic management plans;
- any -relevant direct and indirect benefits to Council, both tangible and intangible;
- efficiency and effectiveness;
- the costs of various disposal methods;
- internal administration costs;
- risk exposure; and
- the value of any associated environmental benefits.

4.1.3 Ethical Behaviour and Fair Dealing

Council is to behave with impartiality, fairness, independence, openness and integrity in a way which appropriately manages conflicts of interest in all discussions and negotiations.

4.1.4 Probity, Accountability, Transparency and Reporting

Note: Electronic version in CM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

4.1.5 Ensuring compliance with all relevant legislation.

5. Considerations Prior to Disposal of Land and Assets

Any decision to dispose of Land and Assets will be made after considering (where applicable):

- 5.1 the usefulness of the Land or ~~Asset~~;
- 5.2 the current market value of the Land or Asset;
- 5.3 the annual cost of maintenance;
- 5.4 any alternative future use of the Land or Asset;
- 5.5 any duplication of the Land or Asset or the service provided by the Land or Asset;
- 5.6 any impact the disposal of the Land or Asset may have on the community;
- 5.7 any cultural or historical significance of the Land or Asset;
- 5.8 the positive and negative impacts the disposal of the Land or Asset may have on the operations of the Council;
- 5.9 the ~~long term~~long-term plans and strategic direction of the Council;
- 5.10 the remaining useful life, particularly of an Asset;
- 5.11 a benefit and risk analysis of the proposed disposal;
- 5.12 the results of any community consultation process;
- 5.13 any restrictions on the proposed disposal;
- 5.14 the content of any community land management plan; and
- 5.15 any other relevant policies of the Council, including its Financial Controls Policy and Prudential Management Policy and strategies.

6. Disposal Methods

6.1 Disposal of Land

- 6.1.1 The Council may resolve to dispose of Land.
- 6.1.2 Where the Land forms or formed a road or part of a road, the Council must ensure that the ~~land-Land~~ is closed under the Roads (Opening and Closing Act) 1991 (SA) ~~(the Act)~~ prior to its disposal.
- 6.1.3 Where Land is classified as community ~~land~~Land, the Council must:
 - 6.1.3.1 undertake public consultation in accordance with the Act and the Council's public consultation policy.
 - 6.1.3.2 ensure that the process for the revocation of the classification of ~~land-Land~~ as community ~~land~~Land has been concluded prior to its disposal.
 - 6.1.3.3 comply with all other requirements under the Act in respect of the disposal of community ~~land~~Land.
- 6.1.4 Council will use a disposal method that considers:
 - 6.1.4.1 the number of known potential purchasers of the ~~land~~Land

Note: Electronic version in CM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

- 6.1.4.2 the original intention for the use of the ~~land~~Land
- 6.1.4.3 the current and possible preferred future use of the ~~land~~Land
- 6.1.4.4 the opportunity to promote local economic growth and development
- 6.1.4.5 responsibility, operation efficiency and urgency of the disposal
- 6.1.4.6 the total estimated value of the disposal
- 6.1.4.7 easement requirements, access to ~~land~~Land, existing or future infrastructure needs and service authority requirements.
- 6.1.4.8 compliance with statutory and other obligations
- 6.1.5 Council will, where appropriate and through the use of appropriate delegations, dispose of ~~land~~Land through one of the following methods:
 - 6.1.5.1 expressions of interest - seeking expressions of interest for the ~~land~~Land.
 - 6.1.5.2 select tender - seeking tenders from a selected group of persons or companies.
 - 6.1.5.3 open tender or market sale - openly seeking bids through tenders or market sale methods, including public auction by engaging the services of a licensed real estate agent or auctioneer in accordance with the Council's Procurement Policy.
 - 6.1.5.4 by negotiation – with owners adjoining ~~land~~Land or others with a pre-existing interest in the ~~land~~Land, or where the ~~land~~Land is to be used by a purchaser whose purpose for the ~~land~~Land is consistent with the Council's strategic objectives for the ~~land~~Land.
- 6.1.6 Council will not dispose of ~~land~~Land to any Council Member, or employee of the Council who has been involved in any process related to a decision to dispose of the ~~land~~Land and/or the establishment of a reserve price.
- 6.1.7 If ~~land~~Land is to be auctioned or placed on the open market or disposed of by an expression of interest then (unless the Council resolves otherwise) at least one independent valuation must be obtained to establish the reserve price for the ~~land~~Land. The independent valuation must be made no more than ~~126~~ months prior to the proposed disposal and must take into account current and future ~~land~~Land zoning.
- 6.1.8 If ~~land~~Land is to be disposed of via a select tender or direct sale, then (unless the Council resolves otherwise) an independent valuation must be obtained to ensure that an appropriate market value is obtained. The independent valuation must be made no more than ~~126~~ months prior to the proposed disposal.
- 6.1.9 The Council will seek to dispose of ~~land~~Land at or above current market valuation by whichever method is likely to provide the Council with a maximum return, unless there are reasons for the Council to accept a lesser return which is consistent with the Council's overall strategic direction. These reasons must be documented in writing.
- 6.1.10 If the disposal is not to be on the open market, the disposal should be at or above the current market valuation (with due regard to all associated costs to achieve the transaction or such other amount as the Council resolves).
- 6.1.11 Where the Council proposes to dispose of Land through the grant of a leasehold interest, the Council must have complied with its obligations under the Act, including its public consultation obligations under the Act.

Note: Electronic version in CM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

6.2 Assets Disposal

6.2.1 The sale of Assets (vehicles, major plant and equipment, minor plant, stock and equipment) will be the responsibility of the relevant Council Officer who is responsible for those Assets. The Council Officer must hold the necessary delegation of authority. For the purpose of ensuring that Council's Asset Register and Finance and Business Department have accurate data, the Council Officer must notify the General Manager – Finance and Business, in writing, the details of any ~~asset~~ Asset disposal.

6.2.2 The Council will use a method that considers:

- 6.2.2.1 the public demand and interest in the relevant Asset
- 6.2.2.2 the method most likely to return the highest revenue
- 6.2.2.3 the value of the Asset
- 6.2.2.4 the costs of the disposal method compared to the expected returns; and
- 6.2.2.5 compliance with statutory and other obligations.

6.2.3 Council will, where appropriate and through the use of appropriate delegations, dispose of ~~assets~~ Assets through one of the following methods:

- 6.2.3.1 trade-in – trading in equipment to a supplier
- 6.2.3.2 expressions of interest – seeking expressions of interest from buyers
- 6.2.3.3 select tender – seeking tenders from a selected group of persons, community groups or companies
- 6.2.3.4 public tender – openly seeking bids through tenders
- 6.2.3.5 public auction – advertisement for auction through the local paper and, where appropriate, a paper circulating in the State, or procuring the services of an auctioneer (Refer to Council's Procurement Policy).
- 6.2.3.6 destruction – minor plant, stock and equipment which are not cost effective to dispose of are to be destroyed and binned

6.2.3.7 direct disposal - disposing Assets directly to community groups for example due:-

- The works have been undertaken/Assets installed on land subject to a lease to that community group;
- The works/Assets have limited if no value to a third party;
- Disposal of the works/Assets to the community group will mean that Council has no ongoing responsibility for depreciation, maintenance and repair, replacement or insurance, which will be of financial benefit to Council

6.2.3.8 if none of above listed methods are appropriate, it is intended that Council may use another method, provided Council has considered the factors set out in clause 6.2.2 in selecting that method.

6.2.4 Preference will be given to community groups for disposal of ~~minor~~ Minor plant ~~Plant - stock~~ and ~~equipment~~ Equipment. Where this preference is applied, equipment offered must be serviceable and safe for use.

Note: Electronic version in CM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

- 6.2.5 Council will not dispose of Assets to any Council Member or employee of the Council unless the purchase is via a public tender process or a public auction, and the tender submitted or bid made is the highest.
- 6.2.6 Council will seek to ensure that every opportunity is made to notify the community of the disposal of Assets that are surplus to council requirements and are still serviceable and safe for use.
- 6.2.7 Purchasers of Assets must agree in writing that before purchasing any Asset that no warranty is given by the Council in respect of the suitability and condition of the Asset for the purchaser and that the Council will not be responsible for the Asset in any respect following the sale.

~~7. Minor Plant and Equipment Assets~~

~~7.1 Where minor plant and equipment has not been disposed of through any of the previous processes, the Council shall seek alternative methods of disposal, provided that they are in the interest of the community, transparent and a record of the rationale is retained. Such disposal methods may include:~~

- ~~• trade in on new items;~~
- ~~• auction, independent of new purchase; or~~
- ~~• sale by tender.~~

~~7.2 Where an item has an anticipated value less than \$500, the CEO may determine that the item is disposed of by other means~~

7. Exemption from this Policy

This Policy contains general guidelines to be followed by the Council in the disposal of its Land and Other Assets. There may be circumstances in which disposals pursuant to a tender process will not necessarily deliver the best outcome for the Council, and other market approaches may be more appropriate. In such circumstances, the Council may, by resolution, waive application of this Policy, and pursue a disposal method which will bring the best outcome for the Council. The Council must record its reasons in writing for waiving application of this Policy.

8. Work Health Safety

Council shall ensure the disposal of ~~major and minor plant assets~~Assets occurs in line with Plant Procedure requirements.

9. Related Documents

Public Consultation Policy

~~Elected Member Code of Conduct~~Behavioural Standards for Council Members

Long Term Financial Plan

Strategic Plan

Annual Business Plan and Budget

Note: Electronic version in CM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

Procurement Policy
WHS Plant Procedure
Fixed Assets Accounting Policy
[Internal Financial Controls Policy](#)
[Prudential Management Policy](#)

10. Records Management

All documents relating to this Policy will be registered in Council's Record Management System and remain confidential where identified. The Council must record its reasons for using a specific disposal method in the disposal of any Land or Other Asset.

11. Document Review

This Policy will be reviewed periodically to ensure legislative compliance and that it continues to meet the requirements of Council its activities and programs.

12. References

Local Government Act 1999

Work Health and Safety Act 2012 ~~*WHS Act and Regulations 2012*~~


13. Further Information

Members of the public may inspect this Policy 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 Policy must be in writing and directed to the General Manager Finance and Business.

 Adelaide Plains Council	Credit Card Policy	
	Version Adopted by Council : <u>TBC</u> Resolution Number: <u>2022/090-TBC</u> Current Version: V3 <u>V4</u>	
	Administered by: Chief Executive Officer	Last Review Date: <u>2022</u> <u>2023</u> Next Review Date: <u>2024</u> <u>2025</u>
Document No: D22/ <u>56983</u> 1087	Strategic Objective: Proactive Leadership Strategic and sustainable financial management Proactively engage in Local Government Reform and continuous improvement.	

1. Objective

This Policy provides guidance on how Council's corporate credit cards are to be allocated, used and administered to ensure that the credit cards assist Council in the delivery of its services while minimising the potential for misuse and fraud.

The use of credit cards to make small value purchases is a cost effective purchasing method. Credit card use therefore improves the efficiency of transactions and reduces the administrative burden on Council employees when spending money on behalf of Council, including those who travel on Council business. In the case of expenditure on travel and entertainment, Council credit cards also reduce the likelihood of personal financial burden.

2. Scope

This policy outlines the principles governing the use of Council credit cards and the procedures for the issue and acquittal of credit cards, and extends to Council employees who have the delegated authority to use an Adelaide Plains Council corporate credit card. The cardholder is responsible for the correct use of the card at all times.

No Council credit card may be issued or used except in accordance with this policy.

3. Specific Provisions / Responsibilities

Issue of Credit Cards

- 3.1 Council credit cards may be issued only to approved employees on the authority of the Chief Executive Officer (CEO) or in the case of a credit card for use by the CEO, with the approval of the Mayor.
- 3.2 Credit cards are not to be issued to short-term contractors, consultants, or contract personnel who have contracts that provide for them to be reimbursed costs incurred.

Appropriate Use of Credit Cards and Records Keeping

- 3.3 Only credit cardholders authorised to incur expenditure can approve expenditure on Credit Cards.
- 3.4 Council Credit Cards must not be used to incur personal expenditure, or expenditure on behalf of other organisations, even if the expenditure will be reimbursed at a later date. In the event that a Council credit card is used to pay for personal expenses by accident, the cardholder must reimburse the Council as soon as possible upon being made aware (and in any event, upon receipt of the monthly credit card statement).
- 3.5 The cardholder is the employee whose name appears on the corporate credit card. It is the cardholder's responsibility to adhere to the following:
- ensure use of the credit card is within Council's Procurement policy
 - sign the credit card immediately upon receipt
 - keep the credit card in a secure place
 - keep cardholder and account details up to date
 - retain all original tax invoices, sales vouchers and receipts and register these in Council's Electronic Document and Record Management System.
 - notifying the bank and General Manager – Finance and Business if the card is lost or stolen.
- 3.6 Misuse of a Council Credit Card may lead to the Card being cancelled, and the cardholder may be required to pay restitution to Council and disciplinary action may be taken against the cardholder.
- 3.7 Cardholders are responsible for the safe custody of credit cards and the security of credit card information, and are trusted to spend Council funds prudently.
- 3.8 Cardholders must retain supporting documentation for all expenses incurred on their credit card and acquit their expenses in accordance with the *Credit Card Receipts Procedure*.
- 3.9 Credit cards may only be used for transactions associated with Council business. Misuse of a Council credit card is in breach of this policy and may result in the cancellation or withdrawal of the card and disciplinary action. Misuse includes, but is not limited to:
- Intentionally using the credit card for a private transaction such as a personal purchase or purchases for the sole benefit of the cardholder;
 - Assigning or transferring the credit card to another person;
 - Using the credit card after the cardholder's employment has been suspended or terminated;
 - Using a Council credit card when they are not the cardholder named on the card and without the named cardholders specific written authority;
 - Not complying with Council's procurement policies;
 - Using the credit card for a transaction in excess of budget or for which there are insufficient funds; and
 - Using the credit card for expenditure not previously approved where prior approval was required – e.g. training or travel-related expenses.

2

Note: Electronic version in Council's Electronic Document Management System is the controlled version. Printed copies are considered uncontrolled.

- 3.10 Credit cardholders must return their Council credit card permanently when:
- they leave their employment or engagement with Council, or
 - they no longer require use of a card as part of their duties.
- 3.11 Credit cardholders must return the Council credit card temporarily for safekeeping when:
- their employment with the Council is temporarily suspended pending an investigation.
- 3.12 Council credit cards may be withdrawn or cancelled by the CEO at any time.
- 3.13 Credit limits on Council credit cards is to be a maximum of \$5,000 with each individual limit to be determined by the CEO at the time approval is granted.
- 3.14 Credit cardholders prior to being issued with a Council credit card must sign the Adelaide Plains Council *Credit Cardholder Declaration Form*.
- 3.15 Credit cardholders will not be entitled to any rewards program or access to rewards that may be offered as part of Council incurring expenditure.
- 3.16 It is the responsibility of the credit cardholder to resolve issues of disputed transactions, lost, stolen or replacement cards and immediately report this to the card issuing bank first and advise the General Manager – Finance and Business as soon as practicable thereafter.
- 3.17 Except for the CEO's credit card, and noting that credit cards will generally only be issued to senior management, all of the transactions in monthly credit card statements must be approved by the CEO. With regard to the CEO's credit card, all transactions must be approved by the Mayor.
- 3.18 The approver of credit card transactions is responsible for reviewing and approving all transactions on the credit cards. When reviewing credit card transactions, the approver must consider the appropriateness of expenses and ensure that they comply with Council's *Procurement Policy*.
- 3.19 A report containing the details such as 'Supplier', 'Amount' and 'Description' is presented to the Audit Committee on the Chief Executive Officer's credit card transactions, on a 6-monthly basis.

4. Related Documents

Credit Cardholder Declaration Form

Credit Card Receipts Procedure

Financial Internal Controls Policy

Human Resource Management Policy

Procurement Policy

5. Records Management

All documents relating to this Policy will be registered in Council's Electronic Document and Record Management System, and remain confidential where identified.

3

Note: Electronic version in Council's Electronic Document Management System is the controlled version. Printed copies are considered uncontrolled.

6. Document Review

This Policy will be reviewed periodically to ensure legislative compliance and that it continues to meet the requirements of Council, its activities and programs.

7. References

Section 124 (Accounting Records to be Kept) of the *Local Government Act 1999* (SA)

Section 125 (Internal Control Policies) of the *Local Government Act 1999* (SA)

Procurement Policy

Financial Internal Controls Policy

8. Further Information

Members of the public may inspect this Policy free of charge on Council's website at www.apc.sa.gov.au or at Council's Principal Office at:

2a Wasleys Road, Mallala SA 5502

A copy of this Policy may be obtained on payment of a fee.

Any queries in relation to this policy must be in writing and directed to the Chief Executive Officer.

13 SUBSIDIARY MEETINGS



13.1 GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY - BOARD MEETING HELD 16 FEBRUARY 2023

Record Number: D23/7869

Author: Administration and Executive Support Officer

Authoriser: General Manager - Governance and Executive Office

Attachments:

1. Minutes - Gawler River Floodplain Management Authority - Board Meeting held 16 February 2023 [!\[\]\(10f8862fc183b400327470ea85afe9ae_img.jpg\)](#) 
2. Key Outcomes Summary - Gawler River Floodplain Management Authority - Board Meeting held 16 February 2023 [!\[\]\(4fe307d00a844a23eb14d503e73187bd_img.jpg\)](#) 

OVERVIEW

The purpose of this report is for Council to receive and note the minutes of the Gawler River Floodplain Management Authority meeting held on 16 February 2023.

RECOMMENDATION

“that Council receives and notes the minutes of Gawler River Floodplain Management Authority Meeting held on 16 February 2023.”

MINUTES

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY BOARD

9:45am Thursday 16 February 2023

Adelaide Hills Council – Committee Meeting Room, 36 Nairne Road, Woodside

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 137th meeting of the Board.

1.2 Present

- Mr Ian Baldwin, Independent Board Member, Chair
- Cr Terry-Anne Keen, Adelaide Plains Council, Board Member
- Mr James Miller, Adelaide Plains Council, Board Member
- Cr Malcolm Herrmann, Adelaide Hills Council, Board Member
- Cr Bruce Preece, The Barossa Council, Board Member
- Cr Paul Koch, Town of Gawler, Board Member
- Ms Whendee Young, Town of Gawler, Board Member
- Cr Clint Marsh, City of Playford, Board Member
- Mr Greg Pattinson, City of Playford, Board Member
- Michael Phillips-Ryder, Light Regional Council, Board Member
- Mr David Hitchcock, Executive Officer

1.3 Apologies

- Mr Martin McCarthy, The Barossa Council, Board Member
- Mr Richard Dodson, Light Regional Council, Board Member

1.4 Appointment of Observers

GRB 23/01 Observers
Moved: Cr T Keen
Seconded: Cr C Marsh

That Cr John Lush, Adelaide Plains Council, Deputy Board Member be appointed as Observer.

CARRIED UNANIMOUSLY

1.5 Declarations of Interest

- Cr P Koch advised of a general conflict of interest in item 10.2.
- Mr D Hitchcock advised of a pecuniary interest in item 10.1.
- Mr I Baldwin advised of a pecuniary interest in item 10.2.

Cr Herrmann attended the meeting at 9:55am.

2. Confirmation of Minutes**2.1 GRFMA Ordinary Meeting Minutes**

GB02/23 GRFMA Ordinary Meeting Minutes
Moved: Mr G Pattinson
Seconded: Mr J Miller

That the Minutes of the Gawler River Floodplain Management Authority Board meeting held 8/12/2022 as amended (below), be confirmed as record of that meeting.

- Amendment being: Mr D Welsh was in attendance and to be recorded.

CARRIED UNANIMOUSLY

2.2 Actions on Previous Resolutions

Nil

Ms W Young attended the meeting at 10:00am.

3. Questions on Notice

Nil

4. Motions on Notice

Nil

5. Presentations

Nil

6. Audit Committee

Nil

7. Technical Assessment Panel

Nil

8. Reports**8.1 Gawler River Flood Mitigation, Department for Environment and Water**

GB03/23 Gawler River Flood Mitigation, Department for Environment and Water
Moved: Mr G Pattinson
Seconded: Cr P Koch

That the GRFMA:

- 1. Notes some constituent councils are yet to consider the proposal of financial contribution toward completion of the Gawler River Flood Mitigation Business Case.*
- 2. That the Chair and EO actively engage with constituent council CEO's on achievement of the Business Case*
- 3. Receives a further report at the proposed 16 March 2023 GRFMA special meeting.*

CARRIED UNANIMOUSLY

The current contribution amounts from each Council being:

- Adelaide Hills: \$10,380 (capital contribution percentage 1.73%)
- Light Regional Council: \$52,0202 (capital contribution percentage 8.67%)
- City of Playford: \$100,000

Noting some contributions based on contributions from other Councils also being committed.

8.2 Stormwater Management Plan Progress Report

GB04/23 Stormwater Management Plan Progress Report

Moved: Cr B Preece

Seconded: Cr M Phillips-Ryder

That the GRFMA:

1. *Notes advice from Water Technology that the State of the Catchment Report will be delivered by 17/2/2023 and the Stormwater Management Plan by 24/2/2023.*
2. *Directs the Executive Officer to correspond with Water Technology requesting completion and delivery of suitable documents by dates as advised; and a further letter be forwarded formally advising, without prejudice that should said documents not be provided by the required date, the GRFMA will initiate dispute resolution action as per the 'Contract of Services GRFMA 1/2021'.*

CARRIED

Members requested the Executive Officer to provide email advice of receipt, or otherwise, of the documents by the identified date.

The meeting adjourned at 11:05am for a short break.

The meeting resumed at 11:20am.

8.3 Charter Review 2 Funding Model

GB05/23 Charter Review 2 Funding Model

Moved: Cr C Marsh

Seconded: Cr B Preece

That the GRFMA defers consideration of the principles of the GRFMA Cost Share Model until the 20/4/2023 GRFMA meeting

CARRIED UNANIMOUSLY

8.4 Financial Report

GB06/23 Financial Report

Moved: Cr M Herrmann

Seconded: Cr Paul Koch

That the GRFMA:

1. *Receives the financial report as of 31 January 2023 showing a cash at bank balance of \$97,287.41.*
2. *Notes internal cash lending for CAD offset is \$231,940.*

CARRIED UNANIMOUSLY

8.5 Draft GRFMA Annual Business Plan and Draft GRFMA 2023/2024 Budget**GB07/23 Draft GRFMA Annual Business Plan and Draft GRFMA 2023/2024 Budget****Moved: Cr M Phillips-Ryder****Seconded: Cr C Marsh**

That a special meeting of the GRFMA be held 10am on 16 March 2023 at the City of Playford to facilitate determination of the 2023/2024 GRFMA Annual Business Plan and Budget.

CARRIED UNANIMOUSLY**9. Correspondence**

Nil

10. Confidential

Mr D Hitchcock declared a pecuniary interest in item 10.1 as the matter relates to Executive Officer contract service provision. Mr D Hitchcock left the meeting at 11:53am.

10.1 Executive Officer Review - Interim**GB08/23 Executive Officer Review - Interim****Moved: Cr M Phillips-Ryder****Seconded: Cr B Preece***That:*

- 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, except for:*
 - Observers*

in order to consider in confidence agenda item 10.1 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).

This matter is confidential because the information herein provides commercial terms and conditions for the position of GRFMA Executive Officer.

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

CARRIED UNANIMOUSLY**GB09/23 Executive Officer Review - Interim****Moved: Mr G Pattinson****Seconded: Cr M Herrmann***That the GRFMA:*

- Acknowledges the continuing effective and efficient services provided by the Executive Officer in compliance with the current Consultancy Agreement (Contract No: 1/22).*
- Requests the Chairman to convey the above acknowledgment to the Executive Officer by letter on the Board's behalf for the purpose of this Interim Review.*

3. *Requests the GRFMA Chairperson to include an item for the April 2023 Board Agenda to initiate a review of the Executive Services Consultancy Agreement for the 2024 - 2026 service period.*

CARRIED UNANIMOUSLY

GB10/23 Executive Officer Review - Interim

Moved: Mr J Miller

Seconded: Mr C Marsh

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 Chairperson Review 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.*
 - *Report Attachment for Item 10.1.*
2. *This order shall operate until reviewed and determined as part of the annual review by the Authority in accordance with Section 91(9)(a) of the Local Government Act 1999.*

CARRIED UNANIMOUSLY

Mr D Hitchcock returned to the meeting at 12:03pm.

10.2 GRFMA Chairperson Review

Mr I Baldwin declared a pecuniary interest in item 10.2 as the matter relates to the provision of Chairperson services and remuneration and left the meeting at 12:04pm.

Cr P Koch declared a general conflict of interest in item 10.2 on the basis of having been a work college to Mr Baldwin 17 years previously. Cr Koch noted the declaration for completeness and intended to remain in the meeting and discussion of the item.

Mr J Miller was elected as interim Chairperson for the duration of item 10.2.

GB11/23 GRFMA Chairperson Review

Moved: Cr M Herrmann

Seconded: Cr B Preece

That:

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

in order to consider in confidence agenda item 10.2 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).

This matter is confidential because the information herein provides commercial terms and conditions for the position of GRFMA Chairperson.

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

CARRIED UNANIMOUSLY

GB12/23 GRFMA Chairperson Review**Moved: Cr C Marsh****Seconded: Cr T Keen***That the GRFMA:*

1. *Requests the GRFMA Chairperson Review Panel, forthwith, undertakes a review of the experience, expertise, and qualification requirements of the GRFMA Independent Chair and provide a further report to the 16/3/2023 GRFMA Special Meeting.*
2. *Acknowledges the contribution of incumbent GRFMA Chairperson Mr Ian Baldwin and that his tenure be extended by 6 months from cessation of the current appointment term (1/3/2023 - 1/9/2023) with a concerted focus in this period being on completion of the Business Case, Stormwater Management Plan and Cost Contribution Model.*
3. *Approves provision of an honorarium/sitting fee of \$650 per GRFMA meeting and \$350 per Technical Assessment Panel and key stakeholder meetings requiring GRFMA Chairperson attendance, with a maximum annual honorarium threshold of \$10,500.*
4. *Requests the Independent Chairperson role be 'market tested' by the review panel prior to the conclusion of the extension of the current Chair's tenure expiring (1/9/2023) with the current Chairperson encouraged to apply with the report and associated recommendations to be provided to the GRFMA Board as soon as practicable*
5. *Approves that membership of the review panel will comprise:*
 - a. *James Miller*
 - b. *Bruce Preece*
 - c. *Whendee Young*
 - d. *Michael Phillips-Ryder*
 - e. *Greg Pattinson*

CARRIED UNANIMOUSLY**GB13/23 GRFMA Chairperson Review****Moved: Cr C Marsh****Seconded: Cr M Phillips-Ryder***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 Chairperson Review 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.*
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

Mr J Miller vacated the position as interim Chairperson.

Mr I Baldwin returned to the meeting at 12:50pm.

11. Urgent Matters Without Notice

Chairperson Mr I Baldwin provided comment on the recent Big Map exercise undertaken in conjunction with Disaster Relief Australia.

The meeting supported conduct of further events with a focus on community and Constituent Councils.

Gawler River Floodplain Management Authority

12. Next Meeting

Date and Time: Thursday, 20 April 2023, 9:45am

Host: Light Regional Council

13. Closure

The Chairperson thanked the members for their attendance and contributions and the Adelaide Hills Council as host for the venue and closed the meeting at 12.55 pm

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 – 16 February 2023

Special Meeting 16/3/2023

A special meeting of the GRFMA to be held 10am on 16 March 2023 at the City of Playford to facilitate determination of the 2023/2024 GRFMA Annual Business Plan and Budget.

Gawler River Flood Mitigation Business Case

The meeting noted some Constituent Councils are yet to consider the proposal of financial contribution toward completion of the Gawler River Flood Mitigation Business Case. The matter will be further considered at the 16 March 2023 GRFMA special meeting.

Gawler River Stormwater Management Plan

Water Technology has advised that the State of the Catchment Report will be delivered by 17/2/2023 and the Stormwater Management Plan by 24/2/2023. Should the documents not be provided by the required date, the GRFMA will initiate dispute resolution action as per the Contract of Services: GRFMA 1/202.

Charter Review 2 Funding Model

Consideration of the principles of the GRFMA Cost Share Model was deferred until the 20/4/2023 GRFMA meeting.

Financial Report and BR1

The meeting received the financial report as of 31 January 2023 showing a cash at bank balance of \$97,287.41. Internal cash lending for CAD offset is \$231,940.

GRFMA Chairperson and GRFMA Executive Officer

The meeting initiated a body of work to undertake review of the GRFMA Chairperson and GRFMA Executive Officer positions in preparation for completion of current service tenures, being 1/9/2023 and 31/12/2023 respectively.




14 REPORTS FOR DECISION

14.1 GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY - OVERVIEW AND RISK ASSESSMENT - REPORT 2

Record Number: D23/7241

Author: Chief Executive Officer

Attachments:

1. Some Considerations of the Proposal by Adelaide Plains Council to Withdraw from the Gawler River Floodplain Management Authority, prepared by David Hope, dated September 2017 [↓](#) 
2. Correspondence between Council and Minister for Local Government - Withdrawal Request and Response - 2017 [↓](#) 
3. Correspondence from the GRFMA Chairperson to Council requesting a monetary contribution toward the Business Case, dated 10 February 2023 [↓](#) 

EXECUTIVE SUMMARY

- Council, at its September 2022 ordinary meeting, resolved for the Chief Executive Officer (CEO) to bring back a report for Council Members' consideration regarding '...risks posed in either remaining or withdrawing' from the Gawler River Floodplain Management Authority (GRFMA) (resolution 2022/326).
- As a means of fulfilling his obligations in addressing the resolution, the CEO tabled a detailed report to the December 2022 ordinary meeting of Council to provide context and background on GRFMA-related matters. The CEO then channelled this matter through Council's Audit Committee as a means of ensuring good governance and due diligence underpins Council's decision making.
- Since Council's previous attempt to withdraw from the GRFMA in 2017, Council has been at the forefront of lobbying the GRFMA on a concerted strategic reform agenda with motions having been put by Council delegates into advancing a) a review of the Charter to secure a more equitable cost contribution model and b) a Stormwater Management Plan (SMP) for the broader catchment. Pleasingly, both bodies of work are now heavily advanced as is c) the Department for Environment and Water (DEW)-led Business Case.
- With Council having advocated strongly for the above bodies of work to be undertaken, and mindful that they are still yet to be completed, Council's Audit Committee has formed the view that Council is unable to make an informed and responsible decision at this time regarding 'risks posed in either remaining or withdrawing' due to the fact that Charter Review, SMP and Business Case are incomplete and the full landscape into flood mitigation projects, their relative cost(s) and Council's financial obligations are unknown. As Members will be aware, the Council is, in any event, required by section 6 (a) of the *Local Government Act 1999*, to make representative, informed and responsible decisions. This statutory obligation dovetails with the recommendation and rationale of the Audit Committee.
- As foreshadowed at Council's 30 January 2023 meeting, a decision is required regarding a request from the GRFMA Chairperson (made on behalf of DEW) that constituent councils make a financial contribution toward furthering the Business Case. While an amount of \$100,000 was initially sought, a revised amount is now being sought of \$52,000 and for the

reasons set out in the report, the CEO believes the provision of a monetary contribution is sound, however, on the proviso that all councils make an equal contribution.

- Council Members are advised that the CEO has invited Mr Michael Kelledy of Kelledy Jones Lawyers and Mr Drew Jacobi of Southfront Engineers to the meeting to assist Council in its deliberations, noting that both have already addressed Council's Audit Committee at the meeting held on 13 February 2023.

RECOMMENDATION 1

"that Council, having considered Item 14.1 – Gawler River Floodplain Management Authority - Overview and Risk Assessment - Report 2, dated 27 February 2023, receives and notes the report."

RECOMMENDATION 2

"that Council, having considered Item 14.1 – Gawler River Floodplain Management Authority - Overview and Risk Assessment - Report 2, dated 27 February 2023, notes that the Chief Executive Officer has acted with diligence and prudence in channelling resolution 2022/326 through the 19 December 2022 meeting of Council (extensive background and context), the 30 January 2023 meeting of Council (status update and presentation by GRFMA Chair and Executive Officer) and the 13 February 2023 Audit Committee meeting (sounding board and risk analysis) to enable Council to make an informed and responsible decision on matters concerning the GRFMA, including consideration of risks posed in either remaining or withdrawing from the subsidiary."

RECOMMENDATION 3

"that Council, having considered Item 14.1 – Gawler River Floodplain Management Authority - Overview and Risk Assessment - Report 2, dated 27 February 2023, notes the resolutions adopted by the Audit Committee at its meeting held on 13 February 2023 and in doing so:-

- 1. Acknowledges that the Chief Executive Officer has engaged Mr Michael Kelledy of Kelledy Jones Lawyers and Mr Drew Jacobi of Southfront Engineers to provide input and strategic advice on the matter.**
- 2. Is cognisant of the various resolutions and policy positions adopted by both the Council and Gawler River Floodplain Management Authority (GRFMA) that may influence financial risk and liability on the Council.**
- 3. Notes that Council had previously attempted to withdraw from the GRFMA in 2017 citing concerns regarding:-**
 - i. the GRFMA Charter and associated inequalities regarding funding contributions of constituent councils**
 - ii. the lack of a Stormwater Management Plan for the catchment**
 - iii. a lack of exploration into upstream flood mitigation infrastructure options (ie. raising of Bruce Eastick Dam)**
- 4. Acknowledges that considerable work has been done since Council began lobbying the GRFMA in 2017 to see action taken on addressing 3(i), 3(ii) and 3(iii) above."**

RECOMMENDATION 4

“that Council, having considered Item 14.1 – *Gawler River Floodplain Management Authority - Overview and Risk Assessment - Report 2*, dated 27 February 2023, endorses the position of the Audit Committee that the Council is under a legal obligation to make informed and responsible decisions as it relates to ‘risks posed in either remaining or withdrawing from the subsidiary’, and, at this juncture, Council is not in a position to comply with this obligation. The consideration of risk issues, therefore, will not be reconsidered until the following bodies of work are substantially completed:-

- **GRFMA Charter Review**
- **Stormwater Management Plan**
- **DEW Business Case.”**

RECOMMENDATION 5

“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 (ie. 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.”**

BUDGET IMPACT

Estimated Cost:	\$52 000 as Council’s contribution to the DEW-led Business Case
Future ongoing operating costs:	Nil
Is this Budgeted?	No, however, allocation to be made in 2023/2024 draft Annual Business Plan and Budget

RISK ASSESSMENT

Council Members are advised that a detailed risk analysis is provided for within the body of the report as indeed resolution 2022/326 calls for.

DETAILED REPORT**Purpose**

The purpose of this report is to:-

1. Provide Council Members with the CEO's tranche 2 report into risks posed in either remaining or withdrawing from the GRFMA.
2. In detailing his submission to Council, the CEO, together with legal and engineering counsel, will articulate why determining a definitive position on this question is premature. Further, the CEO will seek Council's endorsement to effectively defer any decision on the matter until work is substantially completed on critical GRFMA and Government-led projects which will influence and inform Council's thinking.
3. Obtain resolution from the Council regarding the provision of a financial contribution toward the Business Case.

Background

At the meeting of Council held on 26 September 2022, a Notice of Motion was presented to the Chamber by a Council Member which was ultimately adopted:-

18.1 Moved Councillor Lush Seconded Councillor Keen 2022/ 326

"that the Chief Executive Officer bring back a report to the first meeting of the new elected body setting out all relevant background and information regarding the Gawler River Floodplain Management Authority, including risks posed (financial, legal, reputation, operational) in either remaining or withdrawing from the subsidiary."

CARRIED

The CEO, as a means of ensuring Council Members were fully informed of all relevant aspects so as to make an informed decision on the matter, tabled a detail report together with a raft of appendices to the 19 December 2022 meeting.

Prior to bringing his tranche 2 report back to Council, the CEO determined it appropriate to channel this item through Council's Audit Committee at its meeting held on 13 February 2023. The Audit Committee, having received addresses from the CEO, Mr Kelledy and Mr Jacobi, adopted the below resolutions:-

6.1 Moved Mayor Wasley Seconded Mr Fairlie-Jones 2023/ 006

"that the Audit Committee, having considered Item 6.1 – Gawler River Floodplain Management Authority – Overview and Risk Assessment, dated 13 February 2023, receives and notes the report and in doing so recommends that Council:-

1. ***Acknowledges that the Chief Executive Officer has brought this matter to the Audit Committee for its consideration and advice.***
2. ***Acknowledges that Mr Michael Kelledy of Kelledy Jones Lawyers and Mr Drew Jacobi of Southfront Engineers have been engaged by Council to provide input and strategic advice to Council on the matter.***

3. ***Is cognisant of the various resolutions and policy positions adopted by both the Council and Gawler River Floodplain Management Authority (GRFMA) that may influence financial risk and liability on the Council.***
4. ***Notes that Council had previously attempted to withdraw from the GRFMA in 2017 citing concerns regarding:-***
 - i. ***the GRFMA Charter and associated inequalities regarding funding contributions of constituent councils***
 - ii. ***the lack of a Stormwater Management Plan for the catchment***
 - iii. ***a lack of exploration into upstream flood mitigation infrastructure options (ie. raising of Bruce Eastick Dam)***
5. ***Acknowledges that considerable work has been done since Council began lobbying the GRFMA in 2017 to see action taken on addressing and advancing 4(i), 4(ii) and 4(iii) above.”***

CARRIED

- 6.1 Moved Mr Fairlie-Jones Seconded Deputy Mayor Strudwicke **2023/ 007**
“that the Audit Committee, having considered Item 6.1 – Gawler River Floodplain Management Authority - Overview and Risk Assessment, dated 13 February 2023, recommends that Council is under a legal obligation to make informed and responsible decisions and the Audit Committee believes that the Council is not in a position to comply with this obligation at this point in time. The Audit Committee recommends that these risk issues not be reconsidered until substantial completion of the GRFMA Charter review, Stormwater Management Plan for the catchment and DEW Business Case Report.”

CARRIED

The CEO will document the Audit Committee’s position and rationale under the *Discussion* component of his report.

Before delving into the issue of risks posed in either remaining or withdrawing from the GRFMA, the CEO believes it prudent to reflect on a body of work undertaken in 2017. Council, in 2017, considered its ongoing affiliation with the GRFMA having adopted an earlier resolution to commence the necessary processes to withdraw. Prior to submitting its request to the Minister for Local Government, Council commissioned Mr David Hope to undertake a prudential assessment into the matter (**Attachment 1**). In addition, Council commissioned Mr Jacobi to undertake a body of work around flood mitigation for the broader catchment (a review of the work being done by the Board at the time).

The Minister, upon considering Council’s request to withdraw dated 19 October 2017, elected to decline approving same in correspondence dated 14 December 2017 (**Attachment 2**) and in doing so strongly encouraged Council to advocate for a review of the Charter (as the inequitable cost contribution model across the constituent councils was, and still is, a concern of this Council).

Taking on board the advice and decision of the Minister, Council has acted strategically and with prudence since this time in leading a strategic reform agenda at Board level. Unfortunately, at the time, the Board elected not to support Council’s motions and this lack of support has cost the

GRFMA considerable, precious time on pivotal bodies of work, not least of which being a review of the Charter and the commissioning of a SMP for the catchment. Those motions are detailed below for Council Members' interest:-

GRB 17/017 Motion on Notice. Review of GRFMA Charter

Comments from members in speaking to and against the motion included.

The proposed \$27 Million Northern Floodway project is a key matter which has initiated this motion. At this time, no council has and nor is any council likely to include any of the relevant council funding contribution in their 2017/18 budget estimates. On current cost estimates most councils do not have financial capacity to fund the proposal.

It is a proposal at the moment and further details on what the actual project entails and the funding parameters needs to be clarified. Also, the Northern Floodway option is not seen as the only solution by constituent councils and there is strong support for a whole of Gawler River 20 ARI and 100 ARI Floodplain management approach.

Review of the constitution to "change" the contribution funding formulae at this time may not necessarily be the best option or only option as clause 10.7 of the GRFMA Charter provides opportunity for future consideration.

Clause 10.7 "The Board on behalf of the Authority may enter into separate funding arrangements with Constituent Councils and with any State or Federal Government or their agencies in respect of any project undertaken or to be undertaken by or on behalf of the Authority".

Moved: Cr Lawrence

Seconded: Cr Picard

That the Gawler River Floodplain Management Authority, having considered the merits or otherwise of advancing a review of its Charter, hereby formally resolves to commence a review of its Charter with a particular focus on the percentage rate contributions for each constituent council. With floodplain mitigation infrastructure currently being investigated and subsequently costed, a review of the Charter is timely insofar as infrastructure costs not unduly influencing the review; effectively the review process remains unfettered. In consideration of advancing the review prior to infrastructure and cost analysis work concluding, the GRFMA believe it appropriate that all constituent councils are firmly made aware of their percentage rate contributions (revised or otherwise) as early as possible and prior to negotiations taking place with both State and Federal Government, particularly as some member councils comprise a small ratepayer base and have a limited capacity to pay.

LOST

Motion on Notice Stormwater Management Plans

Moved: M J Miller. Seconded: Cr M Lawrence.

That the GRFMA act strategically, with due diligence and consistent with principles of corporate and financial governance in its approach to future flood mitigation responsibilities being an approach and direction that will achieve a holistic rather than a 'project by project' approach to flood mitigation for the benefit of the constituent councils and their communities. This strategic approach requires the GRFMA, as a priority and, consistent with the principles and objectives of Schedule 1A to the Local Government Act 1999, to develop a Stormwater Management Plan and to obtain the approval of the Stormwater Management Authority. The preparation of a Stormwater Management Plan to be followed by a review of the GRFMA Charter, the development of a long term financial plan and the consequent update of the business plan all of which will ensure that all constituent councils are able to forward plan with clarity and certainty.

LOST

While the above LOST motions were disappointing at the time, the support of constituent councils into advancing both a review of the Charter and the undertaking of a SMP was eventually secured and both bodies of work have now been heavily advanced. The CEO will talk to both items as part of his analysis under *Discussion*.

The final resolution the CEO wishes to again table is that of Council itself, adopted at its meeting held on 24 May 2021, where Council resolved a strategic position in respect of where it sees the subsidiary's focus ought to rest:-

21.1 Moved Councillor Lush Seconded Councillor Strudwicke **2021/ 207**

“that Council, having considered Item 21.1 – Gawler River Floodplain Management Authority – Issues Overview and State of Play, dated 24 May 2021:

- 1. Expresses disappointment in decisions/inaction of the GRFMA Board since 2017 relative to:***
 - a. failure to act strategically since the October 2016 floods in the preparation of a Strategic Plan, Infrastructure and Asset Management Plan and Long Term Financial Plan, all of which would inform constituent councils' strategic planning documentation;***
 - b. failure to accede to APC's proposed motion to pursue an all of catchment Stormwater Management Plan which, if agreed to at the time, would now have resulted in delivery of same and a suite of priority projects to pursue; and***
 - c. failure to accede to APC's proposed motion to pursue a Charter Review which, if agreed to at the time, would now have resulted in constituent councils fully understanding their respective contributions to new flood mitigation infrastructure;***
- 2. Expresses concerns regarding the development of an abridged Stormwater Management Plan (not all of catchment) as well as the ongoing delivery of the***

State Government's four 'No Regrets' projects and what these initiatives, opposed by APC, will mean from a financial contribution perspective;

- 3. Reinforces its position that the GRFMA ought to return to a singular focus, that being the management and maintenance of the Bruce Eastick Dam; and***
- 4. In consideration of 1 to 3 above, instructs the Chief Executive Officer to formally write to the Chair and Executive Officer of the GRFMA requesting that the focus of the Authority be restricted to the management and maintenance of the Bruce Eastick Dam."***

CARRIED UNANIMOUSLY

It is against this backdrop and the myriad of resolutions, policy positions and on-foot projects of the Board that the issue of risks posed in either remaining or withdrawing from the GRFMA will be analysed and dissected by the CEO.

Discussion

Since Council's previous attempt to withdraw from the GRFMA in 2017, Council has been at the forefront of lobbying the GRFMA on a concerted strategic reform agenda with motions having been put by Council delegates into advancing a) a review of the Charter to secure a more equitable cost contribution model and b) a Stormwater Management Plan (SMP) for the broader catchment. Pleasingly, both bodies of work are now heavily advanced as is the Department for Environment and Water (DEW)-led Business Case.

With Council having advocated strongly for the above bodies of work to be undertaken, and mindful that they are still yet to be completed and/or endorsed by the Board or member councils, Council's Audit Committee has formed the view that Council is unable to make an informed and responsible decision at this time regarding 'risks posed in either remaining or withdrawing' due to the fact that Charter Review, SMP and Business Case are incomplete and the full landscape into flood mitigation projects, their relative cost(s) and Council's financial obligations are unknown.

In analysing risk, the CEO has articulated the issues at play, presented below, with balanced commentary provided from both sides of the equation.

Legal Considerations

- Council will require the approval of the Minister for Local Government to withdraw. Minister Brock handed down his decision in 2017 disallowing Council's departure from the Board and is the incumbent Minister presiding over the local government portfolio.
- Pursuant to Sections 6 and 7 of the Local Government Act 1999, Council has a statutory obligation to '...take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards.'
- The State Government has made its position known regarding the role that it believes local government must play in contributing to flood mitigation. Circumstances have not fundamentally changed since the last time Minister Brock was approached and the current bodies of work being undertaken, either at the behest or the support of Council, further reinforces the likelihood of a refusal to depart until the works are complete and duly considered in terms of the then Council position and exposure.

- The Charter provides for Disputes and should Council at any point in time and on any project wish to activate the dispute resolution clause (clause 21), then it is at liberty to do so.
- Any application for withdrawal would need to be accompanied by a report that identifies the flood mitigation issues for Council within its area and how it proposes to address and fund them moving forward.

Financial Considerations

- Without doubt, the greatest risk to Council rests with the financial impact of future projects and how capital contributions are derived.
- The current cost sharing model is outdated with percentages apportioned to constituent councils inequitable, unfair and unjust; indeed the Water Technology cost contribution model commissioned by the Board reinforces that new weightings and formula ought to be front of mind when considering contributions to new projects. There is unlikely to be agreement on any revised Charter amongst member councils.
- The State Government has made it abundantly clear that local government must play its part in contributing to flood mitigation investigations and, thereafter, flood mitigation infrastructure for the Gawler River catchment. What that amount looks like is unknown as no policy position is currently in place setting out cost apportionment across all three tiers of government.
- Clause 19 of the Charter sets out obligations on constituent councils wishing to withdraw from the GRFMA whereby any council ‘...proposing withdrawal will remain liable for all financial contributions whilst still a constituent council...’
- Council’s Long Term Financial Plan does not account for crippling debt levels that may come from having to contribute to flood mitigation infrastructure and any deviation of funds from core and endorsed Asset Management Plan priorities into GRFMA projects will impact service levels.

Reputation Considerations

- With Council having attempted to withdraw in 2017 from the subsidiary, there is a real reputation risk at play should Council wish to do so again, and not succeed.
- Perhaps the more pertinent observation under *Reputation Considerations* is that Council’s primary concerns that led to its earlier request to withdraw are now being addressed through the extensive body of work being done into the Business Case, SMP and Charter Review. As the Audit Committee has concluded, it would be premature for Council to seek to withdraw without understanding outcomes and priorities and now they may impact Council. Once these bodies of work have been completed, Council may then contemplate its position with all relevant information at its disposal.
- Withdrawing from the GRFMA now would substantially undermine or indeed forfeit APC’s opportunity to shape and influence the recommendations contained within the final Business Case and SMP documents. APC are yet to see these documents in any detail and would reasonably expect the opportunity, along with other Catchments Councils, to consult extensively with Elected Member bodies and communities alike to seek and provide feedback on the proposed scope, impacts, costs and benefits of the recommended actions prior to the finalisation of these documents.

Technical Considerations

- A question posed by a Member of the Audit Committee was ‘how will Council fulfil its obligations into flood mitigation if it obtains the support of the Minister to withdraw?’ From a technical standpoint, being part of a broader subsidiary with greater lobbying power and influence into State Government, the significant body of work currently being undertaken on the Business Case and SMP will provide a strategic blueprint for flood mitigation for constituent councils; a document not possible from a technical perspective if done in isolation, or coming at significant cost. It is for this reason that the CEO believes it appropriate that a contribution be made toward the Business Case of DEW (refer further commentary below).

Operational Considerations

- Flood management on the Gawler River will continue to occur as has been the case for centuries. From an operational standpoint, Council must weigh up the operational costs to Council and its community (infrastructure replacement, impact on economy and Gross Domestic Product and clean-up costs) versus flood mitigation implementation expenditure.

With the CEO having now tabled this item to both the December 2022 and January 2023 ordinary meetings of Council as well as the February 2023 Audit Committee meeting, a high degree of scrutiny and consideration has been channelled into the fundamental question of ‘what are the risks posed in either remaining or withdrawing from the GRFMA?’

Taking on board the advice of the Audit Committee, Mr Kelledy and My Jacobi, the CEO has concluded that the Council ought not make any determinations in relation to either remaining or withdrawing from the subsidiary until work is concluded on the DEW-led Business Case, the Charter Review and the SMP.

Turning to the DEW-led Business Case and as foreshadowed at Council’s 30 January 2023 meeting, a decision is required regarding a request from the GRFMA Chairperson (made on behalf of DEW) that constituent councils make a financial contribution toward furthering the Business Case (**Attachment 3**). While an amount of \$100,000 was initially sought, a revised amount is now being sought of \$52,000 and for the reasons set out in the report under *Technical Considerations*, the CEO believes the provision of a monetary contribution is sound, however, on the proviso that all councils make an equal contribution.

Having duly considered the GRFMA Chairperson’s correspondence dated 10 February 2023 and request for a financial contribution toward the DEW-led Business Case, the CEO recommends that Council allocate an amount not exceeding \$52,000 in Council’s draft 2023/2024 Annual Business Plan and Budget, 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.

Conclusion

The CEO has provided Council Members (and indeed Audit Committee Members) with a full and thorough suite of reports since December 2022 to enable an informed decision on the question of ‘risks posed in either remaining or withdrawing from the GRFMA.’

Against this well considered and carefully managed backdrop, the CEO commends his recommendations provided herein to the Chamber.

References

Legislation

Local Government Act 1999

Council Policies/Plans

2021-2024 Strategic Plan

2022/2023-2032/2033 Long Term Financial Plan

Infrastructure and Asset Management Plans



Some Considerations of the Proposal by Adelaide Plains Council to Withdraw from the Gawler River Floodplain Management Authority

September 2017

Prepared by:

David Hope

Skilmar Systems Pty. Ltd.

Office: 20 Katoomba Road BEAUMONT SA 5066

Phone: 08 8379 0677 Mobile: 0417 876 499

Email: david@skilmar.com.au

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

Table of Contents

Executive Summary	3
Concluding Comments	4
Background	5
The Gawler River Floodplain Management Authority	5
Risk Considerations	7
Financial Considerations	10
Appendix 1 – Constituent Councils and Charter of the GRFMA	14
Constituent Councils	14
Charter of GRFMA	14
Appendix 2 – Prodirections Report of February 2000	28
Appendix 3 – Stylised Extract from AS/NZS ISO 31000:2009 – The Risk Management Process	40
Appendix 4 - Potential Impact of Northern Floodways works	41

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

Executive Summary

At its meeting of 15 May 2017 Council adopted a Motion without Notice “that Council staff immediately initiate the appropriate procedures to allow Adelaide Plains Council to withdraw from Gawler River Floodplain Management Authority [GRFMA].”

The Gawler River Floodplain Management Authority was created by the constituent councils in response to the need to carry out flood mitigation works in relation to the Gawler River and its upstream tributaries.

The funding formula, after much discussion by the constituent councils, was endorsed by all constituent councils and included in the charter to finalise the discussions and provide certainty into the future, and gazetted on 17 August 2006.

Adelaide Plains Council does not have a risk management plan. Council, in its most recent Strategic Plan adopted on 21 August 2017, recognises the need “...to make appropriate organisational decisions based on risk management principles”.¹ The current proposal to withdraw from the GRFMA exposes Adelaide Plains Council to the following major risks.

1. *GRFMA ceases as an entity, flood mitigation works do not proceed, seriously impacting flood risks.*
2. *Loss of capacity to influence upstream works.*
3. *Adverse impact on the Northern Area Foodbowl.*
4. *Potential Increased costs.*
5. *Adverse Ministerial Response.*
6. *Reputational risk.*

The next major project under planning consideration by the GRFMA is the Northern Flood ways project, estimated at \$27-30 million. The worst case scenario for the contribution required to be made by Adelaide Plains Council is \$4.5 million. At current interest rates (4.65% for a 20-year loan) this would add approximately \$210,000 in interest charges to Council’s annual expenditure, probably over a two year period to allow for construction timing, plus an estimated \$10,000 per year over the life of the works in maintenance after completion of the works. Note that there will also be depreciation charges of approximately \$174,000 per year attributable to Adelaide Plains Council, but those charges are not currently recovered by the GRFMA. Can the additional interest and maintenance charges be accommodated within the parameters of the Council’s current long-term financial plan which shows the Council entering surplus territory in the 2021/22 financial year? Yes, it can, as indicated in Table 3A which shows it will only delay Adelaide Plains Council from achieving a surplus on operations by one financial year.

¹ Adelaide Plains Council (2017), *Our Plan For Adelaide Plains Council: Strategic Plan 2107-2020*, Strategy 4.5.1.8, p.14

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

However, should GRFMA decide to charge councils for depreciation the impact on the long-term financial plan would extend by a further financial year the time taken to achieve a surplus on operations, as shown in Table 3B.

Concluding Comments

Precipitate action to withdraw from the GRFMA without the identification, investigation, costing and consideration of all the options, particularly the financial and risk elements of those options, does not meet the lightest test of prudent corporate governance. It is almost certain that the Minister for Local Government will require at least this level of information before giving any consideration to a request to withdraw from the GRFMA.

The GRFMA comprises one independent member and two representatives each from the six councils. It is not unlikely that each council may have a different point of view on matters before the GRFMA and this fact is clearly contemplated by Clause 23 (4) of Schedule 2 of the *Local Government Act 1999*. The fact that a council may not be happy with a particular decision of the GRFMA is part of the cut and thrust of the operation of any board. This is no different to the way a council operates. If an elected member's proposal is not supported by a majority of members, it fails. This does not mean that the elected member takes his or her bat and ball and goes home. No, she/he works harder to convince his/her colleagues of the merits of the proposal. And, of course, sometimes comes to the realisation that the proposal is actually not the best solution to the problem!

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

Background

At its meeting of 15 May 2017 Council adopted a Motion without Notice “that Council staff immediately initiate the appropriate procedures to allow Adelaide Plains Council to withdraw from Gawler River Floodplain Management Authority [GRFMA].” Although the motion was without notice Council had previously considered legal advice from Kellady Jones Lawyers on its ability to withdraw from the GRFMA at its meeting of 20 February 2017.

At its meeting of 5 June 2017 the Audit Committee passed the following motion:

"that the Committee, having considered Item 4.1 - Gawler River Floodplain Management Authority – Withdrawal from Regional Subsidiary, dated 5 June 2017 receives and notes the report and in doing so recommends that in order to progress actions associated with Council Resolution 201.7/1.21 the Committee recommends:-

1. That a report be provided to the Council outlining the financial costs and risk associated with proceeding with membership with the GRFMA or alternatively withdrawing from the GRFMA;"

The Council endorsed the Audit Committee resolution at its 19 June 2017 meeting.

Mr David Hope of Skilmar Systems Pty Ltd has been asked to prepare this report in response to the resolution of the Audit Committee.

The Gawler River Floodplain Management Authority

The Gawler River Floodplain Management Authority was created by the constituent councils in response to the need to carry out flood mitigation works in relation to the Gawler River and its upstream tributaries.² Prior to the establishment of GRFMA the constituent councils had received a report from Mr Michael Barry of Prodirections Pty Ltd canvassing the options for facilitating their capacity to have the flood mitigation works carried out and the basis for the councils to fund the works.³ The report made it clear that the two major beneficiaries of the flood mitigation works would be the City of Playford and Adelaide Plains Council, with the Town of Gawler being a moderate beneficiary. The other three councils received no significant local benefits from the works.

The principles applied to developing a model for cost contributions by constituent councils were:

- Future costs avoided (for reparation of flood damage);
- Size of the Catchment area;

² See Appendix 1 for a listing of the constituent councils and the current charter of the Authority.

³ See Appendix 2 for the Prodirections report.

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

- Watercourse length attributable to each council; and
- Ability to pay.

Implicit in the principles is the premise that the quantum of contributions towards capital works and maintenance should be a consideration of the level of benefits received by each council.

Consultations with Mr Fred Pedler, the original Executive Officer for the GRFMA, have elicited the information that discussions among the councils on the contributions to be made to fund capital works went on for an extended period of time before the funding formula was adopted. Funding of the GRFMA administration is equally shared by the constituent councils, but the funding for maintenance and capital works was largely based on the Prodirections report. Initially, funding was also provided by the Northern Adelaide & Barossa Catchment Water Management Board (NABCWMB).

	<i>Contributions to maintenance costs and capital works</i>				<i>Agreed separately - each council contributes an equal % to administration of GRFMA</i>
	<i>Prodirections report</i>	<i>%</i>	<i>Initial Contribution %</i>	<i>Council Relativities</i>	<i>Current Contribution %</i>
City of Playford	30.0		30.0	34.68	34.68
Adelaide Plains	25.0		25.0	28.90	28.91
Town of Gawler	15.0		15.0	17.34	17.34
The Barossa Council	15.0		7.5	8.67	8.67
Light Regional Council	10.0		7.5	8.67	8.67
Adelaide Hills	5.0		1.5	1.73	1.73
NABCWMB	0.0		13.5	---	---
	100.0		100.00	99.99	100.00
	Note 1			Note 2	Note 4
				Note 3	
Note 1. The Prodirections report did not consider a contribution by NABCWMB, but on the creation of the GRFMA the NABCWMB was a member and agreed to contribute 13.5% to maintenance and capital works.					
Note 2. On the withdrawal of the NABCWMD from the GRFMA the constituent councils agreed to meet the full cost of maintenance and capital works in the same proportion of contribution they were previously making, maintaining the relative share by each council.					
Note 3. This column provided the percentage contributions that were included in the 2006 amendment to the Charter (Endorsed by DC Mallala on 15 May 2006; Gazetted 17 Aug 2006)					
Note 4. Included in 2011 amendment to Charter (Endorsed by DC Mallala on 26 Sep 2011; Gazetted 25 Oct 2012)					

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

Table 1

To close the discussions and to avoid doubt in the future, it was agreed that the funding formula should be included in the charter of the GRFMA and this occurred in 2006 when amendments to the charter, which included the funding formula, were endorsed by all constituent councils and gazetted on 17 August 2006.

Risk Considerations

Adelaide Plains Council does not have a risk management plan, although a risk management plan for the then existing stormwater assets was created in 2008. It has never been updated and does not assess the risks of a flooding event. The lack of an up to date risk management plan is a major deficiency in its suite of management plans. While risk management plans are not specifically mentioned in the Local Government Act there are several references to the concept of risk throughout the Act. Indeed, it is difficult to contemplate how effective asset management, business and operational plans can be if they are not created and supported by a well-constructed and regularly reviewed risk management plan. The Australian National Audit Office in its Better Practice Guide on Corporate Governance⁴ stresses the importance of risk management in delivering effective outcomes for entities.

“Entity-wide understanding of the risk management framework and the risk environment will facilitate the sound management of governance arrangements, programs and services.”

Council itself, in its most recent Strategic Plan adopted on 21 August 2017, recognises the need “...to make appropriate organisational decisions based on risk management principles”.⁵

Adelaide Plains Council’s current knowledge of the flooding risks associated with the Gawler River is almost wholly shaped by the various reports and floodplain maps that the GRFMA have produced over its existence. There is some older information that was derived from the Northern Adelaide & Barossa Catchment Water Management Board.

Importantly, the cost of the various reports received by the GRFMA has been met equally by the constituent councils.

The impact on floodplain management is probably still uppermost in elected members minds after the devastating floods of September/October 2016. The lack of a risk management plan for Adelaide Plains Council, consistent with the principles outlined in

⁴ Commonwealth of Australia (2014), *Public Sector Governance: Strengthening Performance Through Good Governance*, ANAO

⁵ Adelaide Plains Council (2017), *Our Plan For Adelaide Plains Council: Strategic Plan 2107-2020*, Strategy 4.5.1.8, p.14

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

AS/NZS ISO 31000:2009,⁶ make it difficult for elected members to give careful consideration to the actions that need to be undertaken to mitigate the risks faced by Council and its community from flooding events in the Gawler River.

The current proposal to withdraw from the GRFMA exposes Adelaide Plains Council to the following major risks.

1. *GRFMA ceases as an entity, flood mitigation works do not proceed, seriously impacting flood risks.* It is recognised by all constituent councils that the work of the GRFMA has had a beneficial effect of the management of the Gawler River and that the flood mitigation works, including the Bruce Eastick North Para Flood Mitigation Dam, have resulted in reducing the impact of floods. The advocacy and lobbying activities of the GRFMA have ensured that the partnerships created with other agencies and the grants funding received have minimised the cost to the constituent councils of flood mitigation works. There is ongoing work being undertaken by GRFMA to further enhance flood mitigation and to seek grant funding for the works. If GRFMA ceases to exist because a major stakeholder withdraws then this ongoing effort may well be lost or there may be a significant time delay in achieving further flood mitigation works, resulting in flood damage to property and economic activity, with the potential for loss of life, that might well be avoided.
2. *Loss of capacity to influence upstream works.* The GRFMA is a partnership between the constituent councils. Each council has a voice at the table and contributes both intellectually and financially to the work of the authority. By withdrawing from the GRFMA Adelaide Plains Council will lose its voice at the table and its ability to effectively lobby for flood mitigation works upstream and be involved in the decision-making of the GRFMA. This may have a deleterious effect on the impact of flood mitigation in the Adelaide Plains Council area. Council's Strategic Plan recognises the importance of flood mitigation and the partnership opportunity with GRFMA.⁷
3. *Adverse impact on the Northern Area Foodbowl.* Withdrawing from the GRFMA puts at risk the flood prone areas of Adelaide Plains Council that can facilitate the production of high quality produce that has the potential to contribute to local employment and economic activity. Delays in, or the abandonment, of flood mitigation works in train may result in flooding that severely hampers the capacity of producers. Approximately 13% of the designated Foodbowl is subject to Medium and High flood risk. If the Low risk flood area is included this percentage rises to over 40%. Also at risk is \$20-30 million of upgraded roads. Council's Strategic Plan recognises the importance of supporting the primary production sector as one of its

⁶ Appendix 3 outlines the Risk Management Process

⁷ Adelaide Plains Council (2017), *Our Plan For Adelaide Plains Council: Strategic Plan 2107-2020*, Strategy 4.4.1.2, pp.12-13

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

key strategies.⁸ Giving the appearance of not wanting to take effective flood mitigation action will put at risk the likely \$1 billion of investment in farm and production infrastructure, completely at odds with Council's strategic plan.

4. *Potential Increased costs.* Withdrawal from the GRFMA and going it alone may result in very significant increased costs. At present, the six constituent councils share the costs of investigations into appropriate strategies to protect life and property. While flood mitigation works and their maintenance are funded according to an agreed funding model of which Adelaide Plains Council is a major contributor it is also a major beneficiary of those works. Three of the six councils contribute nearly 20% of the cost of flood mitigation works, yet receive little benefit. This is effectively a subsidy from those councils to the three councils receiving the most benefit from the flood mitigation works. If Adelaide Plains Council withdraws from the GRFMA then they will have to carry out investigations, negotiate with the other councils, lobby, liaise and negotiate with other stakeholders and make decisions on actions on flood mitigation potentially without the support of upstream councils and at a greater cost in both time and resources to the flood mitigation process, inhibiting the achievement of strategies in Council's Strategic Plan. More importantly, Commonwealth and State contributions to flood mitigation works are generally based on the whole of the catchment area and all councils being involved in the funding. Withdrawal from the GRFMA could see the City of Playford and Adelaide Plains Council working together, or Adelaide Plains Council alone, on local flood mitigation works without Commonwealth or State funding.

It is also likely that the flood risks will increase, with an attendant increase in potential costs, as farm structures and upgraded roads (gravel to bitumen) increase the area of impervious surface.

5. *Adverse Ministerial Response.* There is no guarantee that the Minister for Local Government will approve an application for withdrawal. It is certain that the Minister will seek the views of the other constituent councils. The other councils are parties to the existing contract that has created GRFMA. They will clearly want to act in the interests of their ratepayers and continuing to fund works that benefit Adelaide Plains Council but not their own ratepayers is unlikely to be their strategy. As mentioned above this action may lead to the dissolution of GRFMA. In this situation a worst case scenario might be the City of Playford developing levees and other flood mitigation works on the south bank of the Gawler River which would have a deleterious effect on the Adelaide Plains Council area subject to flooding which is worse than the current exposure to floods. As a major beneficiary of flood

⁸ Adelaide Plains Council (2017), *Our Plan For Adelaide Plains Council: Strategic Plan 2107-2020*, Strategy 4..2.1.1, pp.8-9

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

mitigation works for the Gawler River Adelaide Plains Council has a lot to lose if the works are not undertaken because the GRFMA ceases to exist. The recent amendments to the Local Government Act on boundary changes could see disaffected ratepayers having a greater say in moving from Adelaide Plains Council to another council area, affecting the viability of Adelaide Plains Council.

An application unsupported by a clear rationale for withdrawing and effective risk-based plans to address flood risks in a cost-effective manner that offers protection to the Adelaide Plains community is unlikely to receive the support of the Minister. Adelaide Plains Council will then have work to do to re-establish its relationship with the GRFMA and its constituent councils on a sound footing.

6. *Reputational risk.* Council's Strategic Plan is predicated on a vision for a "...proud, prosperous, resilient and cohesive community..." with one of its five strategic focus areas being "Accountable and Sustainable Governance". It states that the Council "...collaborates to deliver sustainable customer focused services and infrastructure".⁹ Council's reputation for working collaboratively is at serious risk if it withdraws from the GRFMA. Its reputation will be at risk with the other constituent councils and the local government community at large. More importantly, if it fails its community in the area of protection from flood risks and damages the local economy its reputation with its community will be in tatters. The timing of the Motion without Notice to withdraw from GRFMA could not be worse with the planned investment in the Northern Foodbowl at a critical stage.

As part of any further investigation into the possibility of Adelaide Plains Council withdrawing from the GRFMA there should be a discussion with the LGA Mutual Liability Scheme about the potential increase in insurance premiums because a known risk is not being addressed. There is the potential that Adelaide Plains Council could be open to a class action by ratepayers who are adversely affected by flooding that the Council has not taken steps to mitigate.

Financial Considerations

As mentioned above the constituent councils share equally the administrative costs of the GRFMA and share maintenance and capital costs based on several factors but based on an agreed funding formula, with the councils receiving significant benefits from the works making the largest contributions. For the 2016/17 financial year the contributions were:

⁹ Adelaide Plains Council (2017), *Our Plan For Adelaide Plains Council: Strategic Plan 2107-2020*, pp.5 & 14

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

GRFMA	2016/17 Contributions		
	Operations	Maintenance	Total
City of Playford	\$ 9,711	\$ 6,339	\$ 16,050
Adelaide Plains	\$ 9,711	\$ 5,284	\$ 14,995
Town of Gawler	\$ 9,711	\$ 3,169	\$ 12,880
The Barossa Council	\$ 9,711	\$ 1,585	\$ 11,296
Light Regional Council	\$ 9,711	\$ 1,585	\$ 11,296
Adelaide Hills	\$ 9,711	\$ 316	\$ 10,027
	\$ 58,266	\$ 18,278	\$ 76,544

Table 2

It is worth noting that the operational and maintenance contributions do not cover the depreciation of the assets of the GRFMA and councils need to plan to be in a position to renew this asset when it reaches the end of its useful life. It also appears that councils have not had to make a capital contribution since 2007.

It is important to note that three of the six constituent councils receive no significant local benefits yet they still contribute more than 19% towards capital and maintenance costs of flood mitigation works.

The GRFMA, although it does not have a long-term financial plan, has identified that there are significant flood mitigation works yet to be undertaken. The more immediate of those works is the Northern Floodways project which is estimated at an indicative \$27-30 million dollars. The State has indicated, but not confirmed, that it will contribute \$15 million to the works with a dollar-for-dollar contribution expected from the constituent councils. Work is currently underway to get the Commonwealth involved in the funding of the works, given the promise of the Prime Minister to assist when he visited the flooded areas. This could see the project financed at 1/3rd each from the Commonwealth, State and GRFMA councils. The upshot is that there is the potential, worst case scenario, that constituent councils will have to fund \$15 million for the flood mitigation works. Whether the GRFMA will borrow for the council component and bill the councils for the repayments or the councils will borrow the money and make their contribution to the GRFMA has not yet been considered.

For Adelaide Plains Council this would mean a contribution of approximately \$4.5 million allowing a contingency for cost increases. At current interest rates (4.65% for a 20-year loan) this would add approximately \$210,000 in interest charges to Council's annual expenditure, probably over a two year period to allow for construction timing, plus an estimated \$10,000 per year over the life of the works in maintenance after completion of the works. Note that there will also be depreciation charges of approximately \$174,000 per year attributable to Adelaide Plains Council, but those charges are not currently recovered by the GRFMA. Can the additional interest and maintenance charges be accommodated within the parameters of the Council's current long-term financial plan which shows the

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

Council entering surplus territory in the 2021/22 financial year? Yes, it can, as indicated in Table 2 which shows it will only delay Adelaide Plains Council from achieving a surplus on operations by one financial year. And with a modest additional increase in rates of 1.2% in the third and fourth year of the plan a surplus will be achieved on target.

	Current LTFP Operating Surplus/(Deficit)	Additional operating costs - interest and maintenance costs	Adjusted LTFP Operating Surplus/(Deficit)
2017/18	(\$904,042)	\$0	(\$904,042)
2018/19	(\$616,217)	\$0	(\$616,217)
2019/20	(\$548,848)	\$105,000	(\$653,848)
2020/21	(\$370,048)	\$210,000	(\$580,048)
2021/22	\$131,786	\$220,000	(\$88,214)
2022/23	\$325,495	\$220,000	\$105,495
2023/24	\$527,277	\$220,000	\$307,277
2024/25	\$749,090	\$220,000	\$529,090
2025/26	\$990,349	\$220,000	\$770,349
2026/27	\$1,252,487	\$220,000	\$1,032,487

Table 3A

However, should GRFMA decide to charge councils for depreciation the impact on the long-term financial plan would extend by a further financial year the time taken to achieve a surplus on operations, as shown in Table 3B.

	Current LTFP Operating Surplus/(Deficit)	Additional operating costs - interest and maintenance costs	Adjusted LTFP Operating Surplus/(Deficit)	Plus: Allocation of depreciation costs	Final adjusted LTFP Operating Surplus/(Deficit)
2017/18	(\$904,042)	\$0	(\$904,042)	\$66,844	(\$970,886)
2018/19	(\$616,217)	\$0	(\$616,217)	\$66,844	(\$683,061)
2019/20	(\$548,848)	\$105,000	(\$653,848)	\$66,844	(\$720,692)
2020/21	(\$370,048)	\$210,000	(\$580,048)	\$240,304	(\$820,352)
2021/22	\$131,786	\$220,000	(\$88,214)	\$240,304	(\$328,518)
2022/23	\$325,495	\$220,000	\$105,495	\$240,304	(\$134,809)
2023/24	\$527,277	\$220,000	\$307,277	\$240,304	\$66,973
2024/25	\$749,090	\$220,000	\$529,090	\$240,304	\$288,786
2025/26	\$990,349	\$220,000	\$770,349	\$240,304	\$530,045
2026/27	\$1,252,487	\$220,000	\$1,032,487	\$240,304	\$792,183
APC's contribution to Bruce Eastick dam depreciation				\$66,844	
APC's contribution to Northern Floodways depreciation				\$173,460	

Table 3B

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

Council will be a major beneficiary of the Northern Floodways project¹⁰ and although this report is not the place to do a cost benefit analysis of the project it appears that the benefits for Adelaide Plains Council far outweigh the costs. A report prepared by Australian Water Environments (AWE) on the 2016 Gawler River flood identifies that it is most likely that 211 of the 248 properties that were flooded would be protected from floods exceeding a 1 in 50 year flood event, with a further 10 receiving a reduction in flood levels.¹¹ The following table, extracted from another AWE report,¹² provides an indication of the cost of potential damages from flooding:

Flood Frequency (AEP)	Estimated Damages
1 in 10	\$15m
1 in 20	\$24m
1 in 50	\$102m
1 in 100	\$182
1 in 200	\$212
Average Annual Damage	\$7.4m
Present Value of Damages*	\$109m

Table 4

It also seems obvious that meeting about 15% of the cost of a well-engineered solution over the whole catchment area is a far better proposition than having to fund 50% or 100% of whatever might be achieved downstream if Adelaide Plains Council has to find its own solution to the flood mitigation problem.

A further project for consideration is raising the height of the Bruce Eastick Dam, with the likely cost to be somewhere between \$40 and \$90 million dollars. Perhaps scary numbers, but not requiring immediate funding and providing time to lobby for Commonwealth and State assistance, which will significantly reduce the funding requirement for constituent councils. Again, the cost of those works to councils needs to be weighed against the benefits.

¹⁰ See Appendix 4 for plans showing the benefits of the Northern Floodways project.

¹¹ Australian Water Environments (February 2017), *Gawler River 2016 Flood Review: Preliminary Report – First Draft*, p.11

¹² Australian Water Environments (March 2016), *A Findings Report for the Gawler River Flood Mitigation Scheme: Mitigation Options Findings*

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

Appendix 1 – Constituent Councils and Charter of the GRFMA

Constituent Councils

Adelaide Hills Council

Adelaide Plains Council

The Barossa Council

Town of Gawler

Light Regional Council

City of Playford

Charter of GRFMA

The Charter of the Gawler River Floodplain Management Authority was originally gazetted on 22 August 2002. It has been amended three times:

- As gazetted on 17 August 2006;
- As gazetted on 25 October 2012; and
- As gazetted on 4 June 2015.

Each of the constituent councils passed a motion amending/endorsing the current charter as follows:

Adelaide Hills Council 24 March 2015

Adelaide Plains Council 10 March 2015

The Barossa Council 17 March 2015

Town of Gawler 24 March 2015

Light Regional Council 24 March 2015

City of Playford 28 April 2015

**It must be reviewed in 2019 to meet the provisions of Clause 19 (4) of Schedule 2 of the
Local Government Act 1999.**

The current text of the charter follows.

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

1. ESTABLISHMENT

The Gawler River Floodplain Management Authority ('the Authority') is established by the Constituent Councils as a regional subsidiary pursuant to Section 43 and Schedule 2 ('the Schedule') of the Local Government Act 1999 ('the Act').

This Charter governs the affairs of the Authority.

2. CONSTITUENT COUNCILS

The Authority is established by the City of Playford, District Council of Mallala, Town of Gawler, The Barossa Council, Light Regional Council and the Adelaide Hills Council ('the Constituent Councils').

The Authority is subject to the joint direction of the Constituent Councils.

3. PURPOSE

3.1 The Authority has been established for the following purposes:

3.1.1 to co-ordinate the construction, operation and maintenance of flood mitigation infrastructure for the Gawler River. This purpose is the core business of the Authority;

3.1.2 to raise finance for the purpose of developing, managing and operating and maintaining works approved by the Board;

3.1.3 to provide a forum for the discussion and consideration of topics relating to the Constituent Council's obligations and responsibilities in relation to management of flood mitigation for the Gawler River;

3.1.4 upon application of one or more Constituent Councils pursuant to Clause 12.4:

3.1.4.1 to co-ordinate the construction, maintenance and promotion and enhancement of the Gawler River and areas adjacent to the Gawler River as recreational open space for the adjacent communities; and

3.1.4.2 to enter into agreements with one or more of the Constituent Councils for the purpose of managing and developing the Gawler River.

3.2 The Authority is not involved in a significant business activity as defined in the Clause 7 Statement prepared under the Competition Principles Agreement of the National Competition Policy.

4. THE BOARD—ROLE AND MEMBERSHIP

4.1 The Authority will be governed by a Board.

4.2 The Board is responsible for the administration of the affairs of the Authority. The Board must ensure insofar as it is practicable, that the Authority observes the objectives set out in this Charter, that information provided to the Constituent Councils is accurate and that Constituent Councils are kept informed of the solvency

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

of the Authority as well as any material developments which may affect the operating capacity and financial affairs of the Authority.

4.3 The Board will comprise:

4.3.1 One independent person who is not an officer, employee or elected member of a Constituent Council appointed by absolute majority of the Constituent Councils as the Chairperson for a term of two years and who has expertise in one or more of the following areas:

- (a) environmental management;
- (b) corporate financial management;
- (c) general management; and
- (d) public sector governance.

4.3.2 The Chairperson is, at the expiry of his or her term of office, eligible for reappointment.

4.3.3 Each of the Constituent Councils will appoint two persons to the Board. The Constituent Councils' appointees shall be the Chief Executive Officer of the Constituent Council or his or her nominee plus one elected member of the Constituent Council.

4.3.4 Each Constituent Council may appoint either an Elected Member or a Council Officer as Deputy Board Member who may attend Board Meetings in the place of a Council Board Member who is absent.

4.3.5 The Board may appoint observers to the Board. Such appointees will not be entitled to vote at meetings.

4.3.6 Board members (with the exception of the Chairperson), shall not be entitled to receive a sitting fee.

4.3.7 The Board may pay a sitting fee to the Chairperson in such amount as determined by the Board.

4.4 A certificate signed by the Chief Executive Officer of the appointing Constituent Council will be sufficient evidence of appointment.

4.5 In the absence of the Chairperson, the Board will elect a temporary acting Chairperson from amongst their members.

5. TERM OF OFFICE—THE BOARD

5.1 Subject only to the following subclauses, the term of office of each member of the Board, (with the exception of the Chairperson), will be as determined by the Constituent Council responsible for the appointment of the member and the Constituent Councils express a preference that members of the Board are appointed following each election of the Constituent Council for the term of the Council.

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

5.2 The Board may by a two-thirds majority vote of the members present (excluding the member subject to this clause) make a recommendation to the Constituent Council responsible for the appointment of the relevant member, that the Constituent Council terminate the appointment of the member in the event of:

5.2.1 any behaviour of the member which in the opinion of the Board amounts to impropriety;

5.2.2 serious neglect of duty in attending to the responsibilities of a member and/or Chairperson of the Board;

5.2.3 breach of fiduciary duty to the Board;

5.2.4 breach of the duty of confidentiality to the Board or the Constituent Councils;

5.2.5 breach of the conflict of interest rules of the Board; or

5.2.6 any other behaviour which may discredit the Board.

5.3 The Board may by a two-thirds majority vote of the members present (excluding the Chairperson) make a recommendation to the Constituent Councils that the appointment of the Chairperson be terminated in the event of:

5.3.1 any behaviour of the Chairperson which in the opinion of the Board amounts to impropriety;

5.3.2 serious neglect of duty in attending to the responsibilities of a member and/or Chairperson of the Board;

5.3.3 breach of fiduciary duty to the Board;

5.3.4 breach of the duty of confidentiality to the Board or the Constituent Councils;

5.3.5 breach of the conflict of interest rules of the Board; or

5.3.6 any other behaviour which may discredit the Board.

5.4 The Constituent Council which appointed the member whose term of office has become vacant will be responsible to appoint the replacement member.

6. PROCEEDINGS OF THE BOARD

6.1 Subject only to the extent that they are modified by this clause, the proceedings of the Board will be the same as those for committees of Council as defined in Part 2 of Chapter 6 of the Act and in accordance with the Regulations for 'Other Committees' comprised in Part 2 of the Local Government (Proceedings at Meetings) Regulations 2000.

References in Part 2 of Chapter 6 of the Act to 'the Chief Executive Officer' shall be read as if they were references to the Executive Officer of the Authority and references to 'the Council' or 'the committee' shall be read as if they were references to the Authority.

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

To the extent that this Charter and the Act and its associated Regulations are silent, the Board may determine its own meeting procedures.

- 6.2 Subject only to the special provisions of this clause, no meeting of the Board will commence until a quorum of members is present and no meeting may continue unless there is a quorum of members present. A quorum of members will comprise half the members plus one. A time limit of 30 minutes shall apply from the advertised time of the meeting in which to reach a quorum. Failure to reach a quorum within this time limit shall result in a failed meeting.
- 6.3 For the purpose of this clause, the contemporaneous linking together by an audio-visual or other interactive means, but excluding telephones ('telecommunication meeting') of a number of members of the Board provided that at least a quorum is present, is deemed to constitute a meeting of the Board. Each of the Board members taking part in the telecommunications meeting, must be able to hear and be heard by each of the other Board members present. At the commencement of the meeting, each Board member must announce his/her presence to all other Board members taking part in the meeting. A Board member must not leave a telecommunication meeting by disconnecting his/her, audio-visual or other communication equipment, unless that Board member has previously notified the Chairperson of the meeting.
- 6.4 In the event that there is not a quorum present at two consecutive meetings of the Board, then an extraordinary meeting of the Board may be convened in the same manner as for a special meeting (see Clause 6.1), at which the business which was on the agendas for the two previous but failed meetings may be transacted at the extraordinary meeting of the Board where the requirement for a quorum is that there be at least one member representing each of the Constituent Councils in attendance. Decisions made at such a meeting will be binding on the subsidiary and all members of the Board and the Constituent Councils.
- 6.5 Subject only to any specific requirement of this Charter, all matters for decision at a meeting of the Board will be decided by a simple majority of the members present and entitled to vote on the matter. Both members from each Constituent Council present are entitled to vote on a matter. Voting members are entitled only to a deliberative vote. Board members may not vote by proxy.
- 6.6 In the event of equality of votes, the Chairperson will not have a casting vote and the matter will be deemed to have lapsed and may at some later time be reconsidered.
- 6.7 Meetings of the Board will be held at such time and such place as the Board decides subject only to the requirement that there will be at least one meeting in every two calendar months.

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

- 6.8 A special meeting of the Board may be held at any time and may be called at the request of the Chairperson or at the written request of six members of the Board representing all of the Constituent Councils.
- 6.9 Notice of all meetings will be given in accordance with the provisions applicable to a committee meeting under Part 2 of Chapter 6 of the Act and the associated Regulations.
- 6.10 Meetings of the Board will be open to the public unless the Board so resolves to exclude the public pursuant to Section 90 of the Act.
- 6.11 All members must keep confidential all documents and any information provided to them in confidence for their consideration prior to a meeting of the Board.
- 6.12 The Board must ensure that accurate written minutes of its proceedings are kept and are produced for verification at the subsequent meeting of the Board.

7. PROPRIETY OF MEMBERS OF THE BOARD

- 7.1 The principles regarding conflict of interest prescribed in the Act will apply to all members of the Board as if they were elected members of a Council.
- 7.2 The members of the Board will not be required to comply with Division 2, Chapter 5 (Register of Interests) of the Act.
- 7.3 The members of the Board will at all times act in accordance with their duties of confidence and confidentiality and individual fiduciary duties including honesty and the exercise of reasonable care and diligence with respect to the Board as required by Part 4, Division 1, Chapter 5 of the Act and Clause 23 of Part 2 of Schedule 2.

8. POWERS

- 8.1 The Authority is constituted as a body corporate under the Act and in all things acts through the Board.
- 8.2 The Authority has:
 - 8.2.1 the power to acquire, deal with and dispose of real and personal property and rights in relation to real and personal property;
 - 8.2.2 the power to compulsorily acquire land in accordance with the Land Acquisition Act 1969, provided that such acquisition is for the purposes of flood mitigation;
 - 8.2.1 the power to sue and be sued in its corporate name;
 - 8.2.4 the power to enter into any kind of contract or arrangement;
 - 8.2.5 the power to return surplus revenue to Constituent Councils in such proportions as the Board considers appropriate at the end of any financial year either by way of cash payment or reduction of annual contribution;
 - 8.2.6 the power to set aside surplus revenue for future capital expenditure;

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

- 8.2.7 the power to invest funds and in doing so to take into account Part 4 of Chapter 9 of the Act;
 - 8.2.8 the power to establish committees;
 - 8.2.9 the power to delegate any function or duty except for the power to compulsorily acquire land as set out in Rule 8.2.2 and except for any of the powers set out in Section 44 of the Local Government Act 1999, (where such powers are applicable to a Subsidiary); and
 - 8.2.10 the power to do anything else necessary or convenient for, or incidental to, the exercise, performance or discharge of its powers, functions or duties.
- 8.3 The Authority shall not act outside of the areas of the Constituent Councils without their prior approval that approval shall only be granted upon the basis that the Councils consider it necessary or expedient for the performance of their or the Authority's functions.
- 8.4 The Authority will have a common seal which may be affixed to documents requiring execution under common seal and must be witnessed by the Chairman of the Board and one other Board member.
- 8.5 The common seal must not be affixed to a document except to give effect to a resolution of the Board. The Executive Officer will maintain a register which records the resolutions of the Board giving authority to affix the common seal and details of the documents to which the common seal has been affixed with particulars of the persons who witnessed the fixing of the seal and the date.
- 8.6 The Board may by instrument under seal authorise a person to execute documents on behalf of the Authority. The Executive Officer will maintain a register of such resolutions and details of any documents executed in this way, together with particulars of the person executing the document.
- 9. ADMINISTRATIVE MATTERS**
- 9.1 There will be an Executive Officer of the Authority appointed by the Board on terms and conditions to be determined by the Board.
- 9.2 The Executive Officer will be responsible to the Board:
- 9.2.1 to ensure that the policies and lawful decisions of the Authority are implemented in a timely manner;
 - 9.2.2 for the efficient and effective management of the operations and affairs of the Authority;
 - 9.2.3 to provide advice and reports to the Board on the exercise and performance of the Authority's powers and functions; and
 - 9.2.4 to give effect to the principles of human resource management generally applicable within the local government industry.

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

- 9.3 The Executive Officer has such powers, functions and duties prescribed by this clause and as determined necessary by the Board from time to time to ensure the efficient and effective management of the operations and affairs of the Authority.
- 9.4 The Board may employ other officers and it may authorise the Executive Officer to employ such other officers on its behalf as are required for the efficient and effective management of the operations and affairs of the Authority.
- 9.5 The Board may engage professional consultants and it may authorise the Executive Officer to engage professional consultants to provide services to the Authority to ensure the proper execution of its decisions, the efficient and effective management of the operations and affairs of the Authority and for giving effect to the general management objectives and principles of personal management prescribed by this Charter.

10. FINANCIAL CONTRIBUTIONS TO THE AUTHORITY

- 10.1 The contributions of the Constituent Councils shall be based on the following percentage shares for capital works, maintenance of assets of the Authority and operational costs of the Authority.

Constituent Council	Capital Works Percentage Share %	Maintenance of Assets Percentage Share %	Operational Costs Percentage Share %
Adelaide Hills Council	1.73	1.73	16.66
The Barossa Council	8.67	8.67	16.66
Town of Gawler	17.34	17.34	16.66
Light Regional Council	8.67	8.67	16.66
District Council of Mallala	28.91	28.91	16.66
City of Playford	34.68	34.68	16.66
Total	100%	100%	100%

- 10.2 The Board will be responsible to provide the Constituent Councils with sufficient information for each of them to ascertain the level of and understand the reasons behind the funding required in the following financial year. This will be achieved via the business plan and the annual budget.
- 10.3 The Board will determine annually the funds required by the Authority to enable it to function. The Constituent Councils shall contribute the funds requested by the Board, in the annual budget and approved by the Council, and any additional funds that are required for the continuing function of the Authority and approved by the Council, in accordance with Clause 11. The Board must provide full details regarding the need for additional funds to the Constituent Councils.

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

- 10.4 The annual contribution will be paid by each Constituent Council in advance by six monthly instalments.
- 10.5 Additional contributions (if any) will be paid by each Constituent Council in the manner and at the time determined by the Board.
- 10.6 The Board is accountable to each Constituent Council to ensure that the Authority functions in accordance with its business plan and approved budgets.
- 10.7 The Board on behalf of the Authority may enter into separate funding arrangements with Constituent Councils and with any State or Federal Government or their agencies in respect of any project undertaken or to be undertaken by or on behalf of the Authority.
- 10.8 Where a Council or Councils enter into an agreement with the Authority under Clause 12.4 of this Charter the subscriptions payable under that agreement shall be additional to the subscriptions payable under this Clause.

11. BUDGET

- 11.1 The Authority must prepare a budget for the forthcoming financial year.
- 11.2 The budget must:
 - 11.2.1 deal with each principal activity of the Authority on a separate basis;
 - 11.2.2 be consistent with and account for activities and circumstances referred to in the Authority's business plan;
 - 11.2.3 be submitted in draft form to each Constituent Council before 31 March for approval of its contribution for the year;
 - 11.2.4 not be adopted by the Authority until after 31 May but before 30 September;
 - 11.2.5 the adoption of the budget requires a two-thirds majority of the Board members present; and
 - 11.2.6 identify the amount of and the reasons for the financial contributions to be made by each Constituent Council to the Authority.
- 11.3 The Authority must provide a copy of its budget to each Constituent Council within five business days after adoption.
- 11.4 The Authority must reconsider its budget in accordance with Regulation 9 of the Local Government (Financial Management) Regulations 2011.
- 11.5 The Authority must submit to each Constituent Council for approval, any proposed amendment to the budget that provides for an additional contribution by the Constituent Councils.
- 11.6 Where a Constituent Council has failed to approve a draft budget, or an amended budget, and has not served a notice on the Authority in accordance with Clause 20.2

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

within two months of the receipt of the draft budget, or amended budget by the Constituent Council, then the approval of the Constituent Council to the draft budget, or amended budget, will be deemed to have been given.

12. BUSINESS PLAN

12.1 The Authority shall have a rolling Business Plan in respect of the ensuing three years.

12.2 The Business Plan must:

12.2.1 state the services to be provided by the Authority;

12.2.2 identify how the Authority intends to manage service delivery;

12.2.3 identify the performance targets which the Authority is to pursue;

12.2.4 provide a statement of financial and other resources and internal processes that will be required to achieve the performance targets and objectives of the Authority; and

12.2.5 specify the performance measures that are to be used to monitor and assess performance against targets.

12.3 Prior to setting the draft budget each year the Authority must review the Business Plan in conjunction with the Constituent Councils. The Business Plan must be updated to ensure it presents a plan for the ensuing three years.

12.4 One or more of the Constituent Councils may request the Authority to undertake a function provided for in Clause 3.1.4 of this Charter, which function is additional to those undertaken by the Authority for all of the Constituent Councils. Where one or more Constituent Councils make a request under this clause, the Constituent Council or Councils must enter into a written agreement with the Authority which commits the Council or Councils to annual subscription amounts and/or an equal percentages of classes of subscription to meet the costs of the Authority in undertaking the additional function and which deals, amongst other things, with the ownership and maintenance of any resultant infrastructure.

13. ACCOUNTING

The Authority must ensure that its accounting records, accounts and financial statements are prepared and maintained in accordance with all relevant Australian Accounting Standards. See Regulations 11 and 12, Local Government (Financial Management) Regulations 2011, in relation to particular accounting practices.

14. AUDIT

14.1 The Authority must appoint an Auditor.

14.2 The Authority must provide its audited financial statements to the Chief Executive Officer of each Constituent Council by 30 September. See Part 6, Local Government

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

(Financial Management) Regulations 2011, in relation to the Authority's audit responsibilities.

15. FINANCE

- 15.1 The Board must establish and maintain a bank account with such banking facilities and at a bank to be determined by the Board.
- 15.2 All cheques to be authorised must be signed by two members of the Board or one member of the Board and the Executive Officer.
- 15.3 The Executive Officer must act prudently in the handling of all financial transactions for the Board and must provide quarterly financial and corporate reports to the Board and if requested, the Constituent Councils.
- 15.4 The Board will, at the end of each financial year prepare a schedule of assets and liabilities. In addition, the Board must maintain a record to be known as the 'Schedule of Constituent Councils' Interests in Net Assets'.
- 15.5 The 'Schedule of Constituent Councils' Interests in Net Assets' will reflect the proportionate contribution each Constituent Council has made to capital, operations and maintenance to the Authority having regard to the proportionate contribution to subscriptions for each function undertaken by the Authority. The Schedule when updated by the Board at the end of each financial year will reflect the proportionate contribution of each Constituent Council since the commencement of the Authority and once accepted by each Constituent Council will be evidence of the agreed proportion of a Constituent Council's interests in the net assets as at 30 June in that year.
- 15.6 Where there is any dispute as to the Schedule, Clause 20 shall apply.

16. REPORTS AND INFORMATION

- 16.1 The Authority must submit its annual report on its work and operations including its audited financial statements, to each Constituent Council before 30 September.
- 16.2 Within two weeks following each ordinary meeting of the Board, the Constituent Councils shall be provided with a Key Outcomes Summary of the meeting that shall include the Achievements Against the Business Plan Report for those meetings that it is received by the Board.
- 16.3 The Board shall report at any other time at the written request of a Constituent Council on matters being undertaken by the Authority. Any such report shall be provided to all Constituent Councils.

17. ALTERATION TO THE CHARTER

- 17.1 This Charter may be amended by unanimous resolution of the Constituent Councils.

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

- 17.2 The Executive Officer of the Authority must ensure that the amended Charter is published in the *Gazette*.
- 17.3 Before the Constituent Councils vote on a proposal to alter this Charter they must take into account any recommendations of the Board.

18. WITHDRAWAL OF A CONSTITUENT COUNCIL

- 18.1 Subject to the approval of the Minister, a Constituent Council may withdraw from the Authority by giving not less than six months' notice of its intention to do so to all other Constituent Councils and the Executive Officer.
- 18.2 In any event a withdrawal cannot become effective until 30 June following the expiry of the six months in the preceding subclause. Until withdrawal becomes effective, the Constituent Council proposing withdrawal from the Authority will remain liable for all financial contributions in the remaining period and through its members on the Board, the responsibility of ensuring the continued proper conduct of the affairs of the Authority.
- 18.3 A withdrawing Constituent Council is not entitled to any refunds of any contributions made.

19. ADDITION OF NEW MEMBER

- 19.1 The Board may consider the addition of a new member to the Authority.
- 19.2 The Constituent Councils must resolve unanimously to approve the addition of a new member to the Authority and must obtain Ministerial approval.
- 19.3 The Charter shall be amended in accordance with the provisions of this Charter to address any new addition.

20. DISPUTES

- 20.1 In the event of any dispute or difference between the Constituent Councils and the Authority concerning the operations or affairs of the Authority, the dispute process shall be initiated by a Constituent Council serving a notice of dispute on all other Constituent Councils with a contemporaneous copy being served on the Authority. The Constituent Councils:
- 20.1.1 will attempt to settle the dispute or difference by negotiating in good faith;
- 20.1.2 if good faith negotiations do not settle the dispute or difference within one month of the dispute arising then the dispute shall be referred to an expert for determination. The expert shall be a person with the skills and expertise necessary to resolve the dispute and shall be nominated by the President of the Local Government Association of South Australia. The expert is an expert

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

and not an arbitrator. The expert's determination shall be final and binding on the Constituent Councils. The costs of the expert will be apportioned and payable in accordance with the expert's determination;

20.1.3 if the dispute is unable to be resolved by the expert within six months then any Constituent Council may request the Minister to dissolve the Authority; and

20.1.4 notwithstanding the existence of a dispute or difference, the Constituent Councils will continue to meet their obligations to the Authority.

20.2 In the event of any dispute or difference between one or more Constituent Councils and the Authority concerning the operations or affairs of the Authority, the dispute process shall be initiated by a Constituent Council, or the Authority, serving a notice of dispute on the Constituent Council or the Authority, as the case may be, with a contemporaneous copy being served on all other Constituent Councils:

20.2.1 will attempt to settle the dispute or difference by negotiating in good faith;

20.2.2 if good faith negotiations do not settle the dispute or difference within one month of the dispute arising then, the dispute shall be referred to an expert for determination. The expert shall be a person with the skills and expertise necessary to examine the issues and shall be nominated by the President of the Local Government Association of South Australia. The expert is an expert and not an arbitrator. The expert's determination shall be final and binding on the Constituent Council and the Authority. The costs of the expert will be apportioned and payable in accordance with the expert's determination; and

20.2.3 notwithstanding the existence of a dispute or difference, the Constituent Councils and the Authority will continue to meet their obligations to each other.

For the purposes of Clause 20.2 'dispute' includes where a Constituent Council has failed or refuses to approve the draft budget advised by the Authority under Clauses 11.2.3 or 11.5.

20A LIMIT OF LIABILITY

20A.1 Except insofar as Clause 12.4 applies the liability of a Constituent Council to the Authority is limited to those functions undertaken by the Authority and to which the Constituent Council has made a financial contribution. The liability of a Constituent Council is proportional to the interest of that Council in the net assets of the Authority as determined under Clause 15 of this Charter.

20A.2 The liability of a Constituent Council to the Authority for any function undertaken by the Authority under Clause 12.4 is limited to the requesting Constituent Council or Constituent Councils and as reflected in the agreement entered into with the Authority for those purposes.

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

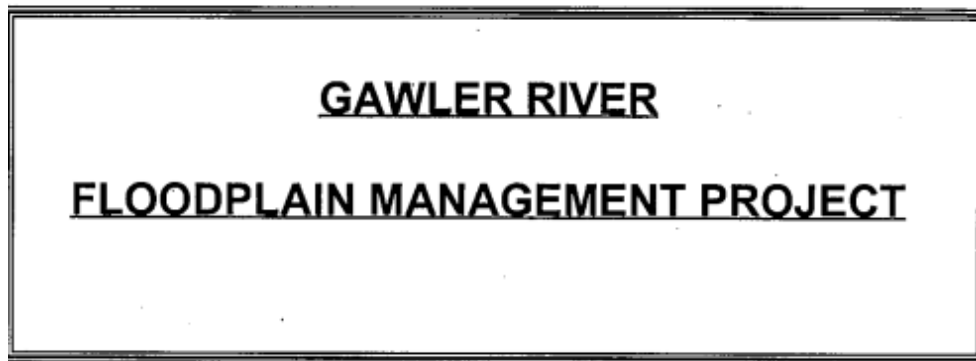
21. DISSOLUTION OF THE AUTHORITY

- 21.1 The Authority may be dissolved by the Minister in the circumstances envisaged by Clause 33, Part 2 of Schedule 2.
- 21.2 In the event of there being net assets upon dissolution and after realisation of all assets and meeting all liabilities, the net assets will be distributed to the then Constituent Councils on the basis of their current interest in the net assets of the Authority as determined by Clause 15.
- 21.3 In the event of there being an insolvency of the Authority at the time of dissolution, the then Constituent Councils will be responsible jointly and severally to pay the liabilities of the Authority and between themselves in the proportion of their interest in the net assets last determined under Clause 15.

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

Appendix 2 – Prodirections Report of February 2000

NORTHERN ADELAIDE & BAROSSA CATCHMENT WATER MANAGEMENT BOARD



DISCUSSION PAPER

February 2000
Prepared by:
Michael Barry
Prodirections Pty Ltd

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

1 INTRODUCTION

This discussion paper outlines the preliminary issues associated with the development of a floodplain management strategy for the Gawler River Catchment.

The project was commissioned by the Northern Adelaide and Barossa Catchment Water Management Board (NABCWMB) with the following terms of reference:

- Research the available legal structures that could be appropriate for the establishment of an entity to manage the flood mitigation strategy, including, but not restricted to the possibility of a forming a Regional Subsidiary of Councils pursuant to the Local Government Act, 1999.
- Research and model possible funding arrangements to determine fair and equitable contributions from Councils for contributions to initial capital costs (if any is required) and ongoing maintenance of the strategy.

The report outlines the key issues and options from preliminary consultations with representatives from most of the affected Councils, Board staff and specialists in hydrology, finance and risk management. It was not the purpose of stage 1 of this project to conduct detailed consultation with the affected Councils – rather, it is proposed that the discussion paper itself will constitute a vehicle for those detailed consultations to occur.

The prime purpose of the Discussion Paper is to enable the affected Councils and the Board to consider the options available and hopefully reach consensus about a preferred option. During the process of consultation with Councils the Board will continue to pursue avenues for external funding contributions to the project. However, for the purposes of this paper assumptions have been made about the quantum of external funding (See Sections 8 and 9).

Please also note that the preliminary views expressed do not necessarily reflect the formal considered decision of each Council. Finally, many of the assumptions and propositions contained in this preliminary draft (and especially the hypothetical scenario - Section 9) are **entirely the responsibility of the Consultant** and are included to stimulate discussion and debate.

An earlier draft of this report was presented to the Steering Committee comprised of Council and Board representatives established to investigate the flood plain management issues associated with the Gawler River and helpful comments were received.

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

2 PROPOSED SOLUTION

After extensive research it is understood that all Councils support the proposed flood mitigation solution as recommended by BC Tonkin & Associates in the 1999 review document completed for the Board. The proposed strategy includes a flood attenuation dam and there appears to be Council support for the option which has no permanent water storage facility. It is not proposed to unnecessarily lengthen this discussion paper by describing the proposed solution and its relative merits as this is extensively documented elsewhere.¹

3 FORMATION OF AN AUTHORITY

It appears that most if not all Councils support the formation of a legal entity to undertake the project and provide for ongoing maintenance as required and all indicated willingness to participate in such an authority subject to the resolution of funding concerns (see below). The formation of a **Regional Subsidiary** pursuant to the Local Government Act 1999 appears to be the preferred option. Regional Subsidiaries (formerly Section 200 Authorities) are the preferred mechanism for such multi-council activities and are common especially for stormwater management and waste management. The key attractive features of a Regional Subsidiary structure for this type of activity are:

- The Local Government Act, 1999, provides an appropriate legal framework to create the entity with powers, functions, safeguards and accountabilities clearly specified in the Charter for the Subsidiary;
- The Subsidiary is **directly accountable** to constituent Councils in relation to performance including financial matters;
- Any contributions from Councils are determined by an agreed "formula" which is specified in the Charter;
- The membership of the Board of the Subsidiary can include non-Council representatives if the Councils agree eg a representative of the NABCWMB, in this instance
- While the Charter for Subsidiary must be approved by the Minister for Local Government (and there are powers for Ministerial investigation in special circumstances), the Subsidiary is a "creature of the constituent Councils".

¹ In particular, the most recent review distributed to all Councils: BC Tonkin & Associates: Review of the 1994 Flood Management Plan for the Gawler River: August 1999: Ref No 99.0165R-2

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

The possible alternative vehicle of establishing a Subcommittee of the Northern Adelaide and Barossa Catchment Water Management Board pursuant to the Water Resources Act [Section 62(2)(m)] is likely to be less preferred from the point of view of Councils. It should be remembered that Catchment Water Management Boards are "**instrumentalities of the Crown**" and are subject to the "**direction and control by the Minister**" [Section 55(2) (a) and (c)]. Boards may delegate most of its powers and functions to a Committee it creates (subject to Ministerial approval), but such delegations are "**revocable at will**" by the Board [Section 66(1)(b)(i) and (3)(d)]. In summary, a specialist Committee created under a Catchment Board has much less independence and autonomy of operation when compared with a Regional Subsidiary.

Notwithstanding the above, the creation of a Committee of the Board under the Act (with or without the support of all the Councils) may need to be considered if agreement cannot be reached about the formation of Regional Subsidiary. However, the nature of any possible authority to be formed is the least contentious aspect of the proposed schema, because Councils are understandably most concerned about the funding issues surrounding the establishment of the flood attenuation infrastructure.

4 FUNDING ISSUES

Predictably, the support of Councils (especially the upstream Councils) to the proposed strategy is significantly constrained by concerns about the method of funding of the scheme. **Clearly the ultimate success of the project will be dependent on the Board's ability to attract significant external funding for the capital works required.**

Reasons cited for the reticence of upstream Councils to make financial contributions to meeting any residual "local government" contribution (ie any shortfall required after external contributions are finalised) include the following:

- Upstream Councils (especially Barossa) have undertaken significant past flood mitigation works in their own areas at their own cost;
- There are competing infrastructure expenditure projects of higher local priority;
- There is a strongly held view that additional contributions to the floodplain management project would be "double dipping" on existing ratepayer contributions through the Catchment Management levy.

While these views have been recognised and understood by the Consultant further work was undertaken by the Consultant on a possible residual cost apportionment model for the consideration of the Board and the Councils.

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

5 PRINCIPLES OF A COST APPORTIONMENT MODEL

The following principles are proposed for the development of a cost apportionment model assuming that there is a necessity for a residual local government contribution to the floodplain management strategy after other sources of external and Board funding have been exhausted:

5.1. Future Costs Avoided

Those Councils with the greatest exposure to flood damage are the greatest financial beneficiaries from the implementation of the strategy because of the avoidance of future flood damage reparation costs. Therefore a funding model should provide a significant "weighting" to this factor in determining Council contributions. The Councils in this category include Mallala and Playford, and to a much lesser extent, Gawler.

5.2 Catchment Area

While all Councils may not necessarily agree it appears reasonable that proportion of catchment area by Council should be included in a cost apportionment model on the basis that there is a clear hydrological relationship between catchment area and downstream flooding. This indicator mainly impacts on "upstream" Councils for obvious reasons. However it is suggested that this factor be given a relatively low weighting in comparison with (1) above.

Table 1 Catchment Area above Gawler Junction Weir (AW505505)

Council	Catchment Area	% of total Area
The Barossa Council	674 km ²	63.0 %
DC Kapunda Light	268 km ²	25.0 %
Adelaide Hills Council	74 km ²	6.9 %
CT Gawler	3 km ²	0.3 %
City of Playford	51 km ²	4.8 %
DC Mallala	0 km ²	0.0 %
TOTAL	1070 km ²	100.0 %

Source: DEHAA

5.3 Watercourse length

Another possible cost apportionment principle is watercourse length x Council area for obvious reasons. This factor impacts on both upstream and downstream Councils but with a bias towards downstream Councils. The DEHAA source information provides watercourse lengths for both the

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

northern and southern banks because the river forms a Council boundary for much of its length. For the purposes of this exercise, the Consultant has added the watercourse length for both banks for each Council to determine the overall percentage. Please note that the definition of "watercourse" for this purpose is only that part of the watercourse named as the "Gawler River".

Table 2 – Watercourse Length – Only Section named "Gawler River"

Council	Length of North Bank	% North Bank	Length South Bank	% South Bank	Combined Length	% Combined Length
The Barossa Council	0.0 km	0.0 %	0.0 km	0.0 %	0.0km	0.00%
DC Kapunda Light	17.0 km	39.53 %	0.0 km	0.0 %	17.0km	19.77%
Adelaide Hills Council	0.0 km	0.0 %	0.0 km	0.0 %	0.0km	0.00
CT Gawler	2.9 km	6.75 %	11.0 km	25.58 %	13.9km	16.16%
City of Playford	0.0 km	0.0 %	32.0 km	74.42 %	32.0km	37.21%
DC Mallala	23.1 km	53.72 %	0.0 km	0.0 %	23.1km	26.86%
TOTAL	43.0 km	100.00 %	43.0 km	100.00 %	86.0KM	100.00%

Source: DEHAA

5.4 Ability to Pay

It can also be argued that the revenue capacity of contributing Councils should be taken into account as another balancing factor to account for the different capacities of Councils to raise revenue.

Summary

It is suggested that a combination of the above principles/factors, with appropriate differential weightings could be used to come up with a satisfactory apportionment of contributions **subject to reaching agreement about the basic principle that all catchment Councils should contribute to some degree to flood mitigation activities even where the flooding activity may occur outside the geographic area.**

Factual information has been obtained from an independent source (DEHAA) on factors (2) and (3) above. Information could be obtained on (1) and (4) but would be (because of the nature of what is being "measured") much more subjective. It is suggested that these factors be retained as "political balancing" factors to ensure that any final cost apportionment formula is **politically acceptable** to all participating Councils.

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

A possible scenario based on an indicative (rather than a scientific) application of the above factors is included in Section 9 of this report.

6 ARGUMENTS FOR CONTRIBUTIONS FROM ALL CATCHMENT COUNCILS

Leaving aside the question as to whether some or all of the Catchment Management Levy on ratepayers (currently directed to the Board pursuant to the Water Resources Act) could or should be directed to the Gawler River Floodplain management strategy, there are powerful arguments suggesting that all Councils should contribute in **some way** to problems created elsewhere in the catchment area.

The first is the argument of principle that the catchment should be viewed as a whole and that just as downstream Councils should contribute to works and activities in upstream areas, so should upstream Councils contribute in some way for works necessary for the protection of downstream Councils.

The second is the argument of **future liability**. Regardless of whether individual Councils subscribe to the "catchment principle" outlined above, there is a real risk that in an ever increasingly litigious society that upstream Councils could be joined in negligence claims against Councils for individuals suffering flood damage in the future. Thus there is a potential liability exposure to **all** catchment Councils if a Court could find that, by action or omission, a Council or group of Councils contributed to the damage occurring.

7 WHY NOT USE THE CATCHMENT MANAGEMENT LEVY?

There is a view expressed in the local government community in the Gawler River Catchment that the levies collected from ratepayers for the Northern Adelaide and Barossa Catchment Management Board could or should be directed to funding the Floodplain Management Strategy, including the capital works required.

Regardless of the merits of this argument or past understanding and misunderstanding of the role of the Boards between State and Local Government, it is clear that:

- Floodplain management (flood mitigation) is only one aspect of overall catchment management;
- The Board has other local Government stakeholders ("Barker Inlet" Councils) which would no doubt take a dim view of any suggestion of a disproportionate siphoning of Board funds towards Gawler River flood mitigation (For illustrative purposes, the table below demonstrates that

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

the Gawler River catchment Councils areas contributed 37% of the total levies to the Board in 1998-9);

- The current levies collected according to Council area based on capital values (for the NABWCMB) do not correlate with the cost apportionment principles for flood management canvassed in this report eg Mallala contributes 4% of the total contributed by the Gawler River Council areas, whereas it would be a major beneficiary of the proposed flood mitigation solution. The table below demonstrates the total levies collected by Council area for the total catchment and lists the Gawler River catchment Councils separately.

Table 3 Catchment Levy Contributions x Council Area 1998-9
(Total NABWCMB Catchment and Gawler River Councils)

COUNCIL	ALL COUNCILS	GAWLER CATCHMENT ONLY	% GAWLER CATCHMENT ONLY
Barossa Council	\$140,117.11	\$140,117.11	8.28%
Corporation of Gawler	\$104,616.11	\$104,616.11	6.18%
City of Playford	\$295,055.30	\$295,055.30	17.43%
City of Pt Adelaide Enfield	\$13,553.82		
City of Salisbury	\$515,972.15		
City of Tea Tree Gully	\$536,005.20		
Adelaide Hills Council	\$23,298.03	\$23,298.03	1.32%
District Council of Kapunda & Light	\$38,701.96	\$38,701.96	2.11%
District Council of Mallala	\$25,180.32	\$25,180.32	1.49%
Totals	\$1,692,500	\$626,968.03	36.81%

It should also be noted that the Board has recently circulated a paper entitled "Roles and Responsibilities for Floodplain Management" outlining a suggested breakdown of the respective responsibilities of Councils, the Board and other agencies. The paper confirms the role of the Board as "lead agency" in relation to planning, coordination and attracting funding while it is proposed that local government be the "lead agency" for floodplain management measures.

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

8 THE FUNDING PROBLEM

8.1 Expected Council Contributions

One of the major difficulties of the current project is establishing the possible quantum of any required "local government" contribution to implementation of the floodplain management strategy. Understandably, all Councils are cautious about committing to a strategy when the potential financial impact is unknown, but on a worst case, would be in excess of \$6m in capital costs.

The most optimistic view is that all capital costs could be externally funded by State and Commonwealth Government grants. However, the more realistic view is that potential external funding bodies would be seeking "local" contributions.

Therefore, to enable Councils to realistically assess the funding implications for future budgets (and especially the 2000-01 budget year) it is suggested that the Board establish a "target" budget to be reviewed and revised upwards or downwards after the confirmation of external contributions. It is suggested that this approach would at least enable negotiations to proceed dealing with concrete figures rather than some unknown financial exposure.

The following is an example of a possible target budget:

Total Project Costs	\$6.5m²
External Funds Target	\$4.0m
Board Contribution	\$0.5m
Council Contributions	\$2.0m

It appears to the writer that it is highly desirable that the Board's contribution (in whatever form that is provided) is explicitly identified in the overall project budget to overcome (or at least ameliorate) the concerns of Councils about the role of the Board in relation to floodplain management. It is acknowledged that the level of any contribution from the Board will be a matter of significant debate during the consultation period.

As stated above it should be emphasised that the target figures are for demonstration purposes only and would be revised (hopefully downwards) when external funding sources had been confirmed. The Board will be pursuing confirmation of external funding commitments during the consultation phase of this project.

² The Total Project Cost is an estimate only (based on the BC Tonkin report) and can only be confirmed on the completion of a detailed feasibility study

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

8.2 Funding Package Considerations

Preliminary consultation with the LGA and the LGFA indicate that because the vast majority of required expenditure is for an asset with a very long life it would be both prudent and financially appropriate (in terms of accounting principles) for a new authority to take out a very long term loan to finance any local government contribution. A long term loan, together the opportunity to "lock in" to current low interest rates could significantly ameliorate the immediate financial impact on contributing Councils. The hypothetical example in Section 9 below is based on the assumption that the total amount of the required Council contribution would be borrowed "up front".

However, it should also be noted that the project expenditure will be required in at least three defined stages:

- Preparation of detailed design (say, 2000)
- Land Acquisition (say, 2001)
- Dam Construction and Other Works (say, 2002)

Therefore, it will be possible for any Authority formed to manage the project to forward plan the financial impacts from all contributing sources (including the Board, the Councils and external funding sources). In these circumstances, the authority could choose to take out three smaller loans to fund each stage or to borrow the total amount "up front" to capitalise on current low interest rates. Detailed financial advice on the method of funding could be sought when consensus is achieved on the preferred approach.

The Steering Committee for the project also commented on the need to make provision for ongoing maintenance and depreciation of the asset, although it is understood that this would not be a significant cost or risk because of the nature of the asset.

9 A HYPOTHETICAL SCENARIO

Without prejudice to the necessary detailed consultation with Councils, a possible model for cost sharing is outlined below as a "starting point" for negotiations. It should be emphasised that the proposed "starting point" has been entirely devised by the Consultant and is not based on any consultations with the Board or the Councils. The "Consultant's Rationale" column contains his assessment of a possible balancing of the four "cost apportionment principles" outlined in section 5 of this report, and is, as stated throughout this report, highly subjective.

It is also based on the assumption that all Councils will ultimately agree to contribute in some way, contrary to some currently stated views.

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

The percentages arrived at are subjective applications of the factors outlined in Section 5 of this paper, together with weightings. For example, a significant subjective weighting has been applied to the "future costs avoided" factor, with the two downstream Councils providing 55% of the contribution.

Columns 3 and 4 demonstrate the financial impacts of the hypothetical proportions applied to total loan amounts of \$2m and \$3m accordingly. The figures provided illustrate the annual principal + interest repayments for a 15 year loan at current interest rates, provided by the LGFA. As outlined in Section 8 above, the hypothetical model is based on borrowing the total required contribution "up front", rather than the alternative of staging borrowing to match expenditure demand.

Table 4 Hypothetical Cost Apportionment

(Column MB% is the hypothetical percentage apportionment devised by the Consultant)

COUNCIL	MB%	\$2m/15yr per annum	\$3m/15yr per annum	CONSULTANT'S RATIONALE
Playford	30%	\$72,000	\$107,250	<ul style="list-style-type: none"> Major beneficiary – future costs avoided 37% of watercourse length Intensive high value land use adjacent Capacity to pay
Mallala	25%	\$60,000	\$89,375	<ul style="list-style-type: none"> Major beneficiary – future costs avoided 27% of watercourse length Relatively lower capacity to pay
Gawler	15%	\$36,000	\$53,625	<ul style="list-style-type: none"> Moderate beneficiary – future costs avoided 16% of watercourse length
Barossa	15%	\$36,000	\$53,625	<ul style="list-style-type: none"> 63% of catchment No significant local benefits Recognition of past mitigation works
Kapunda & Light	10%	\$24,000	\$35,750	<ul style="list-style-type: none"> 25% of catchment 20% of watercourse length No significant local benefits Relatively lower capacity to pay
Adelaide Hills	5%	\$12,000	\$17,875	<ul style="list-style-type: none"> 7% of catchment No significant local benefits
TOTAL	100%	\$240,000	\$357,500	

As stated above, this distribution is hypothetical and subjective and should serve only as a starting point for discussion.

*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

10 DO NOTHING?

The B C Tonkin report estimates that failure to construct major infrastructure for flood mitigation exposes the community to a flood damage cost of **\$10.6m** in present day value, not including the associated costs and trauma associated with a major flood event.

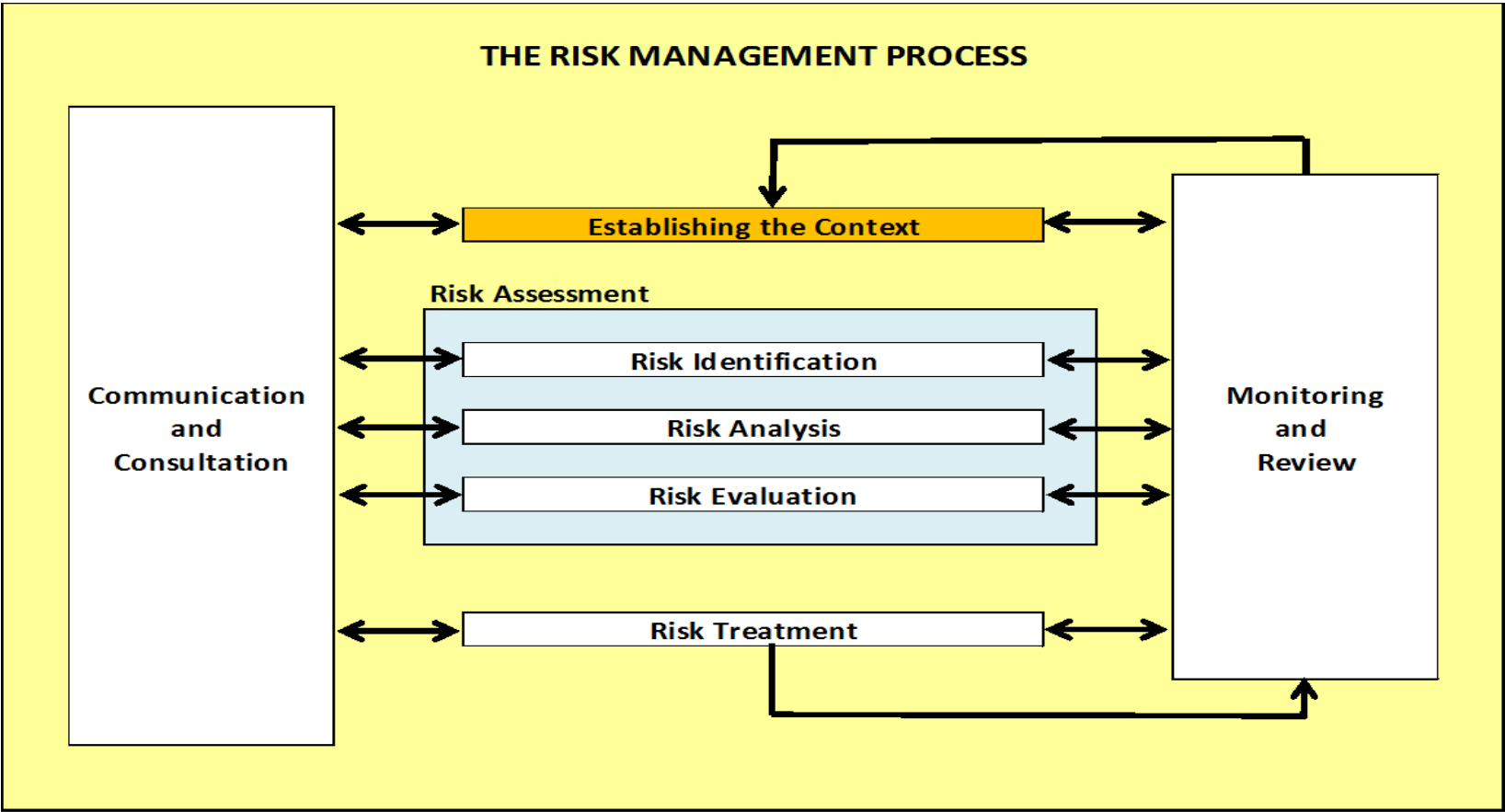
This estimated flood damage exposure is 75% greater than the estimated cost of construction of the Turretfield dam.

Furthermore, the existence of a well researched and documented solution, without acting on it, exposes responsible parties to acutely increased risk of successful legal action for negligence when the next major flood event occurs.

Simply put, doing nothing is not a rational option!

Some Considerations of the Proposal by Council to Withdraw from the Gawler River Floodplain Management Authority

Appendix 3 – Stylised Extract from AS/NZS ISO 31000:2009 – The Risk Management Process



*Some Considerations of the Proposal by Council to Withdraw from the Gawler River
Floodplain Management Authority*

Appendix 4 - Potential Impact of Northern Floodways works



FIGURE 4.2 : NORTHERN FLOODWAY FLOOD INUNDATION EXTENT - CURRENT CONDITIONS



FIGURE 4.3 : NORTHERN FLOODWAY MITIGATION OPTION INUNDATION EXTENT WITH BUCKLAND PARK DEVELOPED

These maps are from a report by Australian Water Environments in February 2017 entitled "Gawler River 2016 Flood Review: Preliminary Report – First Draft", refer page 13.



Government
of South Australia

Your ref: CON17/314-2
Our ref: eA183010

Mr Tony Flaherty OAM
Mayor
Adelaide Plains Council
PO Box 18
MALLALA SA 5502

Dear Mayor Flaherty *TONY*

Thank you for your letter of 19 October 2017 seeking my approval for the Adelaide Plains Council (APC) to withdraw from the Gawler River Floodplain Management Authority (the Authority).

You have requested my approval under clause 29 of Schedule 2 of the *Local Government Act 1999* to enable APC to cease to be a constituent council of the Authority.

I note the concerns you have raised regarding APC's ability to meet its funding contribution as provided in the Authority's Charter. I also note the two investigations that APC has initiated to review the current percentage shares for capital works and maintenance of assets of the Authority upon which the constituent councils' financial contributions are based, and to review the impact that the Northern Floodway Report will have on the economic footprint of APC.

I note that APC is in receipt of a prudential report prepared in September 2017 that highlights a number of risks associated with APC's proposed withdrawal from the Authority (the Prudential Report). I am advised that the Prudential Report identifies a number of significant risks to APC should it withdraw from the Authority.

I also note that in response to the Prudential Report, APC's Audit Committee has recommended against withdrawal from the Authority.

To allow me to make an informed decision on whether to grant APC's request to withdraw from the Authority, I require from APC a detailed and supported submission by 31 January 2018.

In addition to matters you consider relevant to your request, I recommend that APC incorporates the information obtained in the two reports referred to above in this submission, and addresses prudential considerations such as those included in the Prudential Report.

Minister for Regional Development
Minister for Local Government

Level 17, 25 Grenfell Street Adelaide SA 5000 | GPO Box 2557 Adelaide SA 5001 DX 667
Tel 08 8226 1300 | Fax 08 8226 0316 | pilsa.MinisterBrock@sa.gov.au



2

I note that in requesting to withdraw from the Authority, APC has provided no alternative plan on how it intends to deal with the risk of future flooding events. I consider this a pertinent consideration, and I recommend that APC's submission also includes details as to how the Council intends to deal with the future management of flood risk and liabilities from flood events and other matters currently provided for under the Authority's Charter.


I advise that in addition to APC's submission, I will also seek submissions from the Authority's other constituent councils and Hon Ian Hunter MLC, Minister for Water and the River Murray.

Upon receipt of all submissions, I will give careful consideration to the information provided and the interests of APC, the Authority and all other constituent councils, the region, the community, and other relevant matters, before making a decision on this important matter.

Yours sincerely



Hon Geoff Brock MP
MINISTER FOR REGIONAL DEVELOPMENT
MINISTER FOR LOCAL GOVERNMENT

 December 2017

cc: Mr David Hitchcock, Executive Officer, Gawler River Floodplain Management Authority
Mr James Miller, Chief Executive Officer, Adelaide Plains Council



2a Wasleys Road
Mallala SA 5502
PO Box 18
Mallala SA 5502

Tel – 08 8527 0200
Fax – 08 8527 2242
info@apc.sa.gov.au
apc.sa.gov.au

ABN – 58 384 968 672

Our Reference: CON17/314-2

19 October 2017

The Hon Geoff Brock MP
Minister for Local Government
GPO Box 2557
ADELAIDE SA 5000

Dear Minister Brock,

RE: Adelaide Plains Council – Request to Withdraw from the Gawler River Floodplain Management Authority

Please be advised that Adelaide Plains Council ('APC') is one of six councils comprising the Gawler River Floodplain Management Authority ('GRFMA'); a regional subsidiary created under Section 43 of the *Local Government Act 1999*.

As you would be aware having visited our region during the October 2016 floods, the lower reaches of the Gawler River suffered significant flood inundation during these events. In more recent times the GRFMA, working on behalf of constituent councils, has undertaken an enormous body of work in respect of flood mitigation infrastructure options. One option which is still yet to be formally endorsed by all member councils is the 'Northern Floodway,' estimated to cost \$27 million.

Running concurrent with the flood mitigation option investigations was a concerted focus and push by APC to have the GRFMA Charter reviewed, primarily as it relates to the percentage rate contribution of each member council toward the overall cost of the infrastructure. Presently, APC's contribution pursuant to the Charter is 28.91 percent.

Council has long held the position that with a small ratepayer base comprising only 4,886 rateable assessments and generating \$8.05 million per annum (based on the 2017-18

financial year), our ability to fund what is an exorbitant contribution toward flood mitigation by comparison to other member councils places significant strain on our council and our community. To further illustrate the disparity between member council contributions, as an example, City of Playford's current percentage rate contribution pursuant to the Charter is 34.68 percent however their ratepayer base comprises some 39,115 rateable assessments which yield \$74.50 million per annum of rateable income. The comparative data paints an alarming picture to APC and its ratepayers from a parity perspective.

Taking the above comparative data into consideration, in the event the Northern Floodway is funded by three tiers of Government (Federal, State and Local), the subsidiary contribution would amount to \$9 million and it is under the current Charter where the comparative disparities are most evident (see table below):-

Council	Charter Percentage and Infrastructure Cost for Northern Floodway	2017/18 Financial Year rate Income	Northern Floodway Contribution as a Percentage of Rate Income
City of Playford	34.68% or \$3.12m	\$74.50m	4.18%
Adelaide Plains Council	28.91% or \$2.60m	\$8.05m	32.33%

In consideration of the above, Council, at its 15 May 2017 Ordinary Meeting, moved the below Motion without Notice:-

"that Council staff immediately initiate the appropriate procedures to allow Adelaide Plains Council to withdraw from Gawler River Floodplain Management Authority."

CARRIED

It is important to note that following adoption of the May 2017 resolution, Council then undertook a prudential analysis in relation to the position of Council to initiate the appropriate procedures to withdraw from the regional subsidiary. This body of work was duly commissioned and presented back to Council at the 18 September 2017 Ordinary Meeting following consideration of the same report by Council's Audit Committee.

Council considered the said report however elected to uphold its position of initiating the appropriate procedures to withdraw and in doing so, further resolved the following:-

“that Council notes Minute GRB 17/061 from the August 2017 Ordinary Meeting of the Gawler River Floodplain Management Authority (GRFMA), namely:-

“The Chair noted it would be opportune to start the consideration process for a GRFMA Charter review and foreshadowed presentation of an agenda report at the next meeting outlining possible terms of reference for a review”.

In noting the aforementioned resolution, Council fully supports the notion of commencing a review of the GRFMA Charter at the earliest opportunity.”

CARRIED

While the key concern of APC remains primarily with Council’s limited ability to fund infrastructure associated with the \$27 million Northern Floodway, Council is also extremely cognisant of the fact that until a determination is handed down by you in relation to APC’s request to withdraw, Council is still a constituent council on the subsidiary and remains a voice at the table. To that end, Council has instructed the Chief Executive Officer to undertake separate bodies of work in relation to:-

1. Engaging a suitably qualified financial analyst to undertake a review of APC’s percentage rate contribution as it relates to flood mitigation infrastructure and, factoring in all relevant criteria (particularly comparisons to the City of Playford including capacity to pay) provide a view in respect of what that contribution should be; and
2. Engaging a suitably qualified person to undertake a peer review of the Northern Floodway report and provide a view in respect of the impact this infrastructure will have on the economic footprint of APC. This is a particularly crucial body of work when one considers the impact the Northern Floodway will have on the soon-to-be endorsed Northern Food Bowl Protection Areas (‘Food Bowl’) Development Plan Amendment. Furthermore, this body of work is also likely to highlight the balance of benefits between APC and City of Playford that the \$27 million Northern Floodway will bring to each community.

I envisage these reports will be concluded in the coming months.

In consideration of the above, I, as Mayor of APC, hereby request you, as Minister for Local Government, to formally consider Council’s request to withdraw from the GRFMA and in

doing so, acknowledge Council's limited ability to fund the significant infrastructure burden that would otherwise be placed on this community. In accordance with a resolution of Council from its meeting held on 16 October 2017, I hereby respectfully request a delegation of APC Board Members and Deputy Board Members with you such that Council may fully inform you of its reasons behind determining this position.

Should you require further clarity in relation to this matter, please do not hesitate to contact Mr James Miller, Chief Executive Officer or myself on (08) 8527 0200 or ceo@apc.sa.gov.au.

Yours sincerely,



Tony Flaherty OAM JP
Mayor

CC APC Chief Executive Officer
 APC Elected Members
 APC General Managers
 GRFMA Chair and Executive Officer
 Member for Wakefield
 Member for Taylor
 Member for Goyder

Gawler River Floodplain Management Authority
266 Seacombe Road, Seacliff Park, SA 5049
Telephone: 0407717368 Email: davidehitchcock@bigpond.com
Website: www.gawler.sa.gov.au/grfma

James Miller
Chief Executive Officer
Adelaide Plains Council
2a Wasleys Road
MALLALA SA 5502
By email info@apc.sa.gov.au

10/2/2023

Dear James,

I am writing further to correspondence of 15/12/2022 seeking Council support for financial contribution toward completion of the Department for Environment and Water, Business Case to identify a shared vision and objectives to improve flood management in the Gawler River region.

Principally, the previous correspondence sought constituent council support for a collective funding contribution of up to \$600,000, in total, to assist the completion of the Business Case in the financial year 2023/2024.

Proposed constituent council contributions toward the total of \$600,000 would be calculated based on 16.66% each, as provided in the GRFMA charter i.e., \$100,000 each constituent council.

Formal response from Councils on the funding contribution proposal was sought by 31st, January 2023.

Regretfully, responses from constituent councils have been less than encouraging.

At this time only two councils have confirmed any financial support. One council has conditionally supported \$100,000 and the other \$52,020 (based on capital cost formulae).

Other responses to date foreshadow less than favorable support will be provided.

See the table attached which provides indication of constituent council feedback regarding the proposal.

I am very concerned that a lack of interest and commitment response from the constituent councils will severely jeopardise or likely end the current inter-governmental project governance arrangements for Gawler River flood mitigation initiatives post 30 June 2023.

As you are aware flooding of the Gawler River has happened on average once every ten years, and the costs of this have been significant (2016 estimated approximately \$50 Million).

1

2

With the last flood event now some six years past, lack of action in mitigating impact of the inevitable next flood event will certainly place a public lens on how the GRFMA and its constituent councils, have responded to protect the community from such events.

In endeavor to achieve some investment by Local government, I initiate an alternate proposal of a \$52,000 funding contribution from your council in lieu of the previous \$100,000 funding contribution.

This is proposed on clear benefit from flood mitigation investment for the council communities located in the Gawler River floodplain. \$52,000 being premised on the support already confirmed by the Light Region Council.

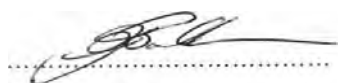
Albeit, while total contribution of \$600,000 will not be achievable, I anticipate that the alternate contribution proposal will realise a firm financial investment that will indicate Local government has committed to working with the State government in facilitating delivery of the Business Case deemed critical in achieving flood mitigation outcomes for the Gawler River, with potential funding pathways through Federal and State governments.

Additionally, a financial commitment will assist with the State government's requirement for Local government contribution being achieved prior to release of State government budgeted funding. This will enable continuation and completion of the Business Case in 2023.

I seek your immediate support to present this important alternate proposal to your Council for consideration. Obviously, contributions in excess of the amount indicated above will be greatly respected by this Authority, State government, Gawler River floodplain communities and other stakeholders.

I am available to attend Council to speak to the proposal as appropriate.

Yours sincerely



Ian J. Baldwin

Chair & Independent Member

Attachment: Indication of constituent council feedback

Attachment

The table below provides indication of constituent council feedback regarding the proposal of financial contribution toward completion of the Gawler River Flood Mitigation Business Case.

Council	Response
Adelaide Plains	<p>Chair and EO to attend the 4.30pm on Monday 30 January 2023 council meeting to present and seek support for the Business Plan contribution.</p> <p>APC resolution 2023/015</p> <p><i>“that Council, having considered Item 15.2 – Gawler River Floodplain Management Authority – Overview and Risk Assessment – Report 2, dated 30 January 2023, receives and notes the report and in doing so acknowledges that the Chief Executive Officer intends to channel Gawler River Floodplain Management Authority – Overview and Risk Assessment – Report 2 through Council’s Audit Committee prior to Council considering same at its 27 February 2023 meeting.</i></p> <p>APC resolution 2023/016</p> <p><i>“that Council, having considered 15.2 – Gawler River Floodplain Management Authority – Overview and Risk Assessment – Report 2, dated 30 January 2023, acknowledges that a determination regarding the provision of a financial contribution by Council towards the Business Case work being undertaken by the Department for Environment and Water will be made at the 27 February 2023 meeting of Council.</i></p>
Adelaide Hills	<p>The Chair and EO met with Acting CEO Monday 16 January - CEO response is AHC find it difficult to find a line of sight to why they would need to contribute \$100,000 . At best might consider capital contribution \$10,380 (1.73 %) Council to consider at February meeting</p>
The Barossa	<p>Minute from 24 January meeting</p> <p><i>Having considered its Community Plan and Sections 6, 7 and 8 of the Local Government Act 1999 decline the request to provide funding of \$100,000 to the Gawler River Floodplain Management Authority in support of a Business Case and Flood Management Plan as it provides no tangible benefit to The Barossa Council and its ratepayers, residents or visitors. 2) Considering this request, the many years of debate and the significant threat of the GFRMA strategy to our long-term financial sustainability instruct the Chief Executive Officer to prepare an options paper regarding Council future involvement in the Gawler River Floodplain Management Authority and table it for discussion at a future workshop.</i></p>
Town of Gawler	<p>The Chair and EO have been invited to attend the 28th February 2023 Town of Gawler Council meeting to present on the Business Plan contribution funding proposal.</p>

Light Regional	<p>The Chair and EO attended the 24th of January 2023 meeting to present for funding support.</p> <p>Resolution OCM-2023/003</p> <p><i>That Council: 1. Note the significant body of work that has been undertaken by the Gawler River Floodplain Management Authority (GRFMA) and the Department of Environment & Water (DEW) in progressing the Business Case and Flood Management Plan for the Gawler River catchment; 2. Decline the request to contribute funding of \$100,000, as detailed in the letter received 15 December 2022 from the GRFMA but offer a Capital Contribution percentage of 8.67% (\$52,020) for the project to be progressed toward the ISAAF Gate 2 (a full business case); and 3. Instruct the Acting Chief Executive Officer to advise the GRFMA that it is prepared to offer up a lower amount and to include in the draft 2023/2024 Annual Business Plan and Budget an amount of \$52,020 towards the project</i></p>
City of Playford	<p>At its Ordinary Council Meeting on 24th January 2023 resolved the following: "Council, having considered the funding request from the GRFMA, endorses the allocation of \$100,000 to the GRFMA in the 2023-24 financial year as part of a contribution to the Department for Environment and Water to finalise the Gawler River Flood Management Business Case, subject to all Constituent Councils of the GRFMA agreeing to contribute equivalent funding to GRFMA in relation to this request".</p>

14.2 POLICY REVIEW - COMMUNITY ENGAGEMENT STRATEGY (FORUMS ACROSS ADELAIDE PLAINS COUNCIL)

Record Number: D23/6546

Author: Marketing and Communications Officer

Authoriser: General Manager - Governance and Executive Office

Attachments: 1. Revised Policy - Community Engagement Policy - Public Forums [↓](#) 

EXECUTIVE SUMMARY

- The purpose of this report is for Council to consider a review of its current *Community Engagement Strategy (Forums Across Adelaide Plains Council)*, which was endorsed on 28 January 2020.
- Public forums were paused from 27 July 2020 due to the public health emergency declaration for COVID-19.
- In light of the above, it is timely that a review of the current Strategy be undertaken. A 'marked-up' Community Engagement Strategy – Public Forums is presented as **Attachment 1** to this Report.
- It is recommended that Council adopt the revised Policy subject to any amendments it may wish to make.

RECOMMENDATION

“that Council, having considered Item 14.2 – *Policy Review - Community Engagement Strategy (Forums across Adelaide Plains Council)*, dated 27 February 2023, receives and notes the report and in doing so adopts the revised Community Engagement Policy - Public Forums, as presented as Attachment 1 to this report subject to the following amendments:

- .”

BUDGET IMPACT

Estimated Cost:	Costs of required advertisements, staff time (including overtime for non-Executive staff), any venue-hire fees and additional resources that may be required to facilitate forums.
Future ongoing operating costs:	Not applicable
Is this Budgeted?	Not applicable

RISK ASSESSMENT

A key role of all councils is to act as a representative, informed and responsible decision-maker in the interests of its community. Council must be responsive to the needs, interests and aspirations of individuals and groups within its community. Section 50 of the *Local Government Act 1999*, in addition to other legislation, sets out the minimum requirements in relation to public consultation and community engagement.

DETAILED REPORT

Purpose

The purpose of this Report is for Council to consider a review of its current *Community Engagement Strategy (Forums Across Adelaide Plains Council)* **Attachment 1**.

Background

Council first developed and endorsed its *Community Engagement Strategy – Public Forums Across Adelaide Plains Council* (the Current Strategy) at its meeting on [25 March 2019](#) (resolution 2019/121) to provide an opportunity for accurate information dissemination to the community, and for residents and ratepayers to provide feedback on Council-related issues, trends and concerns affecting the community. The Current Strategy was developed by incorporating many of Council's existing policies and processes that involved community engagement for example, *Public Consultation Policy*, Deputation Requests and the 2019 *Code of Practice – Meeting Procedures*. As public forums were identified as the most effective primary method of engagement achievable by Council at the time, the Current Strategy set out process and protocols specifically pertaining to public forums, committing to three (3) per year across the Council area (in a coastal settlement, Two Wells, and Mallala). It also stated Council's commitment to involving its community in Council decisions.

The last public forum was held on 11 November 2019 in Mallala, with feedback reported to Council at the [25 November 2019](#) meeting. The Current Strategy was further reviewed and updated at the [28 January 2020](#) (resolution 2020/010) Council meeting.

Due to the public health emergency declaration for COVID-19, Council paused any further public forums from [27 July 2020](#) (resolution 2020/245), and distributed a Public Notice advising of such on 14 August 2020. Following the lifting of the COVID-19 public health emergency, Council placed a further hold on public forums from [22 August 2022](#) (resolution 2022/282) in acknowledgement of the upcoming election/caretaker period and the need to prioritise Elected Member induction and training.

With the public health emergency now behind us and a new Elected Body on board, it is timely to review the Current Strategy.

Discussion

Council's 2021-2024 Strategic Plan identifies "communication and community engagement" as a key service contributing to the achievement of proactive leadership.

The Current Strategy outlines the protocol for one (1) technique of community engagement. It is therefore proposed to retitle this document to *Community Engagement Policy – Public Forums* (the Revised Policy) to better reflect its intent.

The Revised Policy

The Revised Policy contains five (5) key headings, with sub-headings, as did the Current Strategy. The Revised Policy outlines the following:

1. Objective
2. Scope
3. Public Community Forums – Protocols and Procedures
 - 3.1. Method of Engagement
 - 3.2. Frequency and Timing of Forums
 - 3.3. Public Notice of Forums
 - 3.4. Forum Facilitator
 - 3.5. Public Access and Conduct
 - 3.6. Structure and Procedure
4. Use of Information and Data
5. References and Related Documents

Following an internal review, the following key changes have been proposed:

3.6 Structure and Procedure

To gather feedback on Council projects strategically, a focus topic will be communicated for each forum. This may add an additional motivation to attendance, if the focus topic is of particular interest to community members who may otherwise choose not to attend.

4 Use of Information and Data

To further close the loop, an Information Report summarising feedback will be presented to Council at the following ordinary meeting. These information reports have been provided previously.

Additionally, staff have identified the following changes to internal procedures:

Event registration

While public forums are free and open to all to attend, Council may encourage online registration/collect contact details at the door. Attendees will also be able to provide specific questions or topics they would like to discuss. This information can be used to evaluate the forum post-event, and if attendees are interested, may also be used as a means to provide a summary of the forum outcome once it has been presented to Council.

Communications planning

A communications plan will be created to ensure adequate public notice of the forum, and outlining how and when a summary may be provided to attendees post-forum.

It is important to note that the 2022 Community Survey Results (refer item 15.3 within this agenda) identified only 2% of the community wanted to learn Council information by way of forum. A

communications plan, and focus topic for each forum, will assist in ensuring that any information distributed in public forums is also available to the community by other means (for example, on Council's website).

Separately to the above changes, Members may be aware of the significant changes to provisions relating to 'public consultation' as part of the Local Government Reform Program. Matters relating to public notice and community engagement will instead be regulated by a future Community Engagement Charter, published by the Minister for Local Government. Councils will also be required to adopt a mandatory Community Engagement Policy consistent with the Charter. An update was presented to Council at the [22 August 2022 meeting](#), advising Members that Management intends to revisit the Current Strategy in early-mid 2023 (or at such time that more is known about the content and timing of the Charter). As of the date of this report, there is currently no more information regarding these changes. Therefore, the Revised Policy will need to be reviewed in depth once these changes are known.

In terms of frequency of the forums, it is worth noting that the engagement forums are scheduled over and above any mandatory or scheduled public forums or public consultation periods throughout the calendar year. For example, in accordance with the *Local Government Act 1999* and Council's *Public Consultation Policy*, community members separately have the opportunity to 'have their say' in relation to several different matters including (but not limited to) the review of Council's Strategic Plan, Budget/Long Term Financial Plan, Asset and Infrastructure Plans, By-Laws etc.

In addition, and in accordance with Council's *Code of Practice – Meeting Procedures*, members of the public also have the opportunity to address Council each month at the formal Council Meeting by submitting a 'Deputation' request. More details on this process is available on Council's website.

Conclusion

This report is provided in order for Council Members to review the Current Strategy and, in doing so, adopt the Revised Policy so that Council can proceed to reconvene community public forums in 2023.

References

Legislation

Local Government Act 1999 (Section 50)

Council Policies/Plans

2021-2024 Strategic Plan


4.4.2 – Actively engage with and inform our communities

Code of Practice – Meeting Procedures

Customer Service Charter

Public Consultation Policy

Requests for Services Policy

	Community Engagement Strategy Policy – Public Forums (Forums across Adelaide Plains Council)
	Version Adoption by Council: DD Month YYYY Resolution Number: 2020/009 2023/ Current Version: V2V3
	Administered by: Chief Executive Officer
Document No: D23/	Strategic Outcome 4.4.2 Actively engage with and inform our communities 4.5.1 Strategies 4.5.2 Services & Potential Projects 5.0 Working with our Community

1. Objective

To provide a clear ~~process~~community engagement strategy for the successful facilitation of public community forums to be held across the Adelaide Plains Council (Council) region.

Council commits to ~~using~~facilitating community engagement to:-

- 1.1 Involve ~~the~~its community in Council decision-making.
- 1.2 Strengthen the relationships between Council and its stakeholders.
- 1.3 Help encourage ownership within the community over strategies, projects and decisions ~~that affect them~~. This community ownership can support long-term sustainability of projects and initiatives.
- 1.4 Help ~~the~~Council to develop an understanding of the make-up, characteristics, needs and priorities of the community.
- 1.5 Maximise the knowledge and experience upon which decisions are based.
- 1.6 Work in partnership with the community to co-create a region that is an attractive and rewarding place to live, work, and visit.

It is important that the community understands that there are many factors that impact on a Council decision being made.

~~_~~Factors such as financial and resource considerations, political directives and environmental and social concerns all play important roles in the decision-making process.

2. Scope

This ~~Strategy Policy/Procedure~~ applies to all Members of Council, Council staff and to all members of the public who wish to engage with Council in accordance with this ~~Strategy Policy/Procedure~~.

Note: Electronic version in CM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

3. [Public Community Engagement Forums](#) – Protocols and Procedures

3.1 Method of Engagement

The primary method of Council's community engagement will be by holding forums across the Council region. Council will hold regular forums across the Council area in order to [consult with its community](#)~~enable a large number of people to have their say~~ and to demonstrate Council's commitment to openness and transparency.

3.2 Frequency and Timing of Forums

Forums will be scheduled by the Council's Chief Executive Officer (CEO) at a date, time and location to be determined by the CEO. There will be a total of three (3) forums each year.

3.3 Public Notice of Forums

Council's CEO will give notice to the public of the times, places and duration of the forums at least two (2) weeks prior to the forum in the following manner:-

- On Council's website;
- One (1) advertisement in local newspapers;
- On public [Council](#) notice boards around the region;
- By written invitation to [any other specific relevant stakeholders](#)~~all community groups~~ within the Council region [\(for example community groups\)](#).

3.4 Forum Facilitator

Forums will be facilitated by the Council's Mayor [\(and in the Mayor's absence, the Deputy Mayor\)](#) and will be held in accordance with this [Strategy Policy](#) and having regard for the provisions of the *Local Government Act 1999* (the Act).

The Mayor will have complete discretion over the forum protocols and procedures outlined within this [Strategy Policy](#).

3.5 Public Access and Conduct

Subject to adherence to this [Strategy Policy](#), forums will be open to the public. Members of the public must, at all times, be respectful and behave in an orderly manner.

Council is committed to creating a strong, positive and safe environment for everyone to share their views in a respectful manner.

If the Mayor considers that a person is behaving in a disorderly or improper manner (including causing interruption to the person speaking at the forum), the Mayor may ask the person to leave the forum.

Note: Electronic version in CM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

3.6 Structure and Procedure

The CEO will provide an opening address at each forum for the purpose of providing an update to the community on Council's projects and activities. [This may form a focus topic for the forum which will be communicated in the public notice.](#)

Members of the public will have an opportunity to [ask questions, or](#) present any matters/~~issues~~ for Council's consideration. The process for community members to present to Council will be as follows:-

3.6.1 Depending on public requests/interest, the Mayor will determine an appropriate period for persons wishing to address Council (with a maximum of five (5) minutes per person).

3.6.2 Individuals may use this opportunity to [ask questions about Council related topics, or present any matters](#) ~~raise issues~~ for Council's consideration, subject to adherence with the following guidelines:-

- The community member must provide their full name, town/location and topic details at the beginning of their address.
- All questions need to be addressed to the Mayor and no discussion and/or debate will occur between the community member and individual Council Members.
- The address must maintain focus on the ~~issue/question~~/[topic-matter](#) of concern and must not be about individual Council Members or staff.
- Council Members and Staff are able to ask questions of the public through the Mayor; and
- The Mayor has complete discretion over the process and may refuse to allow discussions to continue if ~~he~~ [the Mayor](#) considers that the process is not being adhered to.

3.6.3 The Mayor may seek a response or update on an issue from the CEO or delegate.

Forums will remain open for the full duration specified in the notice provided under clause 3.3

4. Use of Information and Data

There are many factors that impact on a Council decision being made. Factors such as financial and resource considerations, political directives and environmental and social concerns all play important roles in the ~~decision~~-[decision](#)-making process.

The CEO will be responsible for recording issues raised/information provided at the

Note: Electronic version in CM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

community engagement forums.

The CEO will use information and data obtained from the forums, within the organisation where appropriate. For example, an operational matter (such as a request to fill a pot hole), will be dealt with as a customer request via Council's administration. Non-operational matters (strategic or policy) may, depending on the nature and at the CEO's discretion, be presented to Council at a formal meeting by way of an information report.

Council takes an 'action-orientated' approach and will attempt to resolve any issues presented as expeditiously as possible.

Members of the public are strongly encouraged to provide Council with their contact details if they wish to be contacted regarding a matter raised [or would like to receive a summary of the forum](#). Alternatively, individuals may, and are encouraged to, submit requests for service to Council in accordance with Council's *Requests for Services Policy*.

5. References and Related Documents

[Local Government Act 1999 \(SA\)](#)

[2021-2024 Strategic Plan:](#)

[4.54.12 Strategies Actively engage with and inform our communities.](#)

[4.5.2 Services & Potential Projects](#)

[5.0 Working with our Community](#)

[Code of Practice – Meeting Procedures](#)

Customer Service Charter

[Local Government Act 1999 \(SA\)](#)

Public Consultation Policy

Requests for Services Policy

Note: Electronic version in CM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

14.3 CALL FOR MOTIONS - AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION - NATIONAL GENERAL ASSEMBLY 2023

Record Number: D23/6539

Author: General Manager - Governance and Executive Office

Authoriser: Chief Executive Officer

Attachments:

1. Copy of Letter from ALGA to Council dated 19 December 2022 [↓](#) 
2. ALGA 2023 NGA Call for Motions Discussion Paper [↓](#) 

EXECUTIVE SUMMARY

- The purpose of this report is to formally notify Council Members of the upcoming Australian Local Government Association (ALGA) National General Assembly (NGA) and to invite Members to submit motions for consideration at the NGA.
- ALGA hosts an annual NGA, providing a platform for Local Government to address national issues and lobby the Federal Government on critical issues facing the sector. This year's NGA will be held in Canberra from 13-16 June 2023.
- The NGA provides an opportunity for member councils to submit Notices of Motion for consideration. Motions must be submitted by 11.59pm on Friday 24 March 2023. Prior to being submitted to ALGA, Notices of Motion must be endorsed by Council. It is therefore recommended that Members submit any proposed Notices of Motion to the Ordinary Council Meeting on Monday 27 February 2023 for endorsement.

RECOMMENDATION

"that Council, having considered Item 14.3 – *Call for Motions - Australian Local Government Association - National General Assembly 2023*, dated 27 February 2023, receives and notes the report and in doing so:-

1. Acknowledges the relevant timeframes and policy requirements in order to submit Notices of Motion to the Australian Local Government Association (ALGA) National General Assembly; and
2. Authorises the Chief Executive Officer to finalise the wording of any Notices of Motion prior to submission to ALGA to ensure that all Notices of Motion meet the criteria set by ALGA within the Discussion Paper as provided for at Attachment 2 to this report."

BUDGET IMPACT

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

RISK ASSESSMENT

Prior to being submitted to ALGA, Notices of Motion must be endorsed by Council. Members should, therefore, be mindful of the deadlines and ensure that any proposed items are submitted to the Ordinary Council Meeting on Monday 27 February 2023.

DETAILED REPORT

Purpose

The purpose of this report is to formally notify Council Members of the upcoming Australian Local Government Association (ALGA) National General Assembly (NGA) and to invite Members to submit motions for consideration at the NGA.

Background

ALGA hosts an annual NGA, providing a platform for Local Government to network and address national issues and lobby the federal government on critical issues facing the sector.

Discussion

The 2023 National General Assembly will be held in Canberra from 13-16 June 2023.

NGA Theme

The theme for the 2023 NGA is 'Our Communities, Our Future' – *conveying the critical importance of our communities, how they are the focus of our attention, and how they are at the centre of all our work.*

ALGA is now calling for motions (refer **Attachment 1**) and has prepared a Discussion Paper (**Attachment 2**).

Motions for this year's NGA should either:

- Focus on practical and deliverable programs and policies that the Australian Government can support and work directly with the local government sector to build our communities; or
- New program ideas that would help the local government sector to deliver national objectives.

Motions should be concise, practical and able to be implemented.

Criteria for Motions

Motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.

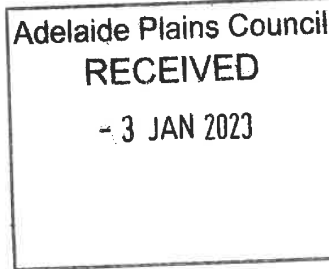
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate



AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

19 December 2022

Mayor Mark Wasley
Adelaide Plains Council
PO Box 18 MALLALA SA 5502
info@apc.sa.gov.au



To the Mayor, Councillors and CEO (please distribute accordingly).

2023 National General Assembly Call for Motions

We're excited to let you know that in preparation for our 2023 National General Assembly of Local Government (NGA), your Australian Local Government Association (ALGA) is now calling for councils to submit motions.

The theme of our 2023 NGA will be "Our Communities, Our Future", and it will be held at the National Convention Centre in Canberra next June. We are seeking your motions to guide ALGA's Board, in particular, where they identify opportunities for reforming and creating new Federal Government programs and policies that will support councils to build stronger communities into the future.

We heard and responded to your feedback and, as a result, the ALGA Board has ensured we will allocate additional time for debate on motions in 2023 and made improvements to the criteria to support more focused discussion.

We have also heard from some of you that you prefer presentations and panels to debate on motions, so we will be running concurrent sessions as another option for non-voting delegates during these sessions. The attached discussion paper will help you prepare your council's motions, which can be submitted online at www.alga.com.au until **Friday 24 March**.

Next year's NGA is shaping up to be even bigger than 2022, and we are working with the Prime Minister and Federal Government towards incorporating the return of the Australian Council of Local Government (ACLG).

The ACLG was originally established by the Federal Government in 2007 as an opportunity for councils to engage directly with the Government and key Ministers. We are thrilled that the Albanese Government has committed to re-establishing this forum, and we look forward to working with them to make it a success, and a key part of our NGA.

We are currently finalising the dates for the 2023 NGA and ACLG and will confirm these dates prior to the opening of registrations early next year.

We look forward to receiving your 2023 NGA motions and welcoming you to Canberra next June.

Thank you all for your dedication to your council and community! I wish you all the best for a wonderful holiday season and a happy and healthy 2023.

Yours sincerely,

A handwritten signature in black ink that reads "Linda Scott".

Cr Linda Scott
ALGA President



AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

2023 NGA

OUR COMMUNITIES
OUR FUTURE ▶ ▶ ▶

DISCUSSION PAPER Call for Motions

13 – 16 JUNE 2023

NATIONAL CONVENTION CENTRE
CANBERRA







The Australian Local Government Association (ALGA) is pleased to convene the 29th National General Assembly of Local Government (NGA), to be held in Canberra 13 – 16 June 2023.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2023 NGA.

It is recommended that all councils and delegates intending to attend this event familiarise themselves with the guidelines for motions contained in this paper.

Key Dates

24 March 2023	13 June 2023	14 – 15 June 2023	16 June 2023
Acceptance of Motions	Regional Cooperation & Development Forum	National General Assembly	Australian Council of Local Government

**To submit your motion,
visit: alga.com.au**

Background to ALGA and the NGA

ALGA was established in 1947, and its structure is a federation of member state and territory local government associations.

Its mission is to champion and strengthen Australian councils by representing the agreed position of ALGA members, the seven local government associations from around Australia, who represent 537 Australian councils.

In 1994, the ALGA Board, in consultation with its member associations, established the NGA as a unique forum to engage with councils directly at the national level.

The purpose of the NGA was to build the profile of local government on the national stage and demonstrate to the Australian Government the strength and value of working with local government nationally.

As part of the NGA, debate on motions was introduced as a vehicle for councils from across the nation to canvas ideas, and solutions to the challenges facing Australia's councils and communities.

Outcomes of debate on motions (NGA Resolutions) could then be used by participating councils to inform their own policies and priorities, as well as their own advocacy to the Federal Government and Federal MPs.

At the same time, they assist ALGA, and its member state and territory associations to gain valuable insight into council priorities, emerging national issues, and gauge the level of need and support for emerging policy and program initiatives and advocacy.

Changes for 2023

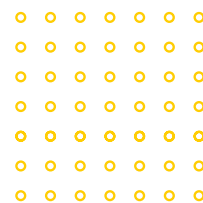
The ALGA Board has undertaken a comprehensive review of the motions process.

As a result, ALGA has allocated additional time for debate on motions at the 2023 NGA and amended the criteria with a view to improving the quality and relevance of motions included in the Business Papers.

The updated criteria for motions is listed on page 6.

ALGA's policies and priorities will continue to be informed by motions and determined by the ALGA Board and based on the positions of its member associations.

ALGA's Board thanks all councils for attending the NGA, and those that will take the time to submit motions for debate at this event.





Submitting Motions

The theme of the 2023 NGA: Our Communities, Our Future.

This theme conveys the critical importance of our communities, how they are the focus of our attention, and how they are at the centre of all our work.

Our communities are the reason that local governments exist, and it is the health and wellbeing of our communities that will shape Australia's future.

This discussion paper is a call for councils to submit motions for debate at the 2023 NGA, to be held in Canberra 13 – 16 June 2023.

A notice of motion to this year's NGA should either:

- Focus on practical and deliverable programs and policies that the Australian Government can support and work directly with the local government sector to build our communities; or
- New program ideas that would help the local government sector to deliver national objectives.

Motions should be concise, practical and able to be implemented.

They must also meet the guidelines for motions outlined in this paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s should address one or more of the issues identified in the discussion paper.

Motions must be lodged electronically using the online form available at www.alga.com.au and be received no later than 11:59pm on Friday 24 March 2023.

All notices of motions will be reviewed by the NGA Subcommittee to ensure that they meet the criteria included in this paper.

The Subcommittee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA.

All NGA resolutions will be published on www.nationalgeneralassembly.com.au.

As the convenor of the NGA, the ALGA Board will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

If your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2023 NGA.

Criteria for motions

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

This National General Assembly calls on the Australian Government to ...



Other things to consider

Please note that it is important to complete the background section on the form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal.

The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion.

Motions should not be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed, relatively simple and capable of being implemented to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.

Multi-point motions that require cross portfolio coordination have not historically received meaningful responses from the Government.

All motions submitted will be reviewed by the NGA Subcommittee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Subcommittee will consider the motions criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate where there are numerous motions on a similar issue, the Subcommittee will group motions together under an overarching strategic motion.

The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate on motions published in the Business Papers and will focus on the strategic motions.

Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

Motions should be lodged electronically using the online form available on the NGA website at: www.alga.com.au.

All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council.

> **Motions should be received no later than 11:59pm on Friday 24 March 2023.**

Setting the scene

'Through a devastating pandemic, through a succession of dangerous and damaging natural disasters, through global uncertainty and painful price rises – The Australian people have demonstrated the best of our national character. Resolute and resilient in hard times. Practical and pragmatic about the challenges we confront. Optimistic and confident in a better future. And ready to work together to build it.'

The Hon Jim Chalmer MP, Federal Treasurer Budget Speech 2022-23

The opening statement of the Federal Treasurer's first Budget Speech describes the backdrop against which the 2023 NGA will be held.

The 2022 NGA was held just weeks after the change in the Federal Government on 21 May 2022. On 25 October 2022, the new Government handed down its first Budget which updated the economic outlook, realigned priorities and outlined how the Government was to meet its election promises.

The Budget update foreshadows deteriorating economic conditions, citing global challenges, slowing growth, high inflation and higher interest rates, and acknowledges the mounting cost of living pressures on individuals, families and communities.

Key updates include:

- The economy is expected to grow solidly this financial year, by 3 ¼ percent – before slowing to 1 ½ percent growth for 2023/24, a full percentage point lower than what was forecast in March;
- That slowing growth will have an effect on employment, but jobs will continue to be created, and unemployment is expected to stay low by historical standards – at 4 ½ percent in 2023/24 and 2024/25;
- Inflation is expected to peak at 7 ¾ percent late in 2022, before moderating over time to 3 ½ percent through 2023/24, and returning to the Reserve Bank's target range in 2024/25; and that
- When that inflation moderates, real wages are expected to start growing again in 2024.



The Government is also committed to repairing the Budget in a ‘measured and responsible’ manner consistent with the objective of maintaining full employment and the delivery of essential services. It foreshadows that this will be achieved through spending restraint, with new spending focused on high-quality and targeted investments and building on the capability of the Australian people, expanding the productive capacity of the economy, and supporting action on climate change.

The Budget also included a focus on measuring and improving community wellbeing.

By the time of the 2023 NGA, the Government will have delivered its second Budget, which will provide further updates to the economic outlook and also refine its economic strategy going forward.

The 2023 NGA provides you – the elected representatives of Australia’s local councils and communities – with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or extended programs and policy initiatives that could strengthen local governments’ capacity to deliver services and infrastructure to communities across the nation.

This year’s call for motions focusses on eight priority areas:

- Productivity;
- Local Government Infrastructure;
- Community Wellbeing;
- Local Government Workforce;
- Data, Digital Technology and Cyber Security;
- Climate Change and Renewable Energy;
- Natural Disasters; and
- Housing.



1. Productivity

In February 2022, the then Federal Treasurer asked the Productivity Commission to undertake an inquiry into Australia's productivity performance and provide recommendations on productivity enhancing reform.

This inquiry was the second of a regular series, undertaken at five-yearly intervals, and recognises that productivity growth is vital for Australia's future. Drawing on the Intergenerational Report the Treasurer notes that '... future growth in income and living standards will be driven from productivity growth as the participation effects of young migration are offset by an ageing population.'

ALGA engaged SGS Economics and Planning to undertake research to support its submissions to this inquiry.

SGS Principal and Partner Dr Marcus Spiller presented on some of the findings of this research at the 2022 NGA. In his presentation he identified that local governments generate local economic activity through employment, payment of wages and expenditure on goods and services in the local economy. In addition, SGS identified nine ways local government supports the productive capacity of the broader economy.

Figure 1 – Nine ways local governments contribute to the productive capacity of the broader economy:



Sources: Adapted from SGS Research for ALGA's Submission to Productivity Commission (2022)

Are there programs and initiatives that the Commonwealth Government could implement to improve local government's capacity to support productivity growth?

Are there programs that could support one, or all of the identified ways local government contributes to productivity in the broader economy?



2. Local Government Infrastructure

The 2021 National State of the Assets Report (NSoA) shone a spotlight on local government infrastructure assets. While the technical report shows that local government assets such as roads, bridges, buildings, parks and recreation, stormwater, water and wastewater and airports and aerodromes are generally in good to very good condition, around 10 percent are not fit for purpose, and around 20 - 25 percent are only fair and over time will need attention.

Over the past 12 months this situation has further deteriorated as a result of natural disasters, and particularly flooding across the eastern seaboard.

The technical report shows that in 2019/20 non-financial infrastructure assets were valued at \$342 billion and were depreciating at \$7.7 billion per year. Replacement costs of these infrastructure assets were in the order of \$533 billion.

While 86 percent of councils have adopted long term financial plans, one third of councils do not have asset management plans for their major assets, or if they do, they are out-of-date. Of the councils that do have asset management plans only 66 percent included financial projections in their financial plan.

Asset management and long-term financial planning are essential tools for councils to manage community assets now and into the future.

Are there programs or initiatives that the Commonwealth Government could adopt to improve the long-term sustainability of council's infrastructure?

Are there programs or initiatives that the Commonwealth Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?



3. Community Wellbeing

While the NSoA focuses attention on physical assets, local governments also provide a wide range of important community services that improve local wellbeing. These services are provided at the discretion of councils based on local characteristics, needs, priorities and resources of the local community.

Australian Bureau of Statistics (ABS) data shows that local government annual expenditure in 2020/21 was \$43 billion. It is important to note that nationally local government is 83 percent self-sufficient. That is, the vast majority of local government services and infrastructure are funded at the local level either through rates, fees and charges, sale of goods and services, and interest, and only 17 percent comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, and often require matching funding which restricts the ability to address local priorities in the way the council and community might like.

Local government community services are broadly defined and may include but not limited to:

- environmental health including food safety;
- childcare, early childhood education;
- aged care, senior citizens;
- services to the disabled;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, program and festivals;
- tourism and economic development activities; and
- library services.

Councils also play a key role making places that are attractive and liveable for current and future workers, and closing the gap between Indigenous and non-Indigenous Australians.

ALGA's research shows that almost one in four councils are heavily reliant on federal Financial Assistance Grants, which make up at least 20 percent of their annual operating revenue. Financial sustainability of local governments remains an ongoing issue which threatens local service provision and community wellbeing.

Noting the funding arrangements for the provision of local government community services in your area and across the country, are there programs and initiatives that the Commonwealth Government could implement to improve the delivery of these services?

Are there changes to existing programs, including to administrative arrangements, that would significantly improve local government human service planning and provision of services and infrastructure across Australia?

Are there new programs the Australian Government could develop that would support councils to close the gap between Indigenous and non-Indigenous Australians?

What are the actions the Australian Government could take to support councils to improve their ongoing financial sustainability, and their capacity to deliver the services their communities need?



4. Local Government Workforce

Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 190,800 Australians, across an estimated 400 occupations. In many communities, the council is one of the largest employers.

There are 537 local councils in Australia. Importantly, they are geographically dispersed and provide essential public administration to every corner of the nation.

According to the 2022 National Local Government Workforce Skills and Capability Survey, more than 90 percent of local governments are experiencing skills shortages, resulting in around two thirds of councils having their projects impacted or delayed.

Skills shortages occur for a variety of reasons including an inability to compete against the private sector, worker accommodation, support services for families, ageing of the workforce and geographic isolation. The attrition rate (or rate of turnover) of local government staff is estimated to be between 15 – 20 percent per annum.

The most cited skills shortages include engineers, urban planners, building surveyors, environmental officers and human resources professionals.

ALGA's submission to the Productivity Commission's Productivity Inquiry called on all levels of government to work together to improve training pathways and address skills and labour shortages for the benefit of councils, communities, and businesses right across Australia.

While local government must face its immediate workforce challenges, it must also anticipate the changing nature of work, and future skills needed to meet the changing needs of our communities.

Are there programs or initiatives that the Commonwealth Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?

Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?

Are there other initiatives that the Commonwealth Government could provide to improve the sector's ability to plan and develop skills fit for the future?

5. Data, Digital Technology and Cyber Security

Provision of information technology to all Australians is vital for innovation, economic growth and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social.

Innovative technology is becoming more broadly available and has the ability to boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, many councils lack basic technological infrastructure and have a shortage of necessary skills and resources.

In October 2022, cyber-attacks on major Australian corporate organisations including Optus and Medibank Private highlighted the critical importance of cyber security. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attack and address cyber security. At a national level, there is a poor understanding of local government's vulnerability to cyber-attacks and a lack or inadequacy of risk management strategies and business continuity planning within the sector. While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

Drawing upon your own council experience, and your knowledge of other councils within your state, or territory, are there programs and initiatives that the Commonwealth Government could implement to help local government develop its digital technology services and infrastructure and/or to improve cyber security within the sector?



6. Climate Change and Renewable Energy

Local governments are playing an important leadership role in addressing climate change, supporting a wide range of programs to lower the carbon footprint of their own business operations and in their local communities.

As a sector, local government is leading the debate for lowering carbon emissions, sourcing renewable energy, responding creatively to reduce greenhouse gas emissions from landfills, and facilitating the construction of green buildings and water sensitive design of cities and towns.

Councils also have a role to play supporting communities in transition, moving away from fossil fuels to new industries.

Pragmatically, local government has been at the forefront of addressing the impacts of climate change and adapting to reduce its environmental footprint. These impacts include an increased number of days with high temperatures, less rainfall and more droughts in southern Australia, less snow, more intense rainfall and fire weather, stronger cyclones, and sea level rise. These changes will increase stress on Australia's infrastructure and physical assets and natural ecosystems that are already threatened, and significantly affect agriculture, forestry, fisheries, transport, health, tourism, finance and disaster risk management.

At the 2022 NGA, there were five Strategic Motions and 15 associated motions debated concerning this issue. Councils are encouraged to review these motions on ALGA's website prior to developing new motions for debate at the 2023 NGA.

Noting the Government's commitment to reducing emissions, are there programs and initiatives that the Commonwealth Government could develop to assist councils in their work to address climate change and reduce emissions?



7. Natural Disasters

Over the past five years, Australian communities have experienced unprecedented natural disasters. At the time of writing, almost every community in Australia, particularly those on the East Coast, had been adversely affected by wet weather conditions associated with the La Nina weather pattern.

Councils in Western Australia are still recovering from a cyclone in 2021, and the Black Summer bushfires in 2019/20 burned approximately 250,000 square kilometres across the country.

The impacts of heavy rainfall, record breaking floods and associated social disruption and damage to infrastructure have exposed weaknesses as well as the strength of current emergency management systems.

There have been numerous NGA motions in the past regarding natural disasters. This year, councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

Please note, however, that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Commonwealth Government could assist.

What new programs could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?



8. Housing

A lack of affordable housing remains one of the biggest issues for Australian councils and communities.

There is less social and affordable housing stock available than there was a decade ago, and more low-income Australians are experiencing housing stress.

The shortage and rising costs of rental properties and affordable home ownership are having significant social and economic impacts in cities and towns across Australia, including rural and regional communities.

This is due to a range of factors including changes to recent migration patterns, cheap finance and labour and material shortages in the construction sector.

While the provision of affordable housing is not a local government responsibility, councils often facilitate affordable housing within their communities, operating within state/territory planning, financial and other legislation requirements.

Some councils are going further, addressing thin markets and developing land and housing themselves, delivering local solutions to meet the needs of their communities.

Local government also plays an important role addressing some of the causes of homelessness, including social inclusion programs that can assist mental health and family violence issues, as well as providing support for people currently experiencing homelessness.

What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?

How can the Australian Government work with councils to address the causes and impacts of homelessness?





Conclusion

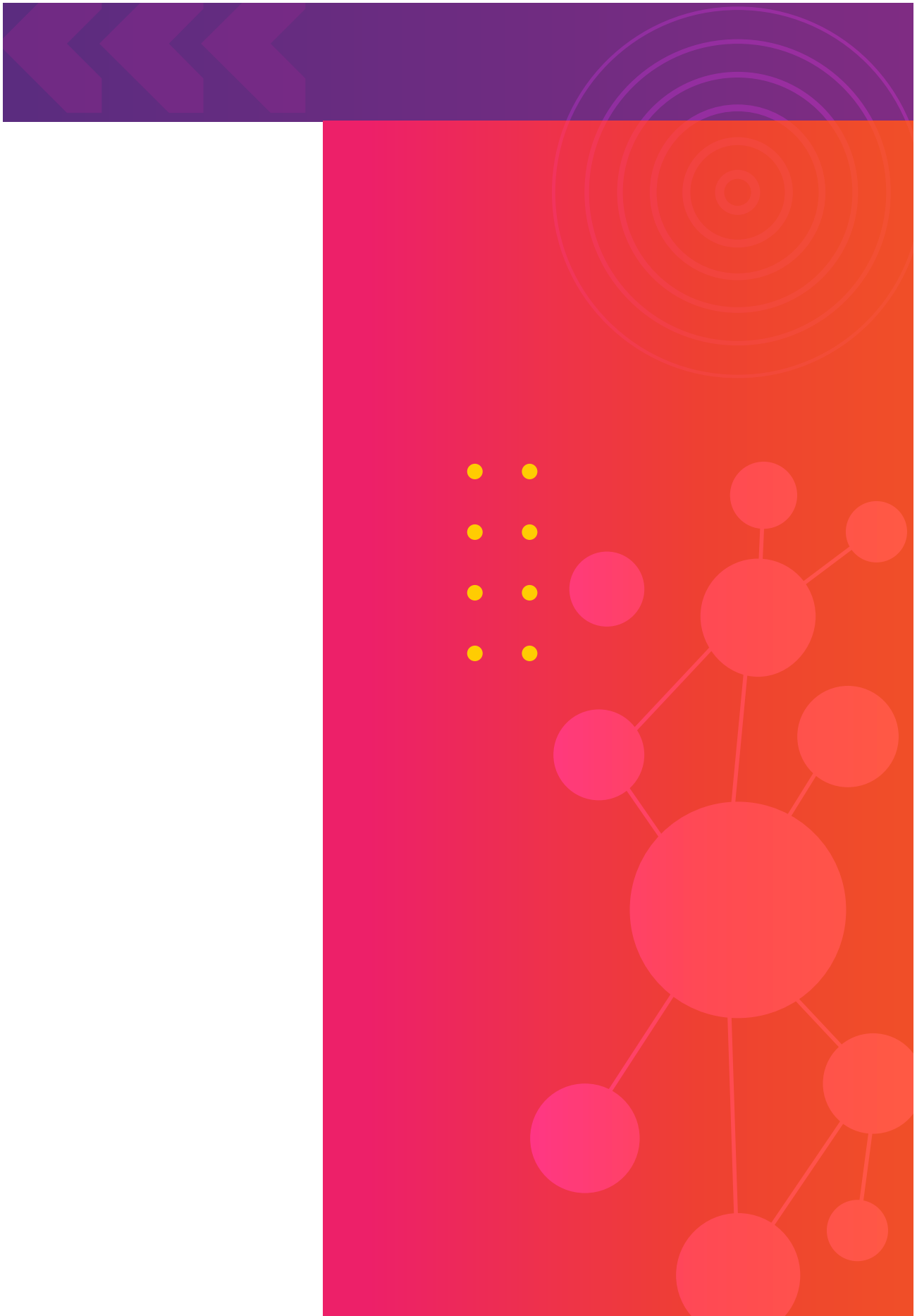
Thank you for taking the time to read this discussion paper and your support for the 2023 National General Assembly of Local Government.

A FINAL REMINDER:

- » Motions should be lodged electronically at www.alga.com.au and received no later than 11.59pm on Friday 24 March 2023.
- » Motions must meet the criteria published in this paper.
- » Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- » Motions should not be prescriptive in directing how the matter should be pursued
- » Motions should be practical, focussed and relatively simple.
- » It is important to complete the background section on the form.
- » Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- » When your council submits a motion there is an expectation that a council representative will be present at the 2023 National General Assembly to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2023 National General Assembly in Canberra.







AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

8 Geils Court
Deakin, ACT, 2600

02 6122 9400
alga@alga.asn.au

www.alga.com.au

14.4 2023/2024 ANNUAL BUSINESS PLAN, BUDGET AND 2024-2033 LONG TERM FINANCIAL PLAN DEVELOPMENT FRAMEWORK**Record Number: D23/6460****Author: General Manager - Finance and Business****Authoriser: Chief Executive Officer****Attachments: Nil****EXECUTIVE SUMMARY**

- The purpose of this report is for the Council to consider and endorse the framework to be adopted in compiling/updating: -
 - 2023/2024 Annual Business Plan (ABP);
 - 2023/2024 Annual Budget (the Budget); and
 - 2024-2033 Long Term Financial Plan (LTFP).
- The development of the ABP and the Budget will continue to form the platform to position the Council to achieve “Financial Sustainability” that has been the fundamental focus during the preparation of budgets for the last six (6) financial years.
- In the 2023-2032 LTFP adopted by the Council on 28 February 2022, an operating deficit of \$0.073m has been forecast.
- However, since then the Australian economy has been subjected to various external (war in Ukraine) and internal (floods) shocks which has resulted in the increase of Australian CPI to 7.8% and Adelaide CPI to 8.6% for the year ending 31 December 2022.
- Therefore, financial challenge for the Council is to mitigate the impact of excessive inflation on Council services and manage a significant capital expenditure budget and donated assets while reducing the projected operating deficit overtime, without leaving a financial burden for the future generation (intergenerational equity).
- A well-thought and carefully considered operating deficit (with long term implications analysed and understood) will provide comfort to the community that the Council has a sound financial strategy to meet current/future service demands and capitalise on new growth opportunities.
- Council should/will continue to review its internal operations to identify areas for improvement/productivity gain while addressing resourcing requirements to cater for the substantial developments occurring within the Council district.
- Based on the schedule set out in **Table 2**, it is proposed to release the draft ABP, Budget and LTFP for public consultation on 3 May 2023 with the final adoption of the draft documents to occur at a Special Council Meeting on 10 July 2023 well ahead of the statutory deadline of 15 August.

RECOMMENDATION

“that Council, having considered Item 14.4 – *2023/2024 Annual Business Plan, Budget and 2024-2033 Long Term Financial Plan Development Framework*, dated 27 February 2023, receives and notes the report and in doing so:-

- 1. Endorse the budget parameters and assumptions set out in Table 1 within this Report for the purpose of preparing the draft 2023/2024 Annual Business Plan, Budget and 2024-2033 Long Term Financial Plan; and**
- 2. Endorse the schedule set out in Table 2 within this Report as the process to be undertaken in the preparation of the 2023/2024 Annual Business Plan, Budget and 2024-2033 Long Term Financial Plan, subject to any date changes that the Chief Executive Officer determines necessary”.**

BUDGET IMPACT

Estimated Cost:	Yet to be determined
Future ongoing operating costs:	Yet to be determined
Is this Budgeted?	Not applicable

RISK ASSESSMENT**Inflation risk**

Due to post-pandemic economic recovery and COVID-19 related supply chain issues, almost all the economies in the world have experienced a significant increase in inflation in recent months. Therefore, similar to 2022/2023 Financial Year, if South Australia continue to face with higher inflation throughout 2023/2024 financial year (higher than 4% forecast in this report), it could potentially increase some of Council’s expenses. It could also lead to increase in overdue rates due to diminishing purchasing power of the ratepayers.

Interest rate risks

In response to higher inflation, Reserve Bank of Australia has increased its cash rate from historical low level of 0.10% since May 2022 which had a flow on effect on interest expense on Council borrowings. RBA has indicated that they would continue to increase cash rate until inflation is within RBA’s policy target of 2% - 3% range.

Cyber security

In recent years, Council has made significant investment in upgrading its information technology infrastructure to keep up-to-date with technological advancements that will safeguard its information and systems from potential cyber-attacks. This should continue to be high priority for the Council given recent cyber security breaches reported at commercial, federal and other local government level.

Occupational Health and Safety Risk

There can be heavy financial and prosecution penalties applied against Council, if Council has not complied with the requirements of the *Work, Health and Safety Act 2012* (WHS Act) and is found guilty as a result of an incident occurring. Maintenance and replacement of plants and equipment at the right time is crucial in ensuring the health and safety of workers (including contractors, volunteers etc.) and Council meets its due diligence obligations under the WHS Act. When maintenance is no longer effective, Council needs to replace equipment, and factor those costs into the capital budget to fulfil its WHS responsibilities.

Credit Risk

The Council currently doesn't have any particular credit risks due to a relatively low level of debt compared to the rates revenue and the assets base. Although Council can borrow money due to its creditworthiness at a very competitive rate, any new long-term borrowings should be restricted to financing new assets or to upgrade existing assets with a clear strategy in focus, and not to finance operating deficits except for short-term cash flow management purposes.

DETAILED REPORT

Purpose

The purpose of this report is for the Council to consider and endorse the framework to be adopted in compiling the 2023/2024 ABP, Budget and the 2024-2033 LTFP.

Background

Legislative Requirements

Pursuant to section 123 of the *Local Government Act 1999* (the Act), Council is required to prepare an Annual Business Plan and Annual Budget each financial year Council must adopt its Annual Business Plan and Annual Budget between 31 May and 15 August (except in a case involving extraordinary administrative difficulty).

Section 123(2) of the Act requires that each Annual Business Plan of a Council must-

- a) include a summary of the Council's long-term objectives (as set out in its strategic management plans); and
- b) include an outline of-
 - i. the Council's objectives for the financial year; and
 - ii. the activities that the Council intends to undertake to achieve those objectives; and
 - iii. the measures (financial and non-financial) that the Council intends to use to assess the performance of the Council against its objectives over the financial year; and
- c) assess the financial requirements of the Council for the financial year and, taking those requirements into account, set out a summary of its proposed operating expenditure, capital expenditure and sources of revenue; and
- d) set out the rates structure and policies for the financial year; and
- e) assess the impact of the rates structure and policies on the community based on modelling that has been undertaken or obtained by the Council; and
- f) take into account the Council's long-term financial plan and relevant issues relating to the management and development of infrastructure and major assets by the Council; and
- g) address or include any other matter prescribed by the regulations.

Pursuant to Section 123(3) of the Act, prior to the adoption of the Annual Business Plan and Budget, a twenty-one (21) day public consultation period is required. As per recent amendments made to Schedule 5 of the Act, draft ABP and budget will only be available on Council website during the public consultation period.

At a Council Meeting, post the conclusion of the public consultation period, members of the public can ask questions and make written submissions regarding the draft Annual Business Plan and budget.

At its meeting held on 13 February 2023, Audit Committee resolved as follows;

6.2 2023/2024 ANNUAL BUSINESS PLAN, BUDGET AND 2024-2033 LONG TERM FINANCIAL PLAN DEVELOPMENT FRAMEWORK**COMMITTEE RESOLUTION 2023/001****Moved: Mayor Wasley****Seconded: Deputy Mayor Strudwicke**

“that the Audit Committee, having considered Item 6.2 – 2023/2024 Annual Business Plan, Budget and 2024-2033 Long Term Financial Plan Development Framework, dated 13 February 2023, receives and notes the report and in doing so recommends that Council:-

- 1. Endorse the budget parameters and assumptions set out in Table 1 within this Report for the purpose of preparing the draft 2023/2024 Annual Business Plan, Budget and 2024-2033 Long Term Financial Plan with additional consideration of the CWMS service charges, user charges and depreciation; and***
- 2. Endorse the schedule set out in Table 2 within this Report as the process to be undertaken in the preparation of the 2023/2024 Annual Business Plan, Budget and 2024-2033 Long Term Financial Plan, subject to any date changes that the Chief Executive Officer determines necessary.”***

CARRIED**COMMITTEE RESOLUTION 2023/002****Moved: Mr Fairlie-Jones****Seconded: Deputy Mayor Strudwicke**

“that the Audit Committee, having considered item 6.2 – 2023/2024 Annual Business Plan, Budget and 2024-2033 Long Term Financial Plan Development Framework, dated 13 February 2023, and in doing so requests a report on the source of pressures on depreciation costs, separating out unit rates, costs and growth factors.”

CARRIED**Discussion****Economic and Fiscal Outlook for Australia**

2022/2023 Federal Budget released by the Government in October 2022 states that ‘The global economic environment has sharply deteriorated. Inflation has risen rapidly across advanced economies and, in many countries, is at levels not seen in decades. Central banks have lifted interest rates quickly in response, constituting the fastest synchronised monetary policy tightening in the inflation targeting era. The risk of recession across major advanced economies has risen and China’s growth outlook has weakened. Australia has withstood the pandemic and global challenges well, but we will not be unaffected, and domestic disruptions including the recent floods will test our resilience further...’.

Australian CPI has increase to 7.8% for the year ending 31 December 2022. Many economists and International Monetary Fund predict that the CPI in Australia probably would have been peaked and it is projected to decline gradually but remains above RBA target level of 2% to 3 % until 2024, subject to significant uncertainty. This signifies that RBA is continue to increase its cash rate until 2024.

Economic and Fiscal Outlook for South Australia

Local Government Price Index (LGPI) and Adelaide CPI continued to increase throughout the last 12 months as summarised below.

	Dec 21	Mar 22	Jun 22	Sept 22
LGPI				
- Recurrent	2.6%	3.0%	3.8%	4.5%
- Capital	5.6%	8.0%	9.3%	12.1%
- Combined	3.5%	4.5%	5.4%	6.7%
CPI – Adelaide	3.3%	4.7%	6.4%	8.4%

Furthermore, based on the latest ABS data, Adelaide CPI rose to 8.6% for the year ending 31 December 2022.

Mid-Year Budget Review 2022-23 released by the Government of South Australia in November 2022 estimates that for 2023/2024, the Adelaide Consumer Price Index (CPI) would be 4%. The Adelaide CPI is projected to decrease to 2.75% in 2024/2025 and 2025/2026.

Intergenerational Inequity

The financial challenge for Council and the community is to deliver planned infrastructure renewals in accordance with Council's Asset Management Plan (updated in October 2021) to provide the level of service expected by the Adelaide Plains community along with new/upgraded assets as envisaged in the updated strategic plan of the Council.

However, such a level of service and new assets comes at a cost and if the current generation of ratepayers do not contribute sufficiently through rates and user charges, Council leaves a legacy of financial burden for future generations.

The 2023/2024 Annual Business Plan

The Annual Business Plan is Council's statement of its intended programs and objectives for a financial year. It will be developed based on the strategies set out in Council's Strategic Plan 2021-2024 and assets management plans.

Elements of an Annual Budget

The annual budget of a council incorporates three (3) components of the Council Operations. They are;

- a) Recurrent (day-today) Income and Expenditure;
- b) One-off service initiatives or Operating Projects; and
- c) Infrastructure renewal and new/upgraded assets (Capital Projects).

Key Budget Influences➤ **External Budget Influences**

- The Reserve Bank of Australia (RBA) has an inflationary target of between 2.00% and 3.00% per annum. The RBA has indicated that it will continue to increase cash rates until the inflation is within its target range.
- The 2022-23 Federal Budget released in October 2022 predicts that the CPI for Australia would be 3.50% in 2023/2024 though the year to June 2024.
- Australian unemployment is expected to remain under 5% in 2023 and 2024.
- Deloitte Access Economics is predicting that the state's GDP growth will slow to 3.9% in 2022-23 before dropping to just 1% in 2023-24.
- The CPI for South Australia in 2023/2024 is forecast to be 4%.
- Increase in population due to new residents moving in to the Council district. For example, following new rateable properties were created by the Council in recent years: -
 - 2019/2020 Financial Year : 173 + donated assets of \$5.3m
 - 2020/2021 Financial Year : 257 + donated assets of \$5.4m
 - 2021/2022 Financial Year : 146 + donated assets of \$4.7m
 - 2022/2023 Financial Year: 78 for the period July-December 2022. (Growth of 1.39%). Similar period last year, it was 83 properties.
- Increased demand for updated IT infrastructure to ensure cyber security, connectivity, data integrity and facilitate work from home due to pandemic related precautions.
- Increase in community demand for new assets such as sealing of unsealed roads and stormwater drainage. For example, following roads have been sealed/will be sealed by the Council by 30 June 2023.

2019/2020	2020/2021	2021/2022	2022/2023
Shannon Road		Coats Road	Middle Beach Road
	Carslake Road	Wheller Road	Glover Road
		Cheek Road	Buckland Park Road

		Aerodrome Road
		Barabba Road

- Assets rationalisation - Potential to engage community organisations and groups to manage community assets (For example Mallala Campground, Parham Campground).
- Adelaide Plains Council population had grown by nearly 5.5% from 2011 to 8,801 in 2016. It is projected to grow by 10,557 persons to a population of 19,358 by 2050 at 1.20% per annum compared to 0.90% for Greater Adelaide.
- The Estimated Resident Population within the district as per Australian Bureau of Statistics is 9,977 as of 30 June 2021;
- Commitments to projects and partnership initiatives continuing over more than one year e.g. Regional Procurement Group, Regional Development Australia Barossa Inc, Central Local Government Region of South Australia and Local Government Association of South Australia.
- Potential flood mitigation works by Gawler River Floodplain Management Authority that is expected to cost a significant amount of money, however the GRFMA's current policy position is such that no capital costs for the proposed Northern Floodway are borne by constituent councils.

➤ Internal Budget Influences

- Cost of maintaining infrastructure assets handed over to the Council from Eden housing development in Two Wells. Budget for next financial year will be developed on the assumption that the new infrastructure will have same service level as previously provided by the developer unless Council decides otherwise.
- Increase in overdue rates (as summarised below) which requires Council to rely on short-term borrowings to delivery its services to the community.
 - 30/06/2020 \$0.810m
 - 30/06/2021 \$1.050m
 - 30/06/2022 \$0.922m
 - 03/02/2023 \$1.012m
- Additional depreciation expenses associated with significant infrastructure spending in 2021/2022 and 2022/2023 Financial Years and significant increase in unit rates since 1 July 2021.
- Increase in salaries/wages as per enterprise bargaining agreement (EBA);
 - From the first full pay period following the 1 July 2023, both inside and outside staff are entitled to a 2% wage increase or a wage increase equal to Adelaide March 2023 Quarter CPI, whichever is the greater.

- Adelaide CPI is 8.6% for the year ending 31 December 2022.
- Council's long-term financial objective of being financially sustainable by achieving an operating break-even position and the need to exercise prudent financial management practices to ensure financial sustainability.
- Requirements to maintain and improve infrastructure assets to acceptable standards including roads, kerbing, footpaths, Community Waste Management Scheme, storm water drainage, parks and gardens, Council's buildings, plants, machinery, equipment, furniture and fittings in consistent with the Infrastructure and Asset Management Plans.

Key Budget Assumptions and Parameters

1. Maintaining existing services at current service standards (business as usual)

The draft 2023/2024 Annual Budget and 2024-2033 LTFP will be prepared based on 'business as usual' assumption, which means that Council will continue to provide the existing services at the current service levels. This is not to say that the existing services that will be continued, will be delivered in the same way, as Council's management is constantly looking for innovative and cost-effective ways of delivering Council services. Accordingly, Council's budget managers will adjust their recurrent budgets for 2023/2024 based on the 2022/2023 budget and year-to-date January 2023 actual performance.

The "business as usual" assumption does not take into account any change in direction or service level in response to community expectations, legislative requirements, changing economic conditions or any changes that Council may wish to make, however the 2023/2024 Annual Budget and LTFP will be adjusted for such changes that are known. Accordingly, following budget parameters and assumptions will be made in preparing draft ABP, Budget and the LTFP.

Table 1: Budget & LTFP Parameters and Assumptions

Description	23/24 Budget Assumptions (Year 1)	LTFP Assumptions (Year 2 to 9)
General Rates	To be confirmed following the finalisation of budget. Unlike in previous years, it's difficult to estimate a % increase so early due to high inflation.	3% + 2.75% growth per annum.
CWMS Charge	Mallala & Middle Beach - increase by 5% and 4% respectively.	Mallala and Middle Beach - increase by 5% and 3% respectively p.a.
Waste Collection Levy	To be determined based on expected costs to deliver the program.	3% increase p.a. on 2023/2024 waste charge.
Regional Landscape Levy	To be advised by Northern & Yorke Landscape Board.	3% increase p.a. on 2023/2024 levy.
Statutory/User Charges	Maximum increase of 4%. <i>(to be determined as part of Annual Fees and Charges Review).</i>	Maximum increase of 3% p.a.

Grants, subsidies and contributions	Will be estimated based on confirmed grant programs such as R2R, FAG, Library Grant & Supplementary Local Grant.	
Employee Costs	As per current EBA. i.e. 2% or Adelaide March Quarter 2023 CPI whichever is greater.	Between 3% to 5% p.a.
Materials, contracts and other	To be confirmed following the finalisation of budget. Unlike in previous years, it's difficult to estimate a % increase so early due to high inflation.	Overall increase of 3% p.a. excluding the cost of waste collection service.
Depreciation	Expected to be 12% based on 22/23 assets revaluation.	Expected to be 3% p.a. based on 23/24 assets revaluation.
Finance Costs	To be determined based on current/new borrowings and average interest rate of 5%.	To be determined based on new borrowings required and average interest rate of between 3% to 5%.
Donated Assets	\$5m worth donated assets to be given to the Council by developers every year.	
Overdue Rates, trade receivable, trade payables and provisions	No significant increase in overdue rates, trade receivable, trade payables and provisions.	
Forecast indices	Price Adelaide CPI 4%	Adelaide CPI 2.75%

2. Asset Renewal and Replacement

The Council has in place Infrastructure & Asset Management Plans (I&) that was last updated in October 2021 for each major class of assets. The financial projections to be included in the draft 2023/2024 Budget will be based on the asset renewal and replacement programs as outlined in the I&.

Due to the unique nature of the Council's asset base, the input costs to renew and replace the existing asset base, can be subject to cost escalations which are greater/lower than Adelaide CPI/LGPI.

3. New Operating and Capital Projects

New projects, both Operating and Capital, which are to be put forward for consideration by the Council staff and the Elected Members, should be aligned with: -

1. Council's Strategic Management Plan 2021-2024;
2. Infrastructure and Asset Management Plans; and
3. Long Term Financial Plans.

In addition, all new Operating and Capital Projects are to be considered and approved within the constraints of the current Long-Term Financial Plan. New services and one-off projects in excess of

the current LTFP are to be funded through rate increases, loan borrowings and grant income or by expenditure savings.

4. Carry Forward Projects

Where this financial year Operating Projects are not completed by 30 June 2023 including projects carried forward from 2021/2022 Financial Year, future deficits can eventuate, as the rate revenue is raised in the year as the project is initially approved. As part of the draft Budget, the cost to complete the Operating Projects from prior financial years will be carried forward to the 2023/2024 financial year, however those carried forward projects will be excluded for 2023/2024 rate modelling purpose.

Estimates will be based on the 2022/2023 actual results closer to the adoption of 2023/2024 budget, with the associated operational impacts being recognised separately in the 2023/2024 operating result.

Budget Timetable

As set out in **Table 2** below, a budget timetable has been drafted to ensure that the Council is in a position to adopt 2023/2024 Annual Business Plan and the Budget at a Special Council Meeting on 10 July 2023. The proposed timetable includes;

- 3 X Information sessions with the Elected Members;
- 3 X Audit Committee meetings;
- 1 X Infrastructure Committee meetings;
- 4 X Council meetings.

Therefore, Council Members will have ample of opportunities to review and ask questions on the draft 2023/2024 ABP, Budget and the 2024-2033 LTFP.

This timeline will also allow Council to approve the budget well ahead of the legislated deadline of 15 August 2023. It will also assist the Council staff to carry out all end of year processing as at 30 June 2023 on time, and plan for the new financial year.

Table 2 - Key Budget and LTFP Activities

KEY STEPS	DATES	MEETING
Budget and LTFP process, parameters and objectives are presented to the Audit Committee for consideration and comment.	Monday, 13 February	Audit Committee meeting at 4.30pm
Budget and LTFP process, parameters and objectives presented to the Council for adoption.	Monday, 27 February	February Council Meeting

Draft Recurrent Budget, Operating Projects and four (4) Year Capital Program and LTFP is discussed with Elected Members.	Monday, 6 March	Information session 1 from 4.30pm to 6.00pm
Infrastructure Committee to consider four (4) year capital renewal program.	Thursday, 16 March	I&E Committee Meeting at 4.30pm
Draft 2023/2024 ABP, budget and 2024-2033 LTFP is presented to the Audit Committee.	Monday, 3 April	Audit Committee meeting at 4.30pm
Draft Recurrent Budget, Operating Projects and four (4) Year Capital Program and LTFP is discussed with Elected Members.	Monday, 17 April	Information session 2 from 4.30pm to 6.00pm
Draft 2023/2024 Fees and Charges are presented to Council.	Monday, 24 April	April Council Meeting
Draft 2023/2024 ABP, budget and 2024-2033 LTFP endorsed for public consultation.	Monday, 24 April	April Council Meeting
21 Days public consultation period begins with advertisement in local newspapers.	Wednesday, 3 May	Public consultation (Start)
Special Council Meeting to receive Public submissions.	TBC	TBC
21 Days public consultation period ends.	Tuesday, 23 May	Public consultation (finish)
Consideration of public submissions by the Audit Committee.	Monday, 19 June	Audit Committee meeting at 4.30pm
Draft 2023/2024 ABP, budget and 2024-2033 LTFP presented to the Audit Committee seeking final endorsement.	Monday, 19 June	Audit Committee meeting at 4.30pm
Recurrent Budget, Operating and Capital Projects Workshop with Council Members.	Monday, 19 June	Information session 3 from 6.30pm to 7.30pm
Public submissions received on the draft 2023/2024 ABP, budget and draft 2024-2033 LTFP are presented to the Council.	Monday, 26 June	June Council Meeting
Adoption of draft 2023/2024 ABP, budget and 2024-2033 LTFP.	Monday, 10 July	Special Council Meeting at 4.30pm

Conclusion

A well-developed budget framework and timetable will assist Council Members and the management to monitor the progress of the budget process, so that 2023/2024 Budget can be adopted as planned on 10 July 2023.

In order to provide certainty to the community regarding the level and range of services provided by Council, the cost of providing those services, future Council borrowing requirements and general rate rises, Council should ensure that draft budget is compatible with the: -

1. Strategies of Council's Strategic Plan 2021-2024;
2. Draft 2023-2032 Long Term Financial Plan; and
3. Council's Infrastructure & Asset Management Plan.

ReferencesLegislation

Local Government Act 1999

Local Government (Financial Management) Regulations 2011

Council Policies/Plans

Audit Committee Annual Works Program 2021-2022

Audit Committee Terms of Reference

Asset Management Policy

Budget Management Policy

Council Vehicle Policy

Funding Policy

Fixed Assets Accounting Policy

Prudential Management Policy

Rates Arrears and Debtor Management Policy

Treasury Management Policy

Long Term Financial Plan 2023-2032 (Updated 28 February 2022)

Strategic Plan 2021 – 2024

Infrastructure & Asset Management Plans (Updated 25 October 2021)

14.5 HART RESERVE - DETAILED DESIGN UPDATE (50% STAGE)**Record Number: D23/6778****Author: Strategic Infrastructure Manager****Authoriser: General Manager - Infrastructure and Environment****Attachments: 1. Hart Reserve Detailed Design Plans - 50% Stage**  **EXECUTIVE SUMMARY**

- The purpose of this report is to provide Council Members information regarding progress of the Hart Reserve detailed design project and seek endorsement of the design direction at 50% and to proceed to 90% detailed design.
- The 50% stage detailed design is presented as **Attachment 1** to this Report.
- In 2019 Adelaide Plains Council appointed Jensen PLUS to develop concept plans for Hart Reserve. Site meetings were held with local groups, reference group, school students and stakeholders to provide a number of opportunities to provide feedback and ideas into the initial concept master plan.
- Following the resolution of Council 2022/133 Management engaged a consultant, Greenhill/GD Studia, to undertake detailed design of the Hart Reserve master plan, plus the inclusion of a Skate Park.
- Greenhill/GD Studia have progressed the detail design to 50%, which is the first hold point of the project. A summary of key design elements includes Project Appreciation, Innovative Design, Flexible Design, Safe Design, Accessible Precinct, Functional Precinct, Green Precinct, and Blue (water) Precinct.
- The 50% detail design was presented to the information briefing session of Council on the 13 February 2023. Feedback from information briefing session will be considered in the 90% design.
- This report is provided to Members to outline the Hart Reserve detailed design progress. The 50% stage detailed design is presented as **Attachment 1** to this Report, Management now seek endorsement to proceed to 90% detailed design.

RECOMMENDATION

“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:-

- 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.”**

BUDGET IMPACT

Estimated Cost as follows:	Estimate cost for construction/implementation won't be known until detailed design plans and documents are at 90% complete. A further report will be presented to Council with a project costings schedule.
Future ongoing operating costs:	Ongoing maintenance and renewals.
Is this Budgeted?	<p>Detailed design plans and documents are budgeted within the 2022-2023 Annual Business Plan and Budget</p> <p>Funds for construction/implementation will be sought on the completion of design from state and federal grants opportunities and may incorporate council in-kind support and/or a percentage of financial support.</p>

RISK ASSESSMENT

The following risks have been assessed in accordance with Council's Risk Management Framework and Policy:

- **Socio Political, Community Issues/Reputation** - There is a risk to Council's reputation if the community does not have an opportunity to comment on the Hart Reserve Design. Consultation aims to ensure this risk is **Low**.
- There may be a minor risk to Council's reputation if the recommendation is not supported. This risk is assessed as **Low**.
- **Legal/Compliance** - The design will meet compliance requirements against the Disability Discrimination Act 1992 (DDA), Australian Standards, Building Code Standards and Safety in Design Principles. The risk is assessed as **Low**.
- **Funding** - Grant funding for construction/implementation, state and federal grants will be sought that may incorporate council in-kind support and/or a percentage of financial support. Grant monitoring is a critical component of grant management as it allows council officers to observe compliance with requirements and progress against project goals. There is high chance that Council will source grant funding for the development of Hart Reserve. The risk is assessed as **Low**.
- **Infrastructure/Assets** - Parking should have integration with transport planning for sustainable growth, taking this on board the existing on-street parking provides for ample parking opportunities along Old Mallala Road and Gawler Road. If parking opportunities become limited, timed-parking could be instigated. The risk is assessed as **Low**.

DETAILED REPORT**Purpose**

The purpose of this report is to provide Council Members information regarding the progress of Hart Reserve detailed design project and seek endorsement of the design direction at 50% and to proceed to 90% detailed design. The 50% stage detailed design is presented as **Attachment 1** to this Report.

Background

In 2019 Adelaide Plains Council appointed Jensen Plus to develop concept plans for Hart Reserve. Site meetings were held with local groups, reference group, school students and stakeholders to provide a number of opportunities to provide feedback and ideas into the initial concept master plan design phase.

Council, at its Ordinary Meeting on 23 May 2022, resolved as follows:

14.1 Draft Hart Reserve Master Plan – Feedback and Endorsement

Moved	Councillor	Seconded	Councillor	Resolution
	Strudwicke		Parker	2022/133

“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:

- 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.”***

CARRIED

Additionally, Council, at its Ordinary Meeting on 30 January 2023, resolved as follows:

14.3 Hart Reserve Skate Park Investigation

Moved	Councillor	Seconded	Councillor	Resolution
	Stubing		Strudwicke	2023/013

“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:

- 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.”***

CARRIED UNANIMOUSLY

Discussion

Following the resolution of Council 2022/133 Management engaged a consultant, Greenhill/GD Studia, to undertake detailed design of the Hart Reserve master plan, Option 1, plus the inclusion of a Skate Park.

Greenhill/GD Studia have progressed the detail design to 50%, which is the first hold point of the project. A summary of key design elements are as followed;

Project Appreciation

- Staff and Greenhills/GD Studia reviewed the approved Jensen Plus Master Plan, Concept report and supporting drawings to gain an understanding of the scope of works required to successfully undertake detailed design of Hart Reserve. Staff recognise the significance this project holds for the the Two Wells community, in particular the adjacent school and youth age group.
- Staff commenced the process by coordinating a site walk with the Greenhills/GD Studia and a subsequent start-up meeting. The start-up meeting established clear project objectives and expectations of outputs at inception of the project.
- Whilst Jensen Plus provided a concept design, ground truthing was needed to undertake any changes to the design to align with accurate survey and adjustments required for stormwater management. Staff have refined the design and value added to the project through the delivery of the detail. This also provided an opportunity to look at best practice and develop innovative solutions whilst aligning with the master plan.
- Additional integrating of artistic and cultural expression into the detailed design process was critical to create an ongoing connection to Hart Reserve as a recreational destination.
- Artistic elements encompassed both, functional objects in the landscape and expressive, decorative forms. Further opportunities were created to provide a truly integrated design approach with artistic elements in the form of graphics and signage creating a unique identity for the Hart Reserve.

Innovative Design

- Staff are committed to build on the existing concept with innovative ideas. Considering the design elements allowed to work with suppliers to develop distinctive design outcomes. The design element covers;
 - Indigenous Garden
 - Pedestrian Pathways
 - Play space
 - Vehicle Drop of Area
 - BMX Track (designed for junior/younger age groups)
 - Skate Park, and
 - Amphitheatre

Flexible Design

The design embraces flexibility and be shaped to changing scenarios. It should allow for different major events that could be held on the reserve, upgrades in technology, allow for potential pop-up events and markets, while accommodating for pedestrians and bicycles.

Safe Design

Safety for all users of the recreational precinct (pedestrians, cyclists, and vehicles) is paramount for the success of the design. In addition to Australian Standards, Building Code Standards and Safety

in Design Principles, there are now new requirements impacting the design of public spaces to keep everyone safe.

Accessible Precinct

Providing universal access for all can be a challenge for reserves such as nature play and skate parks. Acknowledging these potential challenges upfront and providing a multidisciplinary approach to overcoming them is important for the success of built outcomes. Councils Disability Access and Inclusion Action Plan 2020-23 was a sound reference document for the design phase.

Functional Precinct

Designing a recreation precinct for a range of different user groups and demographic is often challenging. The design and documentation has to allow for the practicalities of maintaining it, such as waste management, maintenance access, and emergency access can be often overlooked. They need to be prioritised early in the design process so that the facilities can be easily maintained to increase the longevity of the assets and ensure users are safe.

Green Precinct

Maintaining and building on site biodiversity areas and use of native vegetation where possible is an important aspect of any high-quality recreational precinct. Our approach is to retain as much natural shade as possible by maintaining existing vegetation where appropriate, and introducing complementary planting to further increase canopy cover. Although native planting is often preferred in regard to watering requirements.

Blue (water) Precinct

- The design for site stormwater runoff including subsurface drainage will be integrated with the site works and landscape treatment. Wherever possible surface stormwater runoff will be directed to landscape buffer areas and managed to maximise on-site infiltration and minimise surface flows.
- It is anticipated to require a small stormwater basin and bio retention system to ensure the quality of stormwater runoff is managed prior to connection and outlet to the existing underground pump and pipe system that lies within the Reserve.

Conclusion

The 50% detail design was presented to the information briefing session of Council on the 13 February 2023. Feedback from information briefing session will be considered in the 90% design.

This report is provided to Members to outline the Hart Reserve detailed design progress. The 50% stage detailed design is presented as **Attachment 1** to this Report, Management now seek endorsement to proceed to 90% detailed design.

References

Legislation

Local Government Act 1999

Council Policies/Plans

Strategic Plan 2021-2024

Long Term Financial Plan 2023-2032

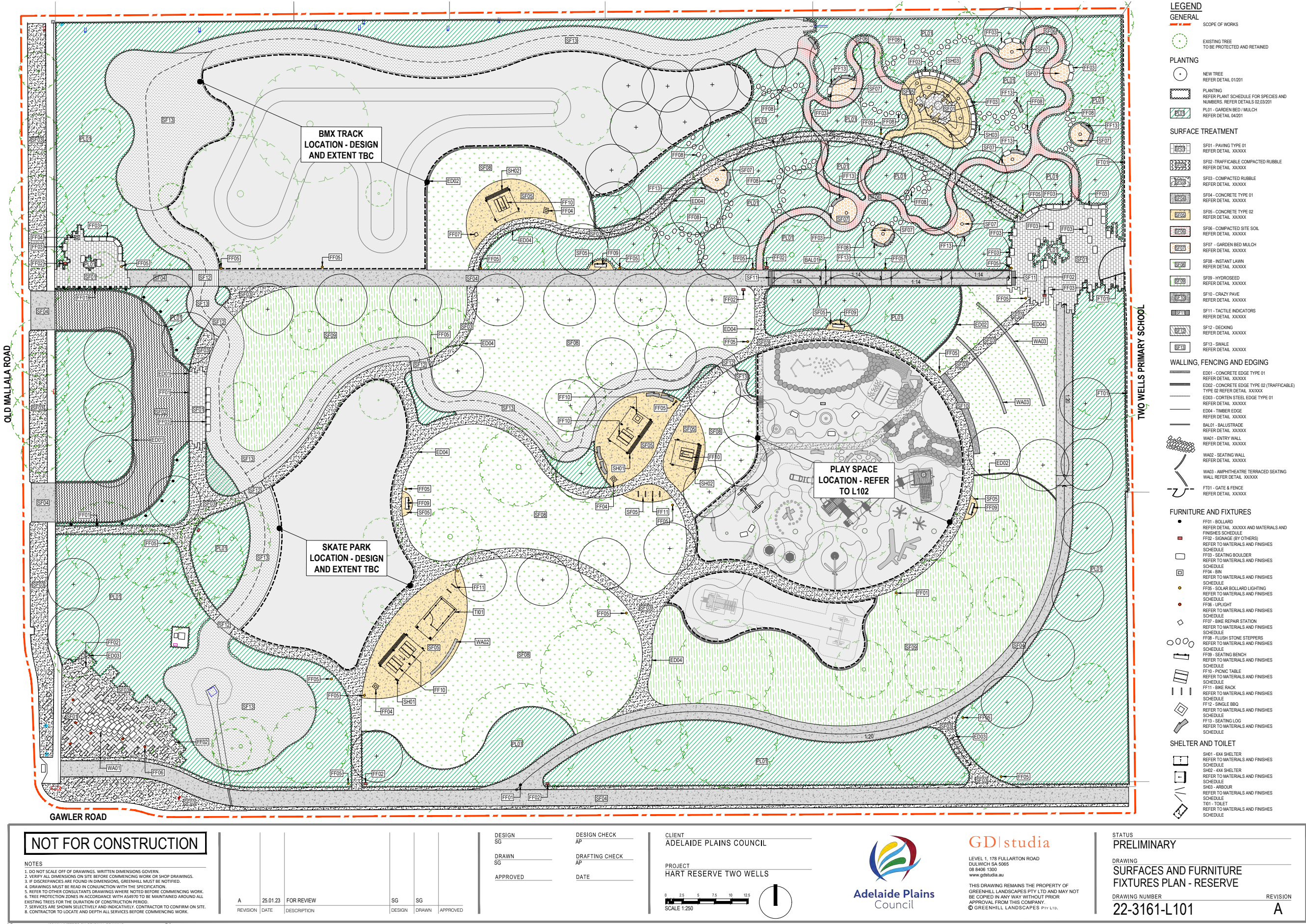
Infrastructure and Asset Management Plans

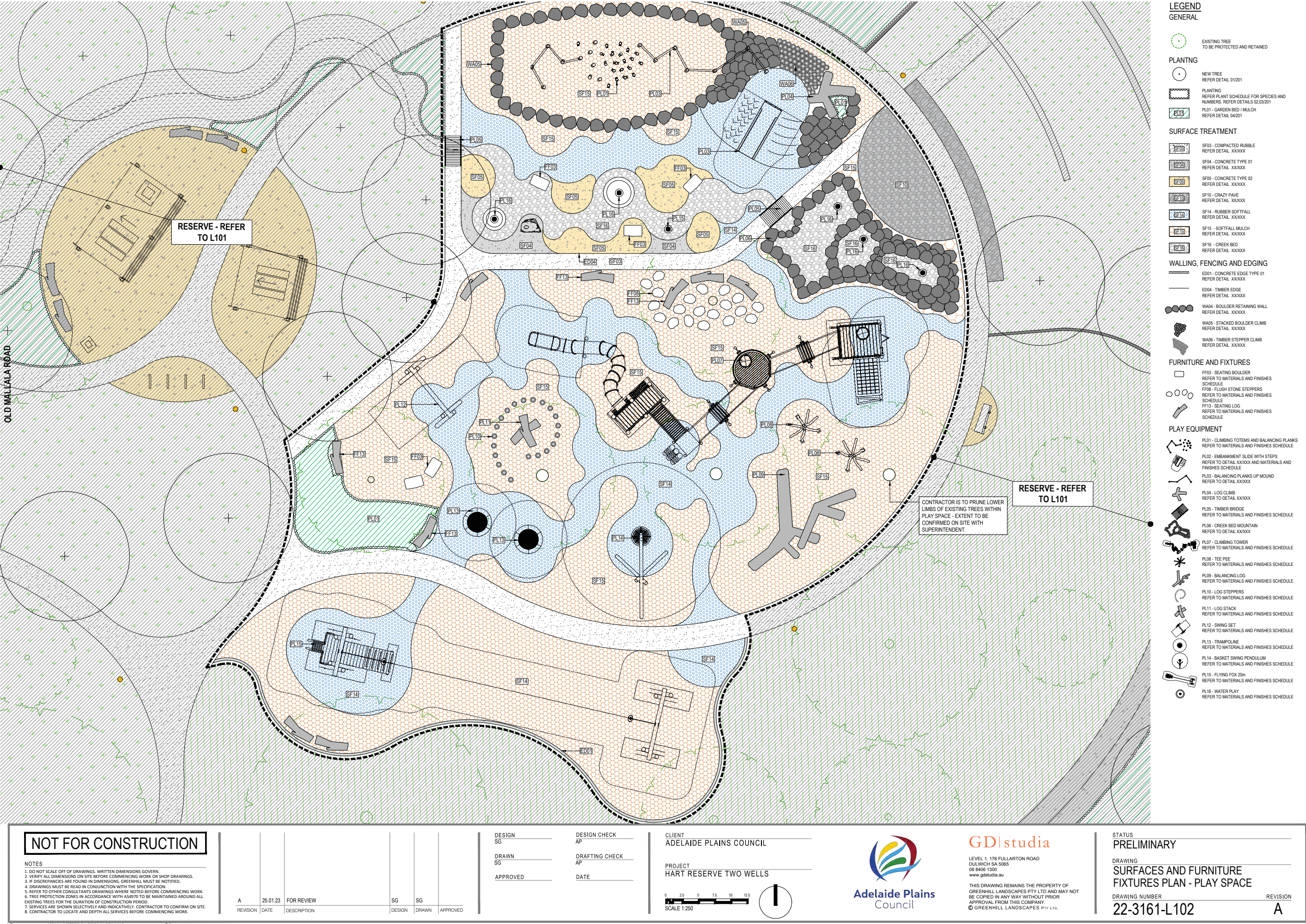
Annual Business Plan and Budget 2022-2023

Public Consultation Policy

Master Plan Options by Jensen Plus

Community Land Management Plan (Hart Reserve)





14.6 TWO WELLS TOWNSHIP - COMMUNITY WASTE WATER MANAGEMENT SYSTEM (CWMS) - FEASIBILITY STUDY

Record Number: D23/7138

Author: Strategic Infrastructure Manager

Authoriser: General Manager - Infrastructure and Environment

Attachments:

1. Local Government Association CWMS Management Committee - Two Wells Feasibility Study. [!\[\]\(e3f8612927870f2e0f9f5989e6dd3064_img.jpg\)](#) [!\[\]\(a86c7d1c9cb81c81614634a31267440d_img.jpg\)](#)
2. Local Government Association CWMS Management Committee - Prioritisation Report REV A (2023), 16 January 2023. [!\[\]\(ce158fc5e55633398941d0898ae45661_img.jpg\)](#) [!\[\]\(6f77f2588732dff582d5f470675e762f_img.jpg\)](#)

EXECUTIVE SUMMARY

- Purpose of this report is for Council to consider the Two Wells Township CWMS feasibility study undertaken by the Local Government Association CWMS Management Committee (LGA CMC), and seek endorsement to pursue LGA CMC for funding to enable the next steps to implement a CWMS for Two Wells township.
- It is recommended that Council receive and note the Wells Township CWMS feasibility study as presented at **Attachment 1** to this report and in doing so acknowledges the next steps required to continue to progress the Two Wells Township CWMS.
- Management have undertaken a detailed review of the study. A summary of key elements is provided for Councillor's benefit.
- A new CWMS within the township of Two Wells represents a significant opportunity to Council to mitigate risks and provide an asset to a community with potential for growth.
- The 'Priority List' as determined by CWMS Prioritisation Sub-Committee on 16 January 2023, inclusive of original ranking from original prioritisation on 18 March 2022, has prioritised and ranked Two Wells township at **15** out of 32 CWM Systems and is as presented at **Attachment 2** to this report.
- As the Two Wells Township does not have any CWMS at this time, and that there are serious deficiencies within the current on site systems (as identified within this report and the study), it is reasonable that Council would commence further investigations to provide a suitable system for the township. It is management's recommendation that Council pursues the LGA CMC for funding to undertake the next steps to implement a CWMS for Two Wells township, comprising the development of a concept design, design report, financial analysis and costs

RECOMMENDATION 1

"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;

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.”

RECOMMENDATION 2

“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;

- 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.”**

BUDGET IMPACT

Estimated Cost as follows:

Two Wells CWMS feasibility study cost was borne by the LGA CMC. LGA CMC commissioned and managed the feasibility study with Tonkin Consulting.

Future ongoing operating costs:

Before Two Wells CWMS can be progressed further, Council require the LGA CMC to provide funding to undertake the investigation and development of concept designs, design reports, financial costings & analysis and public consultation.

Two Wells, prioritisation report ranking is **15** out of 32 CWMS and is presented as **Attachment 2** to this report.

Cost Estimate: \$65,000-\$75,000 investigation and development of concept designs, design reports, financial analysis & costs and public consultation.

Is this Budgeted?

No funds have been budgeted 2022/23 for the undertaking of concept designs, design reports, financial analysis & costings and public consultation.

RISK ASSESSMENT

The following risks have been assessed in accordance with Council’s Risk Management Framework and Policy:

- **Socio Political, Community Issues/Reputation** - There is a risk to Council’s reputation in regard to the LGA CWMS Two Wells feasibility study. The feasibility study stated the number of allotments 217, actual number 419 allotments. The study utilised a 2013 Rashlee report which contains outdated data. The LGA CWMS Program Officers have been advised accordingly. The risk is assessed as **Medium**
- **Socio Political, Community Issues/Reputation** – There is an outstanding risk to Councils reputation where public health and environmental damage risks and compliance are not suitably mitigated. Two Wells as a township, faces potential financial and social loss as a result of reputational damage. The risk is assessed as **High**

- **Public Safety/Health** - The current onsite wastewater scheme exposes the public to untreated or partially treated wastewater, risking the contractor of viral and bacterial infections. The risk is assessed as **Medium**
- **Environmental** - Contamination may occur as a result of untreated or partially treated wastewater entering waterways or bores. The risk is assessed as **High**
- **Compliance/Legal** - Individuals and businesses are at risk of exposing themselves to financial or legal penalties because of non-complaint infrastructure and practices. The risk is assessed as **High**
- **Compliance/Legal/Environmental** - Private CWMS partnership system connection and use could lead to ongoing unnecessary costs, project delays, and the inability to meet SA Health and ESCOSA legislative requirements. The risk is assessed as **High**

DETAILED REPORT

Purpose

The purpose of this report is for Council to consider the Two Wells Township CWMS feasibility study undertaken by the Local Government Association CWMS Management Committee (LGA CMC), and seek endorsement to pursue LGA CMC for funding to enable the next steps to implement a CWMS for the Two Wells township.

Background

Council, at its Ordinary meeting on 16 December 2013 resolved as follows:

13.8.2 Two Wells CWMS - Report on the Exiting Wastewater Disposal Pathways

Moved	Councillor	Seconded	Councillor	Resolution
	Heley		Studwicke	2013/ 472

“that Council, having considered Item 12.8.2 Two Wells CWMS – Report on the Existing Water Disposal Pathways date 9 December 2013, receives and notes the report and provided ‘in principle’ support for staff to continue to work with HDS Australia Pty Ltd and the LGA CWMS Program Manager Team to work towards a revised Two Wells CWMS Preliminary and then Final Design.”

CARRIED

Council, at its Ordinary Meeting on 24 February 2020, resolved as follows:

12.3 Minute - Infrastructure and Environment Committee meeting held 10 February 2020

Moved	Councillor	Seconded	Councillor	Resolution
	Parker		Boon	2020/046

“that Council endorses resolution 2020/009 of the Infrastructure and Environment Committee and in doing so instructs the Chief Executive Officer to write to the LGA CWMS Program Manager requesting that the Two Wells CWMS feasibility study be updated.”

CARRIED

Following the above resolution of Council in February 2020, Management sent a written response outlining resolution 2020/046 to the LGA CWMS Program Manager. On 9 April 2020 a written response was received from the LGA CWMS Program Manager. The correspondence outlining that the CWMS Management Committee Meeting held on the 16 March 2020 resolved to update the Two Wells Township CWMS feasibility study.

Discussion

The LGA CWMS Program Officer in December 2022 provided Management the finalised Two Wells Township CWMS feasibility study (study) as presented at **Attachment 1** to this report. The feasibility study included an assessment of the public and environmental health risks. Councils records relating to Environmental breaches or/and issues with failing on-site systems, poor soil, high water tables, compliance notices and expiations details were issued to the LGA.

The area defined as the Two Wells Township is on page 6 figure 1 of the study.

The Feasibility Study

Management have undertaken a detailed review of the study. A summary of key elements are as follows:-

- The study advises 277 allotments (LGA have been notified, actual number 419 allotments) this excludes Liberty and Eden developments.
- The data used for the study dated back to 2013, LGA have been notified that Council have issued numerous notices for failing wastewater systems over the years, generally because of odour complaints or other complaints from neighbours. In some instances, pooling of effluent has been sighted, suggesting non-complaint disposal.
- Council has provided further anecdotal advice that the state of existing on-site systems has further degraded from the conditions noted by the 2013 report.
- Many of the existing on-site wastewater systems are old and undersized when compared with the current standards.
- Council has to date issued several notices to residences regarding non-conforming on-site systems and achieving compliance. A brief summary of the compliance issues are provided below;

Description	Management Commentary
Number of Aerobic Wastewater Treatment Systems (AWTS)	There are 87 properties within the Two Wells Township area with AWTS. Therefore the majority of the systems in the township are septic/soakage which is concerning given the soil profile in Two Wells. The majority of AWTS are in Tangari (Gameau) Estate. Of the 87 AWTS, only 40 have been serviced within the last 3-months as per the requirements. In February 2022, 10 of the properties were sent a warning letter as no service reports had been received in the last 12-months.
Number of council approvals for on-site wastewater systems	There are 172 approvals for onsite wastewater systems within the collection area in our approvals register. The date of the earliest approval is February 1999. Many of the properties within the collection area were built pre-1990. Council does not have any approval records pre-1990.
Number of, or estimated number of failing on-site wastewater systems	Number of failed systems would have naturally increased since 2013 as the systems now almost another 10 years older with very few replacements/alterations. It is estimated the number of failing systems to be more like 40% given the soil profile in Two Wells and the age of the systems. In addition, it is anticipated that there would be a number of properties that would have failed or failing systems without regular <u>additional</u> pump outs. The majority of the properties within the collection area would be unable to install a compliant system using today's Code if they were to fail and require replacement.
Number of section 92 notices served under the public health act	11 Section 92 Notices have been served under the Public health Act for failing or non-compliant on-site wastewater

since 2013 for failing or non-compliant on-site wastewater systems	systems in the collection area. In addition, 19 warning letters have been issued to properties within the collection area for failing or non-compliant on-site wastewater systems.
Number of allotments within 50m of a well or bore	An estimated 33 properties allotment boundaries are within 50m of a bore . (Bores that were on larger properties were not include as they typically are still able to accommodate compliant on-site wastewater systems). *Advice LGA CWMS Program Officers.
Number of allotments within 50m of a watercourse	7 properties where allotment boundaries are within 50m of a water course . *Advice LGA CWMS Program Officers
Number of allotments within 50m of a watercourse	203 allotments are sized 1200m ² or less.

The Benefits and Options

Important Economic and Development Opportunities - The project drivers for the installation of a CWMS in the Two Wells Township largely consists of the health and environmental risk posed by aging or poor onsite treatment and disposal installations. However, there are significant advantages to the community and the region by providing a new CWMS. Some of these benefits are:

Opportunities	Rational
Contributing to an attractive place to live	<p>The implementation of a CWMS will promote the status of Two Wells as a desirable place to live as the town will no longer be viewed as a 'rural' setting, but rather a well serviced location.</p> <p>The removal of onsite disposal will reduce complexities for prospective residents. Improvements in infrastructure in the town will add to other recent developments in the area, notably the Northern Connector, which provides an efficient transport link between northern townships and the City. Two Wells and surrounding towns such as Virginia have experienced growth over the last decade as the large block sizes and affordable housing options appeal to prospective buyers.</p> <p>Removal of local offensive odours from soakage areas, local pumping from neighbours, and the removal of the overflowing soakage/septic and frequent pumping.</p>
Subdivide existing blocks	The scale of development within the older sections of the Two Wells township is currently limited by existing onsite wastewater systems. The discontinued use of onsite disposal, as well as the ability for a new connection to be provided to a common sewer main may allow for existing blocks to be subdivided and redeveloped.

	Two Wells is land locked by developers, there have been many potential developers approach Council for infill within the current township zone, many approaches to a private company have been met with restrictions and complexities regarding compliance, ownership with joint private arrangements.
Repurpose onsite disposal areas	Further to the opportunity to redevelop sites, the removal of onsite disposal may allow for existing homeowners to reconfigure their properties and allow for house renovations or the installation of sheds or other permanent installations. It is noted that the area may require some rehabilitation for alternative uses.
Promote new business enterprise	<p>The lack of an existing sewer connection may have contributed to new businesses electing not to utilise existing premises or develop new businesses in the Two Wells Township. Anecdotally, there is undeveloped land in prime locations within the town which may attract new business if a community sewer solution is provided.</p> <p>Currently many of the businesses soakage's are saturated, Environmental Health Officers have made valued judgements on dispensation for existing systems, the new onsite wastewater code would not allow for many of these dispensations.</p>
Increased Property Values	It is likely that properties with a sewer connection will demand a higher value when compared with a similar property with an onsite system, particularly if the onsite system is in a state of disrepair.
Offset potable use for the irrigation of Community Parks, Gardens and Playing Fields	<p>There is currently no reuse of treated/recycled water for irrigation occurring within Two Wells township. With a suitable treatment system in place, there is an opportunity for Council to provide recycled water to local parks, garden and playing fields to offset potable water use.</p> <p>'Greening' of the town by providing a sustainable alternative water supply may have the effect of adding to visual appeal and encourage new residents, businesses, and sporting clubs to use public facilities.</p>

High Level Options – Management have undertaken further investigation into the options outlined on page 20 of the study. A brief summary of an additional options is provided below;

Advantages	Considerations
Hybrid Model CWMS with SA Water - Implementation of a CWMS for the township of Two Wells is likely to be require a new wastewater treatment plant to	Discussions are underway and are progressing with the LGA and SA Water. Costs, risks and implications with SA Water need to be considered carefully.

<p>manage wastewater flows and treat to a quality suitable for disposal or reuse.</p> <p>Aim to provide lower costs and ongoing higher reliability to service levels.</p> <p>Possibly cheaper than building own WWTP in the short run, however, this is yet to be determined.</p>	<p>Model 1: SA Water Design Build Operate Maintain (DBOM) entire sewer system.</p> <p>Model 2: Council Design Build Operate Maintain (DBOM) the entire sewer system 'excluding' the use of a SA Water effluent discharge point to a SA Water Wastewater Treatment Plant.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The Way Forward

There is an opportunity for Council to provide a new asset to the Two Wells township, which has the potential to benefit the community. The convenience of a community sewer system for connection may appeal to prospective residents and businesses, while contributing to an increase in property values in the township. Furthermore, one of the options identified within the study "Council-owned wastewater treatment facility" could provide suitably treated wastewater for reuse around the town to improve amenity. Providing 'greening' to local ovals and public spaces will benefit the community as well as offset costs for potable water use.

A new CWMS within the township of Two Wells represents a significant opportunity to Council to mitigate risks and provide an asset to a community with potential for growth. If funding is obtained the next steps to implement a CWMS for Two Wells township is the development of a concept design, design report, financial analysis and costs. This would include the following;

Advantages	Content
Introduction	<ul style="list-style-type: none"> • Overview • Background
Basis of Design	<ul style="list-style-type: none"> • Reference of Documents • General Design Criteria • Design Life
Design Overview View	<ul style="list-style-type: none"> • Hydraulic Loads • Topography and Soil Conditions • Wastewater Collection • Wastewater Treatment Plant (WWTP) Options • Recycled Water Storage and Disposal
Cost Estimate	<ul style="list-style-type: none"> • Wastewater Collection Options • Wastewater Treatment Options • Whole of Life Costs
Conclusion & Recommendations	

The above information will assist in understanding the future options available for the Two Wells township.

LGA Funding – The Local Government Association offers a funding program for townships or regions identified as potentially eligible for the construction of a CWMS. As part of this funding program,

the LGA offsets a portion of the Council's contribution. There are several conditions that need to be met by Council in order for funding to be eligible.

The LGA CMC has developed a CWMS Prioritisation Report and is presented at **Attachment 2** to this report.

In December 2021, the CWMS Prioritisation Sub-Committee was formed under the CWMS Management Committee (CMC) with the purpose to prioritise and rank, based on risk, Council CWMS applications. The sub-committee is responsible for providing advice to the CMC regarding the priority of proposed CWMS installations throughout the state. This advice will, in turn, assist the CMC to provide recommendations to the LGA Board of Directors about how to distribute funding.

Final Ranking - At the conclusion of the assessments, it was determined and unanimously agreed to by the sub-committee that an overall weighting of 60% for the final Health score of the application and 40% for the Environment score would be applied. It was agreed the purpose of a CWMS to mitigate existing public health risks exceeds environmental benefits (although still important).

To factor in this overall weighting the final Health score for the scheme was multiplied by 0.6 and the final Environment score was multiplied by 0.4. The rounded sum of these two scores resulted in the final, overall ranking. With the overall 60% Health and 40% Environment weighting applied and the manual changes made due to the 'other considerations', the final rankings are presented in Table 3 of **Attachment 2**.

The 'Priority List' as determined by CWMS Prioritisation Sub-Committee on 16 January 2023, inclusive of original ranking from original prioritisation on 18 March 2022, has prioritised and ranked Two Wells township at **15** out of 32 CWM Systems.

The LGA CWMS Program Officers advised that they will discuss with the listed Councils to see if there are higher or lower priority Councils.

Conclusion

As the Two Wells township does not have any CWMS at this time, and that there are serious deficiencies within the current on site systems (as identified within this report and the study), it is reasonable that Council would commence further investigations to provide a suitable system for the township. It is management recommendation that Council pursues the LGA CMC for funding to undertake the next steps to implement a CWMS for Two Wells township, comprising the development of a concept design, design report, financial analysis and costs.

References

Legislation

Local Government Act 1999

Council Policies/Plans

Strategic Plan 2021-2024

Long Term Financial Plan 2023-2032

Infrastructure and Asset Management Plans

Public Consultation Policy

SA Health / Australian Standards

Public Health Act

On-site Wastewater Systems Code (SA Health, 2013)

Community Wastewater Management Systems Code (SA Health, 2013)

Australian Standard 1547 On-site Domestic Waste Management

Two Wells CWMS

Feasibility Study

Adelaide Plains Council

202374

29 April 2021

Ref: 202374R01A

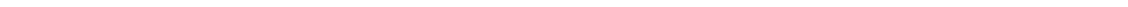


Building exceptional
outcomes together



Document History and Status

Rev	Description	Author	Reviewed	Approved	Date
A	For Council Comment	LFH / SV	CRW		15/6/21



© Tonkin Consulting Pty Ltd

This document is, and shall remain, the property of Tonkin Consulting. The document may only be used for the purposes for which it was commissioned and in accordance with the Terms of Engagement for the commission. Unauthorised use of this document in any form whatsoever is prohibited.

202374R01A Two Wells CWMS | Feasibility Study

2

Document Set ID: 765086

Version: 1, Version Date: 16/08/2021



Contents

Project: Two Wells CWMS | Feasibility Study
 Client: Adelaide Plains Council
 Ref: 202374R01A

• Glossary and Common Terms	5
1 Introduction	6
2 Project Background	7
2.1 Previous Investigations	7
2.2 Two Wells Site Conditions	8
2.3 Known Existing Onsite Wastewater System Conditions	10
2.4 Sludge Transportation and Disposal	12
2.5 Past Compliance Issues	12
2.6 Existing Private Development Wastewater Treatment	13
2.7 Existing Potable Water Irrigation Demand	13
2.8 LGA Funding Considerations	13
3 Project Drivers	14
3.1 Public Health	14
3.2 Environmental	15
3.3 Approvals Compliance	15
3.4 Reputation	15
4 Two Wells Economic and Development Opportunities	16
5 High Level System Parameters	18
5.1 CWMS 2019 Design Criteria	18
5.2 Collection Network Parameters	18
5.3 WWTP Treatment Requirements / Parameters	18
6 Wastewater Management Options	20
6.1 Collection	20
6.2 Treatment	22
6.3 Treated Effluent Disposal/Reuse	29
6.4 High Level Comparative Assessment	32
6.5 Other Considerations	33
7 Summary and Recommendation	34
7.1 Next Steps	34



Tables

Table 1 Irrigation Demand in Two Wells (<i>email from Council T. Jones 20/04/21</i>)	13
Table 2: Economic and Development Outline	16
Table 3 Influent parameters based on typical CWMS water quality values	18
Table 4: Indicative Design Loading for a Two Wells CWMS	19
Table 5 Full Sewer - Advantages and Considerations.....	21
Table 6 STEDS System - Advantages and Considerations.....	22
Table 7 Treat at Bolivar WWTP (through tanker) - Advantages and Considerations	23
Table 8 Treat at Private WWTP - Advantages and Considerations.....	24
Table 9 Facultative Lagoon Option – Advantages/Disadvantages.....	25
Table 10 HRAP Advantages and Considerations.....	26
Table 11 Aerated Lagoons Option Advantages and Considerations.....	27
Table 12 SBR Advantages and Considerations	28
Table 13 MBR Advantages and Considerations	28
Table 14 SA Water Potable Water Supply Charge Estimate.....	30
Table 15 Setback distance requirements for on-site wastewater treatment systems (DHA, 2013).....	35

Figures

Figure 1: General Two Wells Township, within the scope of these investigations.....	6
Figure 2: Liberty and Eden Development Maps (Source Hickinbotham.com.au).....	7
Figure 3 Two Wells Geology. Source: Location SA Map Viewer	9
Figure 4: Two Wells locational plan showing local water courses. Source NatureMaps	10
Figure 5 Key Project Drivers	14

Appendices

Appendix A – Wastewater Fact Sheet



• Glossary and Common Terms

Term	Description
CWMS	Community Wastewater Management System
STEDS	Septic (Community) Tank Effluent Drainage Scheme
DHW	Department of Health and Wellbeing, Government of South Australia
LGA	Local Government Association of South Australia. Publishers of 'South Australian Community Wastewater Management System (CWMS) Design Criteria' referenced throughout this report
WWTP	Wastewater Treatment Plant
Wastewater	Raw untreated sewage / influent as collected by the collection network
Treated Effluent	Or Recycled Water. Liquid produced by the treatment process, meeting prescribed water quality characteristics, at the compliance sampling point.
Reuse Network	Or Recycled Water Irrigation. Infrastructure for the reuse of treated effluent including irrigation
Primary Treatment	The first stage of the wastewater treatment process that removes solids from wastewater, typically septic tanks, or a distinct process (i.e., filter screens, primary clarifiers) at a WWTP.
Secondary Treatment	Further treatment of a partially treated effluent, typically aeration, bioreactors, chlorination, or detention time in storage lagoons.
Septage	The sludge waste stream from a septic tank.



1 Introduction

The Two Wells township is located within the Adelaide Plains Council (referred to as Council herein) area, located approximately 40km north of Adelaide. It is a small town with an estimated population of approximately 1926.

There are several businesses in Two Wells including a supermarket, two hotels, two child-care centres, a bakery, café and a primary school.

The disposal of wastewater throughout the township consists broadly of on-site systems, with varying ages and types in place. Council has previously undertaken assessments to identify defective systems. There are two new developments (Liberty and Eden) located to the north-east and east of the existing township respectively. These developments are connected to an existing, private Community Wastewater Management System (CWMS). This report focuses on 277 existing allotments within the township of Two Wells and excludes the Liberty and Eden developments.

Converting the existing on-site wastewater systems to a community based collection and treatment system has the potential to alleviate public health and environmental hazards and provide the opportunities for recycled water irrigation and development of the township. This feasibility study investigates the potential benefits of a CWMS in the Township when compared to the current on-site systems, taking into account the relevant site conditions.

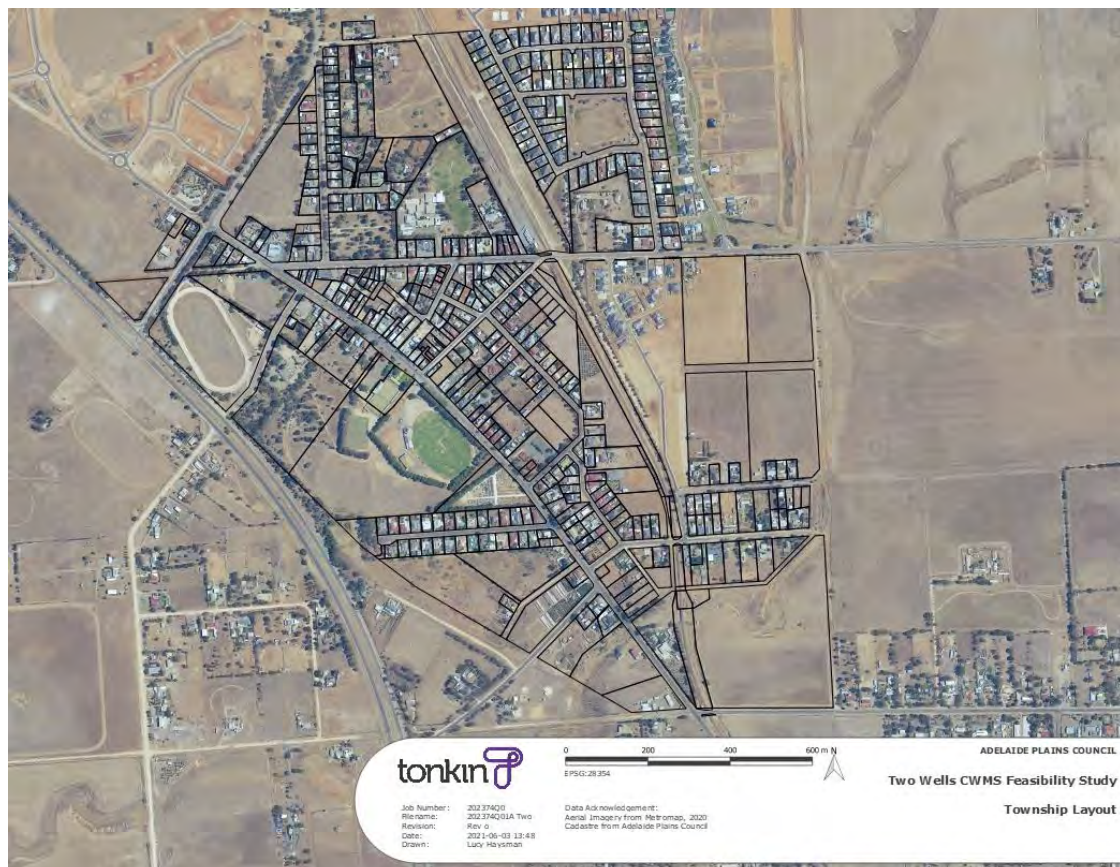


Figure 1: General Two Wells Township, within the scope of these investigations

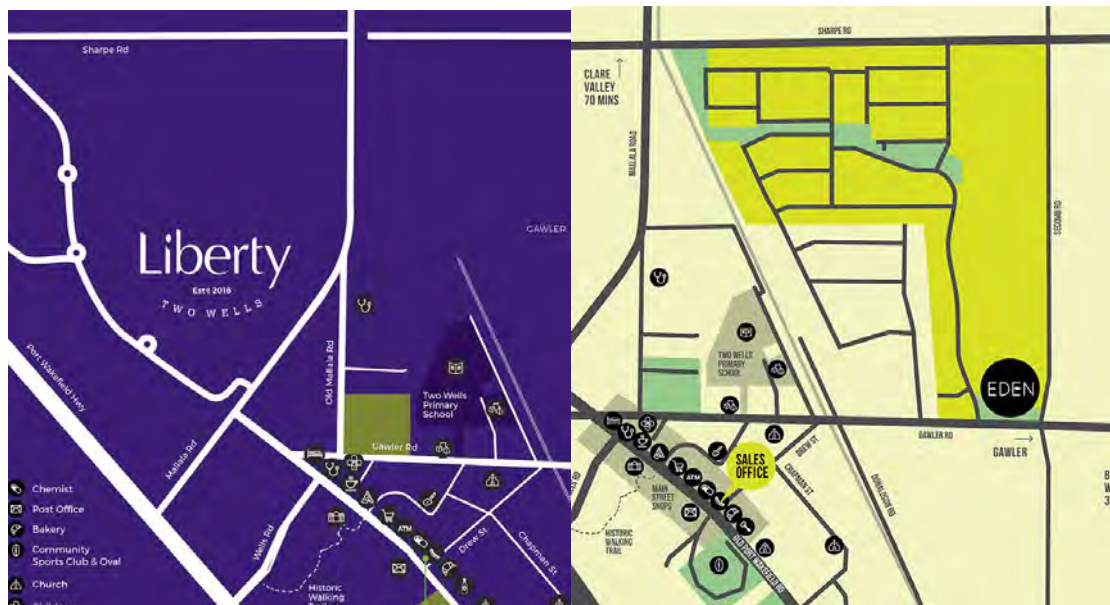


Figure 2: Liberty and Eden Development Maps from the developer (Source Hickinbotham.com.au)

2 Project Background

2.1 Previous Investigations

The potential construction of CWMS for the township has been considered for a significant period due to known issues with existing on-site disposal systems. Previous investigations referred to in the development of this report are outlined below:

1985 – 1991 Survey, soil testing data and correspondence between Council and Government Health representatives – Historical data dating back to 1985 has been provided by Council. This information provides an insight into the history of a proposed CWMS in the township.

2009 – 2020 Various Non-compliance notifications – Council has provided several notices to local residents and business for non-compliance to wastewater treatment and disposal regulations, as issued by the Environmental Protection Officer

2013 Feasibility Study and Concept Design – In 2013, Council engaged consultants HDS to undertake a feasibility study and develop a concept design for a CWMS in Two Wells. The feasibility study primarily consisted of an assessment of all existing septic and on-site systems within the township. Details of this investigation are outlined in Section 2.3.2. Associated reporting by HDS following the onsite investigations were limited in detail but supported further investigations into the feasibility of a CWMS to be installed, considering whole-of-life costs. Allotments assessed have been considered as a part of this report (i.e., 277 allotments).

HDS have developed layout drawings for a gravity system within the town based. No further design information (such as pipe long sections) has been provided and it is unclear whether the proposed concept is viable as no pipe depths have been nominated. From review, it is likely that gravity pipes would need to be installed at significant depth to meet minimum grade requirements due to the flat site topography.



2.2 Two Wells Site Conditions

2.2.1 Geology and Groundwater

The topography and natural conditions of the township provide challenges when it comes implementing a CWMS.

Two Wells is located on the Adelaide Plains and the topography is generally flat. There is a local high **point within the town centre, after gradual elevation along a small area of the town's main street (Old Port Wakefield Road)**.

The Geoscience Australia online portal provides information about the underlying geology of the area and indicates that the townships underlying geology comprises mostly hard rock.

Given the towns close proximity to the Ocean and elevation of approximately 10m, the groundwater level across the area is shallow. Online databases provide the following information:

- Datasets from Location SA Map Viewer (*Government of South Australia, 2020*) indicate that the standing groundwater level across the entire township is between 2-5m below surface level.
- A summary report of 17 wells across Two Wells, from Ground Water Connect (*Government of South Australia, 2020*), gives an average standing water level of 3.8m below surface.

Additionally, there are complications with wastewater disposal within the township that arise from the soil sub-type. A detailed map of the soil sub-group of Two Wells is below, showing that the surface of Two Wells typically comprises calcareous loam and loam over poorly structured red clay. Fine soils, such as clay and loam, do not generally facilitate drainage.

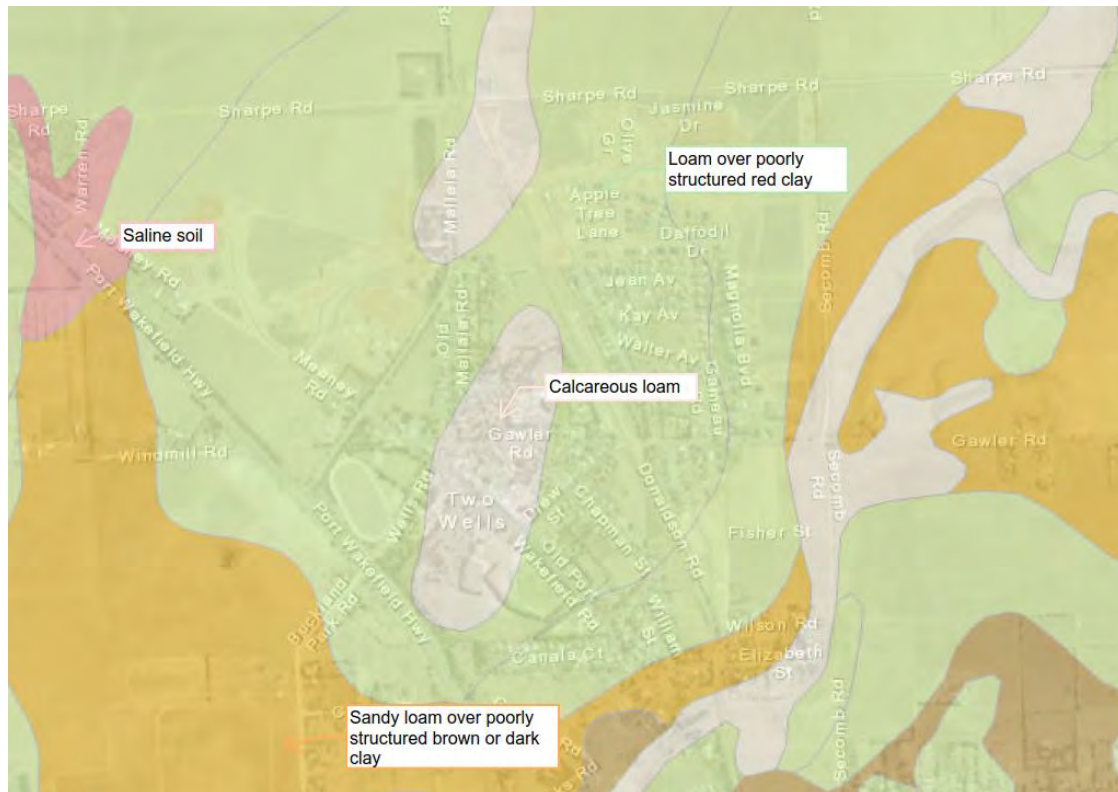


Figure 3 Two Wells Geology. Source: Location SA Map Viewer

2.2.2 Surface water

A desktop review has found the following information about water sources in the area:

- SA Water potable mains reticulate throughout Two Wells, with most of the properties fed by water meters at the property boundary.
- There are several water wells within and around Two Wells. It should be noted that not all of the wells are operating, and further investigation should be conducted when assessing set-back distances.
- Nearby coastal land includes Middle Beach (10 km west) and Port Gawler (10km south-west). Both beaches are largely covered in mangrove forests and used primarily for fishing and recreation.
- There are two significant water courses that run within the vicinity of the township including Salt Creek, an unnamed course, and the grass channel that runs adjacent the train line. Refer to Figure 4



Figure 4: Two Wells locational plan showing local water courses. Source NatureMaps

2.3 Known Existing Onsite Wastewater System Conditions

2.3.1 Legislative and Regulatory CWMS Requirements Overview

Generally, the establishment of a CWMS is subject to the legislative requirements at the time of scheme implementation, including operation and maintenance in accordance with the current, relevant Acts and Regulations.

- The following guidelines for the design, construction, operation and maintenance of CWMS systems within South Australia are Approval of the Department for Health and Wellbeing (DHW) under the provisions of the South Australian Public Health (Wastewater) Regulations 2013
- Licencing and other requirements for Water Industry Entities under the provisions of the Water Industry Act 2012
- Development Approval in accordance with the Development Act 1993 (where new construction works are undertaken)
- Requirements of the Office of the Technical Regulator (OTR)
- Any other Acts or regulations for which approval is required to undertake the works associated with the establishment or operation of a Two Wells CWMS, including but not limited to the Environmental Protection Agency (EPA).

Any upgrades to the Treatment Requirements and CWMS design are to be in accordance with the following relevant Codes, guidelines, and standards:

- Australian Guidelines for Water Recycling, 2006



- Community Wastewater Management System Code, Department for Health and Wellbeing, Government of South Australia (2019)
- Onsite Wastewater Systems Code, Department for Health and Wellbeing, Government of South Australia.
- Guidelines for non-drinking water in South Australia, OTR
- Relevant WSAA Codes

The Department for Health and Wellbeing approval is required for all wastewater works. Council are responsible for ensuring the requirements of the relevant approvals are upheld. With relevance to the Two Wells CWMS investigation and the potential for future changes or upgrades, DHW are required to approve:

- The design and establishment of a new wastewater system, including collection, treatment and disposal or reuse.
- The alteration of a wastewater system involving a change to the capacity of the system or a change in the type of system used for collecting or managing wastewater.
- The decommissioning of a wastewater system

2.3.2 Current Systems

Wastewater systems used within Two Wells township are primarily made up of:

1. Conventional Septic systems – primary treatment in septic tank, subsurface effluent disposal (soakage) and sludge removal and disposal by a registered tanker service.
2. Aerobic systems –secondary treatment (aeration), effluent disposal through on site land application (irrigation), and sludge removal and disposal through a registered service.

Wastewater systems are required to adhere to the requirements of SA Health's On-site Wastewater Systems Code (latest revision April 2013).

Many of the existing on-site wastewater systems are old and undersized when compared with the current standards. Systems installed prior to 1988 were subject to provisions of the now-superseded Health Act 1935, where a 1620L tank and 9m absorption (soakage) trench was typically required. Post-1988 septic tank sizing was increased to a minimum of 3000L, and the soakage trench was increased to a minimum 45m x 1.2m with a surface area of 90m². This change represented a significant increase in size for both septic tanks and the required soakage area. Given the likely age of many of the systems (those installed before 1988), Two Wells residents have had difficulty in complying with the most current legislations and have been unlikely to upgrade systems due to cost and lack of available suitable area for disposal on existing small blocks. It is noted that accurate age of systems was not reviewed by previous investigations.

In the 2013 Report on the existing effluent disposal pathways in the township of Two Wells (HDS, 2013), there were 250 properties inspected. Of these:

- System failures were reported at approximately 20%. However, from previous Council investigations (with a sample of old systems inspected at random), it is noted that systems installed prior to 1988 would have likely failed already.
- There were 25 aerobic systems (10% of properties), many of which were suspected by HDS to be noncompliant based on a lack of dedicated irrigation area.

The conclusion of the HDS 2013 report was that the high percentage of known septic failures, and the apparent shortcomings of many of the aerobic systems suggests that there is potential for public health risk caused by inadequate wastewater treatment and/or incorrect disposal and re-use (HDS, 2013).

Council has provided further anecdotal advice that the state of existing on-site systems has further degraded from the conditions noted by the 2013 report.



Furthermore, aerobic systems appear to have been increasing in popularity over the past several years. In June 2020, council provided information to LGA that included the following:

- Since 1995-2017, there have been 162 aerobic wastewater tanks approved for installation.
- From 2017-2020 there have been a further 25 aerobic approvals within Two Wells (email by K. Baker, Adelaide Plains Council, 24/06/2020).

2.4 Sludge Transportation and Disposal

Council have stated there are four waste transport companies that are operating within the Council area, who transport septage from private properties to a licensed disposal site.

There has been some lack of clarity surrounding which parties are responsible for the assessment and approval of land for septage disposal, and whether EPA approval is required. Current EPA guidelines require that application of septage must be in accordance with EPA guidelines (to minimise the risk of causing environmental harm). This effectively transfers the responsibility of disposal site approval to Council and will likely fall under Council development guidelines and approvals.

2.5 Past Compliance Issues

The Department of Health and Wellbeing nominate several criteria that on site disposal must comply with, prominent applicable criteria are outlined below:

- The irrigation area must be evenly distributed over the whole area without spray drift, pooling, or run-off. On some sites the design may specify drippers or sub-surface irrigation.
- The irrigation area must not be located on land subject to flooding or water logging.
- Set back distances of septic tanks from buildings and sensitive receptors (On-site wastewater systems code, 2013).
 - 2.5 metres from any building, boundary, and land application area
 - 10 metres from any watercourse, well, bore or dam used or likely to be used for domestic purposes.
 - On land above the 1 in 10-year return period flood event
- Set back distances for disposal areas (On-site wastewater systems code, 2013).
 - 2.5 metres from septic tanks, wastewater treatment systems, pump sumps, pre-treatment apparatus, allotment boundaries, diversion trenches, soakage trenches, ETA/ETS beds, or any other land application system
 - 3 metres down slope from a building or a swimming pool, or where the site is flat, 3 metres from any point of the building or swimming pool.
 - 6 metres upslope from a building or swimming pool

Full compliance details for onsite systems are tabulated in Appendix A of this report.

As discussed in Section 2.2.1, the soils found in the region typically do not facilitate good drainage and can promote flooding and/or water logging.

Council have issued numerous notices for failing wastewater systems over the years, generally because of odour complaints or other complaints from neighbours (*email by K. Baker, 24/06/2020*). In some instances, pooling of effluent has been sighted, suggesting non-compliant disposal.

The Council is aware of two commercial businesses on the main street that have non-compliant wastewater systems, but due to the build-up of the site and the poor soils, it is unlikely they will comply without the use of a holding tank. Holding tanks are expensive, have odour issues, and therefore are undesirable to customers.

Environmental notices issued generally correspond with the following issues:

- Lack of system servicing by residents
- Aerobic wastewater systems discharging causing ponding of effluent.
- Septic wastewater systems overflowing causing ponding of sewage.



- Systems not installed in accordance with the approval requirements and relevant legislation.
- Incorrect disposal systems in place leading to ponding of treated effluent.
- Offensive odours.
- Evidence of pumping effluent from the septic tank on to the premises.
- Discharge of wastewater into an open dam and an open trench
- Seepage of effluent into neighbouring properties or Council land.

2.6 Existing Private Development Wastewater Treatment

There are existing Wastewater Treatment Plants located in the vicinity of the Two Wells township, servicing the new Hickinbotham Group developments to the north east of the township. The existing infrastructure is privately owned and operated, by Alano Water.

The collection network for the new developments is a STEDS systems, with individual properties having septic systems. Treatment facilities consist of facultative lagoons with disposal to a nearby woodlot.

2.7 Existing Potable Water Irrigation Demand

There is no treated/recycled water irrigation reuse currently installed within the Township. There are several large open areas that are irrigated using potable water. The annual demands for a selection of these areas are shown below.

Table 1 Irrigation Demand in Two Wells (*email from Council T. Jones 20/04/21*)

Location	Approximate Irrigation Demand (ML/a)
Two Wells Oval	13.2
Town Square	0.40
Two Wells Memorial	0.33
Two Wells Service Centre	0.25
Two Wells Playground	0.22
Main Street Garden Beds	0.08
TOTAL	14.5

The potential for recycled water usage in the town is discussed further in subsequent sections of this report.

2.8 LGA Funding Considerations

The Local Government Association of South Australia offers a funding program for townships or regions identified as potentially eligible for the construction of a CWMS. As a part of this funding program, the **LGA offsets a portion of the Council's contribution. There are several conditions that need to be met by Council in order funding to be eligible, the details of which are to be confirmed between Council and the LGA.**



3 Project Drivers

Implementing a wastewater management solution will encourage economic growth in the region by providing a safe and affordable living environment for the community. Based on this, and the information presented in the above sections, this project has become a key focus for Council, and the LGA.

The below chart summarises the key project drivers:

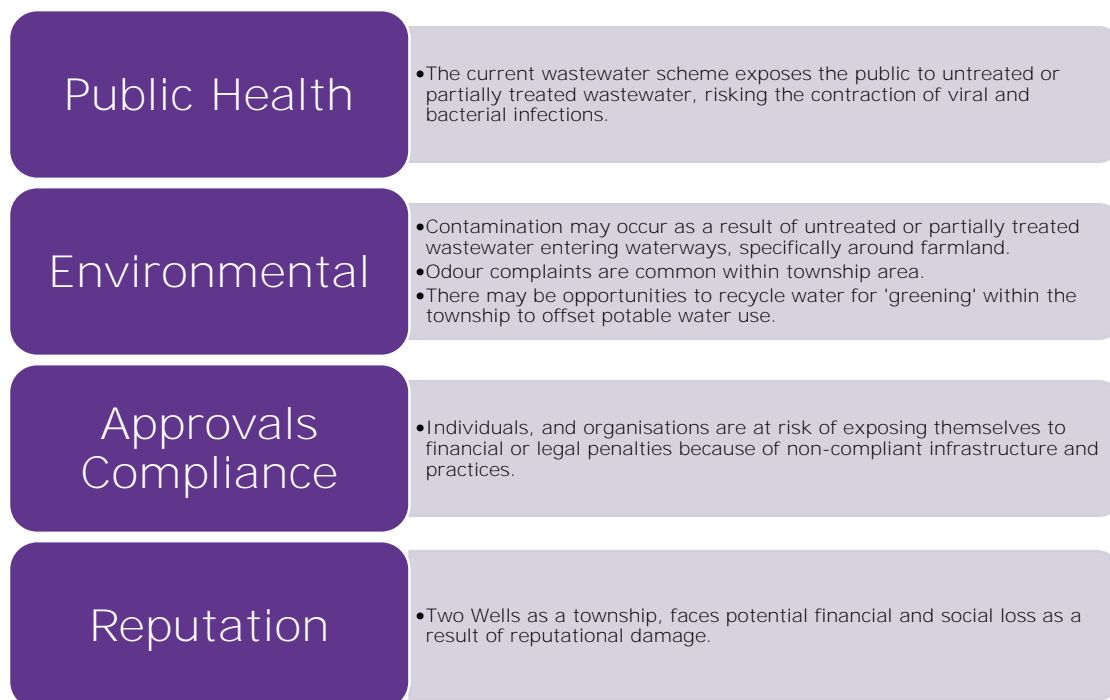


Figure 5 Key Project Drivers

3.1 Public Health

The primary driver for the construction of a CWMS in the Two Wells township is the protection of human health within the community.

As outlined in Section 2.5, previous site investigations and Council Environmental Notices have identified there are several issues with existing systems within the community. Anecdotally, there have been reports of individual soakage systems becoming sodden or flooding, particularly during large rain events. Some soakage disposal areas have been known to be so sodden that the pumping contractor is unable to remove effluent from the soakage flushing point, rather than the septic tank. Furthermore, it has been reported that residents organise for their septic tanks to be pumped prior to holding household events to ensure the systems do not overflow due to the additional loading.

Council's Environmental Health Officer has previously issued several notices to residents and businesses for issues with onsite disposal systems. Whilst the specific issues pertaining to each notice vary, common occurrences which pose a risk to human health include:



- Raw effluent on or discharged upon private property and / or adjoining Council land.
- Gardens / Soakage areas saturated or pooling with partially treated effluent or raw sewage.

From this evidence, it is reasonable to conclude that many disposal systems are either undersized or blocked. Sodden or flooding of disposal systems pose a risk to health due to potential human contact with pathogens.

3.2 Environmental

Given the reports of overflowing disposal sites, there is a risk that untreated or partially treated wastewater is leaving the designated disposal area and has the potential to enter local waterways, groundwater, and other sensitive environmental receptors. Furthermore, given that tankered septage is disposed of on nearby farmland there is the potential it may impact on the receiving environment if it is not being undertaken within correct authority or guidelines.

A further consideration is the opportunity to recycle water within the township and offset the use of potable water. There is currently no use of recycled water in Two Wells and public open spaces are typically irrigated with potable water.

3.3 Approvals Compliance

The on-site disposal of wastewater is required to comply with the requirements of the *South Australian Public Health Act – Wastewater Regulations 2013*. Council, through the Environmental Health Officer, in ensuring that the requirements of the regulations are upheld by new and existing on-site disposal within their jurisdiction. All Council approvals for new wastewater systems are assessed in accordance with the regulations.

Known compliance issues are characterised by:

- Notices of environmental breaches regarding the disposal of wastewater
- Failing on-site systems; private septic and soakage systems requiring upgrades
- Non-compliant on-site systems; aerobic systems requiring servicing.

Council has to date issued several notices to residences regarding non-conforming on-site systems and achieving compliance is regarded as a key driver for a common system within the township, as discussed in previous sections.

3.4 Reputation

There is an outstanding risk to Council's reputation where public health and environmental damage risks and compliance are not suitably mitigated.



4 Two Wells Economic and Development Opportunities

The project drivers for the installation of a CWMS in Two Wells largely consists of the health and environmental risk posed by aging or poor onsite treatment and disposal installations within the 277 existing allotments (excluding Hickinbotham developments). However, there are significant advantages to the community and the region by providing a new CWMS. Some of these benefits have been outlined below.

Table 2: Economic and Development Outline

Opportunity for Two Wells	Commentary
Contributing to an attractive place to live	<p>The implementation of a CWMS will promote the status of Two Wells as a desirable place to live as the town will no longer be viewed as a 'rural' setting, but rather a well serviced location. The removal of onsite disposal will reduce complexities for prospective residents.</p> <p>Improvements in infrastructure in the town will add to other recent developments in the area, notably the Northern Connector, which provides an efficient transport link between northern townships and the City. Two Wells and surrounding towns such as Virginia have experienced growth over the last decade as the large block sizes and affordable housing options appeal to prospective buyers.</p>
Subdivide existing blocks	<p>The scale of development within the older sections of the Two Wells township is currently limited by existing onsite wastewater systems. The discontinued use of onsite disposal, as well as the ability for a new connection to be provided to a common sewer main may allow for existing blocks to be subdivided and redeveloped.</p>
Repurpose onsite disposal areas	<p>Further to the opportunity to redevelop sites, the removal of onsite disposal may allow for existing homeowners to reconfigure their properties and allow for house renovations or the installation of sheds or other permanent installations. It is noted that the area may require some rehabilitation for alternative uses.</p>
Promote new business enterprise	<p>The lack of an existing sewer connection may have contributed to new businesses electing not to utilise existing premises or develop new businesses in the Two Wells Township. Anecdotally, Council staff indicated that there is undeveloped land in prime locations within the town which may attract new business if a community sewer solution is provided.</p>



Increased Property Values

It is likely that properties with a sewer connection will demand a higher value when compared with a similar property with an onsite system, particularly if the onsite system is in a state of disrepair.

Offset potable use for the irrigation of Community Parks, Gardens and Playing Fields.

There is currently no reuse of treated/recycled water for irrigation occurring within Two Wells. With a suitable treatment system in place, there is an opportunity to Council to provide recycled water to local parks, garden and playing fields to offset potable water use.

'Greening' of the town by providing a sustainable alternative water supply may have the effect of adding to visual appeal and encourage new residents, businesses, and sporting clubs to use public facilities.



5 High Level System Parameters

5.1 CWMS 2019 Design Criteria

The LGA's South Australian Community Wastewater Management System Design Criteria (July 2019) sets out the requirements for the design of a new collection, treatment or reuse system. A Two Wells CWMS is required to be in accordance with the latest guidelines at the time of design. This may potentially lead to a greater overhaul of the system being required to meet the latest standards.

5.2 Collection Network Parameters

5.2.1 Influent Characteristics

The influent water quality influences the available upgrade options. Table 5 below summaries the influent parameters, which are based on typical CWMS water quality values as provided by LGA design criteria.

Table 3 Influent parameters based on typical CWMS water quality values

Influent Water Quality	Assumed Parameters
BOD	200 mg/L
TSS	200 mg/L
TKN	40 mg/L
Total Phosphorous	7 mg/L
pH	7.2

5.3 WWTP Treatment Requirements / Parameters

5.3.1 Design Loads

Design loads for a new WWTP to replace the existing have been determined based on LGA's 2019 Design Criteria document, Section 4.

5.3.2 Average Daily Flow

Average Daily Flow for a WWTP in accordance with the 2019 LGA guidelines is determined from the number of residential connections, flow per equivalent persons, rate of occupancy of properties in a semi-regional South Australian town and non-residential flows (i.e. caravan parks, hotels etc).

5.3.3 Design Data

The design population is based on Council information and previous reporting. It is noted that population in Two Wells has a significant potential to grow and therefore any CWMS design must account for expected future growth. Indicative design loadings have been shown in the table below.



For the purpose of this report, calculations are provided as a high-level guide only based on 2.6 EP per allotment.

Table 4: Indicative Design Loading for a Two Wells CWMS

Input	Wastewater production (L/p/day)	BOD production (g/p/day)	Base design population estimate	Base daily flow estimate (L/day)	Base daily BOD estimate (g/day)
Current – 277 Allotments	170	40	720	122,434	28,800
Example Future Growth – 400 Allotments	170	40	1,040	176,800	41,600



6 Wastewater Management Options

In this section, several wastewater managements options have been identified as potential to be implemented at Two Wells. Each option is applicable to the wastewater process stages as set out below.



6.1 Collection

6.1.1 Base Case – Retain existing on-site systems (no communal collection)

The existing Two Wells township has no communal wastewater collection network, aside from the private networks for new Liberty and Eden developments.

Based on the fine soils across the entire township, continued on-site disposal through land application does not appear to be a viable option when considering the known site compliance issues,. Known issues have been summarised in Section 2.5 of this report.

Adopting the base case, and retaining the existing conditions means that Council are accepting the known health and environmental risks associated with existing onsite disposal systems across the township. It is recommended that Council seek to mitigate known issues by providing a communal collection network for effluent.

6.1.2 Full Sewer - Gravity, Pressure or Vacuum Collection

A full sewer collection network will bypass on-site septic tanks, taking the entire flow of sewerage from the household. This requires tie-in pipework prior to the septic tank. This will mean that septic tanks will be made redundant, thereby removing the on-site disposal issues. A full sewer network also requires greater pipe grades (downward sloping pipes) to ensure adequate flow and transport of solids, which typically leads to greater depths (when compared to STEDS).

Managing the risk associated with septic tanks that are old and in disrepair is a key consideration for Council. A new full sewer will include the following elements and considerations:

- Pipework to connect all properties nominated within the CWMS boundary, with pipelines along Council/DIT owned roads, to facilitate connection to all properties within Two Wells (estimated to be approximately 280). It is assumed that the residents will be required to facilitate the connection from their house to a point 1m inside the property boundary .
- Council (or operator on behalf of Council) would be responsible for maintenance of the communal system, beyond the private interface inspection points at property boundaries.
- The system must be capable of withholding a suitable volume of wastewater in the case of an emergency (i.e., loss of power). Typically this storage would be provided in pump stations or dedicated emergency storage tanks (underground).
- Council would implement a fee for receiving sewage as a part of Annual Rates.
- A gravity system would transport the sewage without pumps and require a deeper pipe network to meet the minimum grade requirements to facilitate flow.
- A pressure system would transport the sewage with pumps or vacuum pressure (and other associated infrastructure such as sumps, valves etc).



The benefits and considerations of implementing a full sewer, considering both gravity, pumped and vacuum collection, are summarised below.

Table 5 Full Sewer - Advantages and Considerations

Type	Advantages	Considerations
Full Sewer - General	<ul style="list-style-type: none"> Removes compliance issues associated with resident-managed septic and/or aerobic systems, as well as the disposal of treated effluent by residents and private tankers. Removes environmental risk of septage disposal including instances of pooling and sodden disposal areas. Removes/replaces residents' complaints about odour. Lower maintenance requirements for residents not pumping sludge from septic tanks. Avoids dispute with residents through the need to replace faulty septic tanks currently installed. 	<ul style="list-style-type: none"> Residents will likely have to pay to connect to the sewer, and for any plumbing augmentations required within their property. Risk of uptake being low because of cost required to house-holds. Likely to increase WWTP requirements (relative to STEDS connections) to deal with higher contaminant levels and solid loads, i.e. likely to require an inlet works/screens at the WWTP to reduce the solid loads.
Specific to Gravity pipeline system	<ul style="list-style-type: none"> Gravity sewer has low maintenance requirements for council 	<ul style="list-style-type: none"> Potentially deep pipe invert levels, leading to constructability and cost implications (geology, topography, and groundwater).
Specific to full sewer Pump station	<ul style="list-style-type: none"> Pipe network will require less depth 	<ul style="list-style-type: none"> Increased maintenance implications for councils due to blockages of pumps and general upkeep. Potential odour issues due to low high residence times Electricity requirements for pump stations. Emergency storage considerations in case of pump failure/power failure
Specific to a Vacuum System	<ul style="list-style-type: none"> , better constructability of pipelines due to decreased depth (when compared to gravity) 	<ul style="list-style-type: none"> Low velocities Uncommon system, requiring some unique skills for operations. Subject to vacuum leaks and grit entering the network

6.1.3 Septic Tank Effluent Disposal System (STEDS)

A retro-fitted Septic Tank Effluent Disposal Scheme (STEDS) network requires the retention of septic tanks in order to manage solid loadings, while the liquid component is removed through a communal



pipe network. As per the Full Sewer Option above, there is an option to construct either a gravity or pumped STEDS system, with various associated advantages and considerations, summarised below.

Table 6 STEDS System - Advantages and Considerations

Type	Advantages	Considerations
STEDS Network	<ul style="list-style-type: none"> Removes environmental risk of non-complying effluent disposal – including instances of pooling and sodden disposal areas. Minimises residents' complaints about odour. Lower solid loads may allow for smaller pipes and flatter gradients to be utilised. Less maintenance considerations for council due to lower solid loadings. 	<ul style="list-style-type: none"> Requires existing Septic Tanks to be retained. A portion of the existing septic tanks are known to be in poor condition. Residents will likely have to pay to connect to the STEDS, and for any plumbing augmentations required within their property. There is an additional cost for all residents with non-compliant septic tanks, who will need to replace the tank and continue to maintain (solids removal). This is a logistical issue for council ensuring systems are compliant. Emergency storage considerations in case of pump failure/power failure, typically provided in the form of storage at pump stations. Septic tanks will need to be installed on any new properties constructed, affecting costs and allotment sizing. Septic tanks will require maintenance, with Council now being responsible to pump sludge from tanks approximately every 4 years.

6.2 Treatment

6.2.1 Base Case

Currently, the only treatment of effluent occurs within on-site septic systems on individual properties. Existing septic systems are known to be of varying condition and therefore the ability of these systems to provide treatment as required is unknown. Any new system requires an individual disposal system and there are known issues with these, as outlined in Section 2.5.

6.2.2 Connection to Bolivar WWTP / SA Water System

Pipeline

There is a conceivable option for a connection to be made from Two Wells to a SA Water sewerage system at the nearest collection point. It is noted that the Bolivar Wastewater Treatment Plant is approximately 19km from Two Wells and there is no existing pipeline nearby to connect into.

Advantages	Considerations
------------	----------------



Provides a combined treatment and disposal solution without having to construct treatment.

Leaves the operations to a utility who may be best placed to treat the water.

Operations of pump stations and pipelines are significantly less than treatment infrastructure.

No opportunity to recycled water and reuse on Council green areas.

A collection network and communal storage and pumping station is required

Tankering

Tankering of wastewater or treated effluent is typically only used as a short term 'stop-gap' option in lieu of a local treatment or disposal system being in place. Generally, a large, communal tank will require frequent emptying and disposal to a suitable licenced facility. There is precedence for tankering of community wastewater near Two Wells, with significant volumes of wastewater from nearby Virginia residential developments being collected and transferred by truck to SA Water's Bolivar Wastewater Treatment Plant for processing.

Previous examples of tankering include.

- Virginia Grove Stage 3 – 2 x 8-metre diameter concrete tanks were constructed, and this has served the development for approximately 7 years (includes approx. 600 lots by end of 2021). This reached the end of its design life in 2019 and currently a new pumping main and pump station is being planned.
- Angle Vale (900 lots) was serviced by several tankering facilities until a sewer was constructed in April of 2021.

There is an opportunity for a short to medium term tankering option to be considered for Two Wells. The tankering facility may comprise of:

- 1 or more tanks to store sewage prior to treatment.
- A tanker (truck) retrieves sewage from the storage tanks on a regular basis (weekly) and delivers the sewage to a treatment facility such as Bolivar wastewater treatment plant.

Table 7 Treat at Bolivar WWTP (through tanker) - Advantages and Considerations

Advantages	Considerations
Provides a treatment solution without having to construct WWTP.	<p>Odour from tankering site can be problematic.</p> <p>Expensive operating expenditure – Costs in the order of approximated \$300k/year operating cost for tankering site servicing 100 lots (and requiring 2 x 22 kL trucks per day).</p> <p>Requires either a contractor or council maintenance regime.</p> <p>A collection network and communal storage and pumping point is required.</p>

6.2.3 Connect to existing Two Wells Private WWTP

As described in Section 2 of the report, the existing Hickinbotham developments are serviced by a private wastewater collection network and treatment lagoons. Given the treatment system is private, the details of this system were not able to be reviewed as a part of this report.

The private system is owned and operated by Alano Water. The input of any additional loading from the township to the private system will incur a fee to Council which will ultimately be reflected in residences Council Rates. Furthermore, Council will have no control over the pricing for the system and potentially will be subject to additional costs for maintenance and operation of a system for which Council has no oversight.



It is likely that the existing private sewer system is designed only to manage flows from the Eden and Liberty developments. Any additional connection of the Two Wells township to this system will likely require an upgrade to the treatment facility, as well as collection network infrastructure, to accommodate the additional loadings. Given that the private WWTP is sized to manage the Hickinbotham developments, this augmentation of existing private infrastructure is not considered to be of suitable size.

Table 8 Treat at Private WWTP - Advantages and Considerations

Advantages	Considerations
<ul style="list-style-type: none"> Outsourcing all treatment decreases maintenance requirements for council. Cheaper than building your own WWTP <u>in the short run.</u> Potential to buy back recycled water. 	<ul style="list-style-type: none"> Risk of getting tied into an arrangement with increasing future costs and no feasible way to opt-out in the long run. No control over quality and price of recycled water buys back.

6.2.4 New WWTP

The implementation of a CWMS for the township of Two Wells is likely to require a new wastewater treatment plant to manage wastewater flows and treat to a quality suitable for disposal or reuse.

There are a number of treatment plant options.

6.2.4.1 Wastewater Treatment Lagoons

Wastewater treatment lagoons are required to consider the following parameters in order to meet the relevant legislation and approval requirements.

- Suitable size and capacity to provide the requirement level of treatment.
- Council land ownership (if purchasing of private land is required)
- A suitable site considering:
 - Topography
 - Visual amenity for the community
 - Buffer distances in accordance with EPA requirements
 - Site geotechnical characteristics
 - Zoning and Development Plans
 - Maintenance and operational access
 - Power supply and any limitations

It is noted however that post lagoon treatment, filtration and disinfection are likely to be required to meet compliance requirements for reuse as irrigation (as discussed in Section 5.3.5.2).

6.2.4.2 Facultative Lagoon Option

A typical facultative lagoon is designed to retain and treat influent for a period of 66 days. The general facultative lagoon configuration includes a primary compartment followed by either four separate compartments or a series of compartments, with a serpentine flow path equal to at least three times the width of the lagoon.

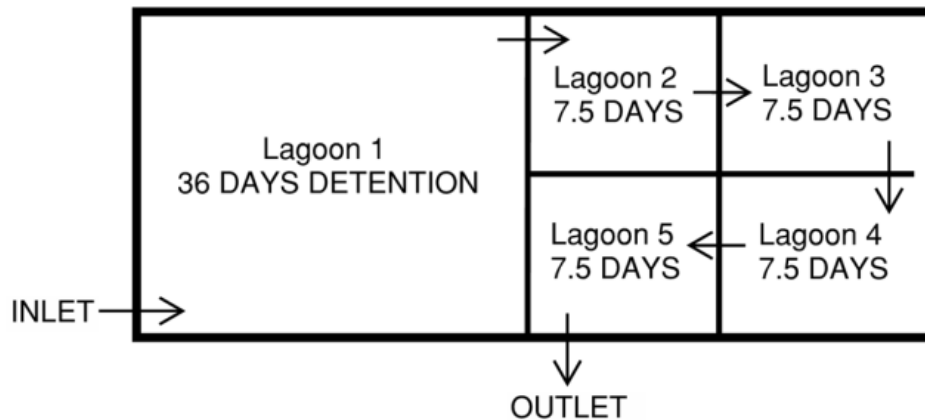


Figure 6 Facultative Lagoon Typical Arrangement

Table 9 Facultative Lagoon Option – Advantages/Disadvantages

Advantages	Considerations
Low operating and maintenance costs, gravity flow	Large lagoon footprint that extends past the current boundaries
Easy to Operate	Insects (mosquitos) may be an issue
Able to produce compliant effluent treatment with filtration and disinfection	
Ability and robust process to manage high flows	

6.2.4.3 High-Rate Algae Ponds Option

High-Rate Algal Ponds (HRAP) are a treatment technology designed to treat wastewater in a series of shallow channels (0.3 – 0.5m depth) and have been shown to require shorter residence time to achieve adequate biological treatment than the standard 66 days nominated for facultative lagoons. In accordance with the LGA design guidelines for HRAP, a hydraulic retention time of 10 days only is required. HRAPs require a paddlewheel with a nominal 750W motor.

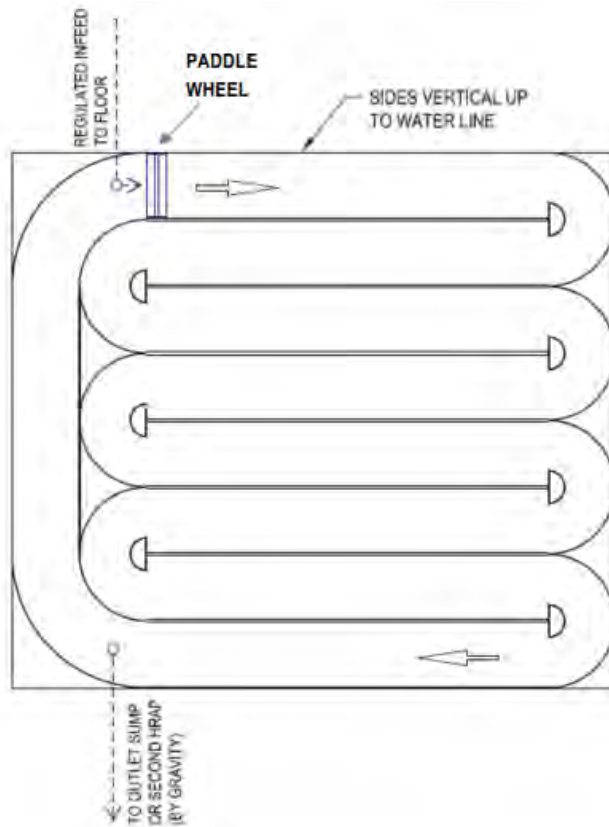


Figure 7: Typical HRAP Configuration showing in Series Loop

HRAP may be a suitable treatment option for a Two Wells CWMS as a secondary treatment methodology following pre-treatment, and removal of some solids within private septic tanks as a part of a STEDS system or through solids removal at the WWTP.

Table 10 HRAP Advantages and Considerations

Advantages	Considerations
Comparatively Low operating and maintenance costs, gravity flow	Significantly large lagoon footprint due to shallow water depth
Easy to Operate	Not suitable for a full sewer collection network. HRAP requires additional pre-treatment and solids settlement infrastructure prior to effluent entering HRAP lagoon (i.e., septic tanks at residential premises, filter screens or primary clarifier tanks at the WWTP).
Ability to manage peak flows	Relatively new technology that may require fine-tuning to provide compliance with water quality requirements (currently two installations in SA).



Insects (mosquitos) may be an issue.

6.2.4.4 Aerated Lagoons Option

The purpose of an aerated lagoon, as compared to a facultative lagoon, is to accelerate the decay of the **influent's BOD (as measure over a 5-day period)**. The process involves the conversion of dissolved oxygen and BOD into volatile organic solids. Subsequent downstream settling lagoons will serve to settle out the resulting solids for removal.

Table 11 Aerated Lagoons Option Advantages and Considerations

Advantages	Considerations
Able to produce compliant effluent treatment with filtration and disinfection equipment	Large lagoon footprint required
Easy to Operate	Aerator and mechanical plant will require maintenance
Ability to manage peak flows	Insects (mosquitos) may be an issue
	More significant capital cost

6.2.4.5 Sequencing batch reactor (SBR)

A wastewater treatment plant typically employs mechanical techniques to produce treated effluent in accordance with the water quality requirements for the desired reuse. Specifically, there are pre-requisite treatment processes that are required to meet the quality requirements. Further, post-treatment plant filtration and disinfection may be required to meet requirements (as discussed in Section 6.2.4.7 and 6.2.4.8).

Typically, SBRs systems have five steps to treat incoming effluent. These include;

1. Fill
2. Aeration reaction
3. Settlement of solids
4. Decant of effluent and
5. Idle between periods of incoming flows.

This process is undertaken in one large or several reactor tanks. Waste sludge is required to be removed from the base of the tank during the idle stage. The timing of each step is based on calculations to remove nitrogen and phosphorus to meet reuse requirements.

A new SBR Wastewater Treatment Plant for a Two Wells CWMS would likely consist of the following key process elements:

- Headworks Screening (for full sewer flow)
- Reactor tank
- Decant tank
- Sludge tank
- Control / Disinfection and Filtration shed



Table 12 SBR Advantages and Considerations

Advantages	Disadvantages
Small overall footprint	More complex than a lagoon option
Able to meet compliance requirements and can be tuned to suit incoming load	Likely to require a dedicated Council (or contracted) Wastewater Operator for operations requiring several visits per week
Recognised treatment process that can reliably meet requirements	Larger capital cost than some of the lagoon options.
Potential for remote controls so that operators can manipulate valves or plant and not attend site	

6.2.4.6 Membrane Bio Reactor (MBR)

An MBR system operates similarly to most activated sludge processes with the key variation being the replacement of the clarifier with a membrane filter. Tiny pores on the filter allow passage for water while blocking solids. This is considered to be more effective than a clarifier, allowing higher Mixed Liquor Suspended Solids concentrations and thereby requiring smaller tanks for the same treatment capacity.

The MBR process involves an anoxic tank, an aeration tank and membrane tank. The filters are typically submerged in the membrane tank with coarse bubble diffusers providing aeration and air scouring.

Of considerable importance to the MBR process is the inclusion of a fine screen (e.g., 1mm) system prior to the anoxic tank. The fine screens have the role of removing hair, rag and grit that may get through a coarse screen, removing the potential to damage the membranes.

The footprint of an MBR is small, when compared to both lagoon treatment processes and also SBR.

Table 13 MBR Advantages and Considerations

Advantages	Considerations
Small overall footprint	Significant capital cost
Able to meet compliance requirements and can be tuned to suit incoming load (robust treatment process)	Likely to require assistance of a Wastewater Operator for day-day operation, more than SBR requirements.
	More complex than a lagoon option or SBR operations, in particular fouling of membranes.

6.2.4.7 Filtration

Filtration is typically required post secondary treatment and prior to disinfection processes. The filtration process can be achieved with several different techniques, e.g. disc filters, Amiad SAF.

The potential location of the filtration and disinfection units is dependent on their dimensions and available space at a new WWTP site as it would be preferable to have these elements of the system close to the treatment facility to be included in routine maintenance activities.



6.2.4.8 Disinfection

There are three main options to disinfect recycled water, namely Chlorine gas, Sodium or Calcium Hypochlorite and ultraviolet light (UV). Ultraviolet light (UV) treatment has not been considered as a part of these investigations due to the need to add chlorination facilities post-UV to ensure there is residual disinfection.

Chlorine is the most commonly used chemical in treated effluent disinfection. Chlorine is effective, readily available and a familiar system widely used across regional South Australia.

Chlorine gas deodorises readily, is noncorrosive, soluble, and homogenous. However, Chlorine is highly toxic and poses a safety risk to personnel handling the chemical on site and any loss of containment poses a risk to the public.

Sodium or Calcium Hypochlorite are available in liquid and solid forms respectively. The concentration of available chlorine during manufacturing of Sodium Hypochlorite is low at approximately 12-15% chlorine. Sodium Hypochlorite decomposes readily at high temperature and is affected primarily by exposure to heat and light. It is therefore preferable to store in a cool location in a corrosion-resistant tank to reduce the decomposition rate.

A disadvantage of sodium hypochlorite is the relatively high purchase cost in comparison to gas chlorine, which results from the transportation of the water in the solution (approximately 88% of the solution).

Calcium Hypochlorite is available commercially in either a dry or wet form and high-test calcium hypochlorite contains at least 70% Chlorine. Calcium Hypochlorite is readily soluble in water and should be stored in a cool, dry location away from other chemicals in corrosion-resistant containers. The disadvantage in using Calcium Hypochlorite is loss of concentration, and therefore, effectiveness on storage in addition to potentially being difficult to handle due to its crystallisation tendency which may clog pumps, piping and valves.

The effectiveness of the disinfection process (Chlorine or Sodium Hypochlorite) is influenced by the clarity of the treated water. The presence of suspended matter in the water will reduce the effectiveness of disinfectants by absorbing the disinfectant or shielding the entrapped bacteria. In order to address this issue, a filtration system prior to disinfection is recommended to ensure higher disinfection efficiency.

6.3 Treated Effluent Disposal/Reuse

6.3.1 Base Case

As described in Section 2 of this report, existing treated effluent (liquid) soaks into the designated soakage area with septage (solids) tankered from septic tanks and spread out on a local agricultural paddocks. This method of disposal is typically utilised in regional areas of South Australia due to being cost effective and of benefit to receiving environment when undertaken in accordance with strict environmental and health requirements.

Effluent arising from the Hickinbotham development, treated in the private Wastewater Treatment Lagoons, is disposed of in a nearby wooded area. This disposal path is applicable only to the Hickinbotham development and has not been considered as a part of the wider investigations.

6.3.2 Woodlot Disposal

Suitably treated effluent may be disposed of via a designated vegetated area or woodlot. Typically, woodlot disposal areas are excluded from public access to mitigate health risks as the level of effluent treatment may be limited.



Typically, a woodlot disposal is to 'waste' treated effluent rather than provide a benefit to the receiving environment.

6.3.3 Evaporation Disposal

Evaporation disposal can be an effective form of treated effluent disposal in some circumstances. Typically, a large area is required for a shallow lagoon for evaporation to occur. The greater the surface area of the evaporation lagoon, the higher the rate of evaporation therefore a significant footprint is required for large scale disposal.

Typically, evaporation is to 'waste' treated effluent rather than provide a benefit to the receiving environment.

6.3.4 Soakage Disposal

Soakage disposal is typically only utilised for smaller on-site wastewater systems or in arid regions where soil conditions are conducive to infiltration. Two Wells is situated on largely heavy clay materials with a high groundwater table and therefore a soakage is not suitable for the disposal of significant volumes of treated effluent.

6.3.5 Reuse of Treated Water

There is an opportunity for suitably treated effluent (recycled water) to be reused within the township to **provide a benefit to the community through the 'greening' of municipal areas** or to complement agricultural water use.

6.3.5.1 Opportunities

It is understood that Council currently utilise potable water for the irrigation of public open spaces within Two Wells. The following table outlines the potential savings per annum if recycled water were to replace potable water for irrigation. Potable water savings has the potential to offset some of the annual costs associated with operating and maintaining CWMS infrastructure.

Table 14 SA Water Potable Water Supply Charge Estimate

Item	Value	Source
Irrigation water usage	14.5 ML/a	Council provided figures (Refer Section 2.7)
SA Water Rates	\$2.775 /kL	Pricing Schedule 2020-2021 (SA Water, 2021)
Annual cost estimate to purchase potable water for irrigation	\$40,200	Estimate

6.3.5.2 Recycled Water Quality Requirements

In order to be suitable for reuse in a public setting, recycled water must meet water quality requirements as outlined by the National Guidelines for Water Recycling, and as approved by the Department of Health and Wellbeing (SA).

The 'National Guidelines for Water Recycling: Managing Health and Environmental Risks' is an authoritative reference for the supply, use and regulation of recycled water. This document sets out the



risk management approach in order to achieve compliance, in accordance with the associated Department of Health and Wellbeing Approval.

For recycled water to be used for irrigation, the treatment process must be sufficient to achieve a level of pathogen reduction suitable for the application. Specifically, the treatment must achieve Log **Reduction targets for Bacteria, Protozoa and Virus** found within the effluent.

Achieving Log Reduction targets is generally achieved by a multiple barrier approach which considers the type of primary and secondary treatment, filtration, disinfection, and site controls such as times of application and physical barriers to irrigation areas.

Specific requirements for Log Reduction are determined by the end use of the recycled water. In the case for Two Wells, **use for public open spaces and sporting precincts is typified as 'Municipal Uses'**.

Agricultural use may also be considered for recycled water. Given the likelihood of human consumption from agricultural sources, Log Reduction targets are greater and therefore a higher level of treatment is required.

6.3.5.3 Infrastructure Upgrade Requirements

As previously stated, there is no existing recycled water use in Two Wells and, as such, there is no piped connection from the private WWTP.

Whilst the method of treatment for any future wastewater treatment facilities is yet to be determined, recycled water infrastructure should be allowed for to provide a connection between this site and suitable receiving open spaces within the township.

Recycled Water infrastructure is required to meet the conditions of reuse approvals and:

- Have a Lilac coloured indicator strip **indicating 'Recycled Water'**
- Lilac taps and fixtures
- Suitable signage
- Backflow prevention devices where recycled water is connected to a potable water supply



6.4 High Level Comparative Assessment

A 'stoplight' assessment has been made for each of the options for improvement with regards to the criteria as set out in the above table. The 'stoplight' assessment ranking as per Table 4.

Table 4 Stoplight Assessment Ranking –

Ranking	Description			
	Likely favourable Outcome if option is adopted with regards to assessment criteria			
	Likely marginal or indifferent Outcome if option is adopted with regards to assessment criteria			
	Likely poor outcome if option is adopted with regards to assessment criteria			
Upgrade	Option	Compliance	Indicative Cost Comparison	Operations and Maintenance
<i>Collection</i>	Base case			
	STEDS Gravity			
	Full Sewer Gravity			
	Full Sewer Pressure			
	Full Sewer Vacuum			
<i>Treatment</i>	Base Case			
	Connection to Bolivar			
	Connection to Private WWTP			
	Lagoons			
	SBR			
	MBR			
<i>Disposal</i>	Base Case			
	Woodlot			



Evaporation			
Soakage			
Reuse at sites throughout Two Wells, e.g. town oval			

6.5 Other Considerations

6.5.1 Management of Operations and Maintenance

If a CWMS is elected to be installed by Council, regardless of type, there is an option of whether the system is managed by Council or subcontracted out to a specialised contractor.

Typically, operations and maintenance of a CWMS requires a specialist skillset to ensure that compliance water quality requirements are met to manage health and environmental risks. However, these skills are not considered so onerous that Council would not be able to up-skill personnel to undertake these tasks. Many Councils across South Australia are responsible for managing and maintaining their own CWMS assets and are able to do this successfully.

However, if Council wishes to take a more hands-off approach to the day-to-day functions of the CWMS, there are a number of private companies operating within South Australia that are capable of undertaking this role. This approach may de-risk Council, as many of the risks are passed on the contractor, as well as providing Council a more reliable budget expectation.

The more cost-effective option for Council between self-operation and maintenance or contracting these works is subject to the CWMS collection, treatment and disposal methods and infrastructure adopted and therefore are difficult to quantify for feasibility purposes.



7 Summary and Recommendation

A CWMS for the township of Two Wells has been considered for a long period of time. Over this period, as evidenced by information provided by Council and previous studies, the condition of a portion of the private onsite systems have deteriorated and do not meet current standards. Whilst not all systems were inspected to inform this feasibility study, it is likely that conditions have worsen in recent years. This was confirmed anecdotally by Council. Furthermore, Council have issued several Notices under the Environmental Health Act for instances where conditions of onsite systems do not comply with requirements and pose a risk to human or environmental health.

Given the known compliance risks and therefore risks to human and environmental health, it is recommended that Council take action to resolve the issue through the installation of a Community Wastewater Management System. If no action is taken, there is a risk that existing human health and environmental risks are exacerbated. It is difficult to accurately quantify the risk to Council that the current on-site systems represent for the purpose of a feasibility comparison with a CWMS system, however, costs of human health issues and environmental damage have potential to outweigh the costs of new infrastructure.

There is an opportunity for Council to provide a new asset to the Two Wells township, which has the potential to benefit the community. The convenience of a community sewer system for connection may appeal to prospective residents and businesses, while contributing to an increase in property values in the township.

Furthermore, a Council-owned wastewater treatment facility could provide suitably treated wastewater for reuse around the town to improve amenity. **Providing 'greening' to local ovals and public spaces will benefit the community as well as offset costs for potable water use.**

A new CWMS within the township of Two Wells represents a significant opportunity to Council to mitigate risks and provide an asset to a community with potential for growth. It is recommended that Council seek to secure available LGA funding to enable the next steps of investigations and concept designs to commence.

7.1 Next Steps

It is noted that this feasibility study tends to be high-level, highlighting the need for further investigations and correspondence with Council to determine a suitable solution for a CWMS within the township from the options presented herein. It is suggested that the following are undertaken as next steps following Council comment and approval of this report:

- Confirmation of LGA funding criteria in order to inform project scope
- Detailed options assessment on each of the collection, treatment and disposal solutions outlined in this feasibility study with the intent of developing indicative cost estimates
- Confirmation of preferred solution from Council and provision of indicative Whole of Life cost estimates for preferred option.
- Site Investigations to inform detailed design such as procurement of geotechnical testing and engineering survey.
- Confirmation of design parameters such as expected flows
- design stages to enable application to DHW
- Tendering of construction works and contract award
- Construction and commissioning
- Operation and Maintenance



Appendix A – Wastewater Fact Sheet

Relevant Codes and Guidelines

The On-site Wastewater Systems Code (*Department of Health and Ageing (DHA), 2013*) specifies the setback distances required for on-site wastewater management systems. All wastewater systems must be designed in accordance with this code to be compliant. The code can be found online and includes the following key design requirements:

Table 15 Setback distance requirements for on-site wastewater treatment systems (DHA, 2013)

Device/system component	Minimum Setback/Compliance requirement
Septic tanks	<ul style="list-style-type: none"> • 2.5 metres from any building, boundary, and land application area • 10 metres from any watercourse, well, bore or dam used or likely to be used for domestic purposes. • On land above the 1 in 10-year return period flood event
Aerated or other manufactured wastewater treatment systems Greywater systems, aerobic sand filters, reed beds and other built in-situ designs	<ul style="list-style-type: none"> • 3 metres from any buildings and boundaries unless otherwise specified by a wastewater engineer. • Tanks must be 2 metres apart where multiple tanks are used unless as otherwise stated by the product approval. • 10 metres from any watercourse, well, bore or dam used or likely to be used for human or domestic purposes. • 1.5 metres from the surface or shallow subsurface irrigation area • On land above the 1 in 10-year return period flood event
Subsurface effluent disposal systems (soakage trenches and soakage beds)	<ul style="list-style-type: none"> • 2.5 metres from septic tanks, wastewater treatment systems, pump sumps, pre-treatment apparatus, allotment boundaries, diversion trenches, soakage trenches, ETA/ETS beds, or any other land application system • 3 metres down slope from a building or a swimming pool, or where the site is flat, 3 metres from any point of the building or swimming pool. • 6 metres upslope from a building or swimming pool
Shallow subsurface recycled water irrigation Surface spray and drip recycled water irrigation systems	<ul style="list-style-type: none"> • On a flat or gently sloping site (i.e. gradient less than 1:100): <ul style="list-style-type: none"> - > 0.5 metres from allotment boundaries - > 1.5 metres from aerated or other wastewater treatment products, septic tanks or pump sumps - > 1.5 metres from buildings, including those erected on adjoining allotments - > 3 metres from swimming pools including surrounding paved areas • On a sloping site (i.e. gradient greater than 1:100): <ul style="list-style-type: none"> - > 0.5 metres down slope from allotment boundaries - > 1.5 metres up slope from allotment boundaries - > 1.5 metres down slope and 3 metres up slope from buildings, including those erected on adjoining allotments - > 3 metres up slope from a lower cut face/bench - > 3 metres down slope and 6 metres up slope from swimming pools including surrounding paved areas
All land application systems	<ul style="list-style-type: none"> • 50 metres from any well, bore, dam, watercourse or used or likely to be used by human or domestic purposes. • 50 metres from any water source used for agricultural, aquacultural or stock purposes.

202374R01A Two Wells CWMS | Feasibility Study

Document Set ID: 765086

Version: 1, Version Date: 16/08/2021



202374R01A Two Wells CWMS | Feasibility Study

Document Set ID: 765086
Version: 1, Version Date: 16/08/2021

CWMS Prioritisation Report

**Prepared on behalf of the CWMS
Prioritisation Sub-Committee**

Rev. A (2023)

16 January 2023

Document History and Status

Rev.	Description	Author	Reviewed	Date
A	Inclusions of Two Wells and Wongulla, deletion of North Quorn and Elliston	Thomas McKellar	David Eggers	16 January 2023



Contents

Item	Page
Contents	2
1. Background	3
2. The CWMS Prioritisation Sub-Committee	3
3. Prioritisation criteria	4
3.1. Environment.....	4
3.2. Health	5
4. Other considerations	6
5. Assumptions to the data	6
6. Final rankings.....	7
7. Appendices	11
7.1. Summary table of <i>existing</i> scheme applications.....	11
7.2. Summary table of <i>new</i> scheme applications (incl. replacement)	13
7.3. EPA Risk Matrix – <i>Pathway</i> example	15
7.4. EPA Risk Matrix – <i>Receptor</i> example	16

1. Background

The Local Government Association of South Australia (LGA) manages the Community Wastewater Management System (CWMS) Program, which operates under a Funding Deed held between the LGA and the Office of Local Government (OLG). The main purpose of the CWMS Program is to contribute to the cost of installing CWMS connections throughout the state as prioritised by the CWMS Management Committee. The CWMS Management Committee (CMC) is a sub-committee of the LGA Board and is chaired by a Board member. CMC membership consists of representatives from the State Government as set out by the Funding Deed, as well as a Local Government sector representative.

Councils are invited to make applications for funding through a formal call out to the sector. The application form which is located on the LGA website includes information about the status of on-site wastewater systems in the proposed collection area, proximity of systems to environmental features, as well as rationale for why a CWMS is needed for the town. Schemes are added to a list that is maintained by the CWMS Program and the list is prioritised annually.

The State Government Policy for CWMS aims to distribute funding to councils in the most effective way possible and to maximise the number of new schemes. A priority list is maintained to assist the CMC to address schemes that are of higher public health and environmental risk. In early 2023, schemes on the priority list will be further informed with the inclusion of high-level scheme costings to gauge value for money.

The CWMS Program has operated since the mid-1990s and has always worked to maximise the number of new schemes by targeting those on the list that posed higher risks to the environment and public health, but that also demonstrated good value for money. Many of the schemes that remain on the list have low numbers of connections and/or were more expensive to install due to challenging site conditions.

2. The CWMS Prioritisation Sub-Committee

In December 2021, the CWMS Prioritisation Sub-Committee was formed under the CMC with the purpose to prioritise and rank, based on risk, Council CWMS applications. The sub-committee is responsible for providing advice to the CMC regarding the priority of proposed CWMS installations throughout the state. This advice will, in turn, assist the CMC to provide recommendations to the LGA Board of Directors about how to distribute funding.

The sub-committee's key functions include to assess applications for funding from councils based on risks to public health and environmental harm and ranking these based on the levels of risk.

The CWMS Prioritisation Sub-Committee consists of the following members:

- One representative of the Local Government Association (Chair).
- One representative of the Environment Protection Authority.
- One representative of the Department of Health.
- One representative of the Local Government Sector.

The CWMS Prioritisation Sub-Committee will report any outcomes to the CMC.

The CWMS Prioritisation Sub-Committee has met five times prior to this point, as follows:

- 21 January 2022 – introduction and initial discussions about applications received, process forward, and what the Health and Environment scoring will look like
- 4 February 2022 – confirmation of the Health and Environment assessment criteria
- 18 March 2022 – workshop to score each application and confirming scheme rankings
- 29 July 2022 – second workshop to prioritise new CWMS application and revise rankings for applications with completed feasibility studies.
- 22 August 2022 (out of session) – endorsement of a revised priority list by the sub-committee that includes Elliston and minor position changes of other schemes on the list.
- 16 January 2023 (out of session) – endorsement of a revised priority list by the sub-committee that includes Two Wells and Wongulla, and the deletion of North Quorn and Elliston, resulting in minor position changes of other schemes on the list.

A prioritisation matrix inclusive of public health and environmental criteria was generated prior to the initial prioritisation workshop on the 18 March 2022 and pre-populated with the name of scheme and information from the corresponding Council application form. This matrix acted as the foundation for the initial workshop and any subsequent workshops.

3. Prioritisation criteria

3.1. Environment

Prioritisation criteria was pre-determined by the Environment Protection Authority (EPA) representative (Environment regulator) of the CWMS Prioritisation Sub-Committee prior to the initial prioritisation meeting on 18 March 2022. The Criteria was unanimously agreed to by the Sub-Committee at this meeting. Criteria included:

Table 1: Final Environment criteria

Criteria	Description	Considerations
Source	What is the source and extent of contamination or pollution?	Number of connections, % failing on-site wastewater systems
Pathway	How does the source become contaminated or polluted?	Groundwater occurrence, aquifer type, groundwater depth and flow, soil type, flooding and rainfall information, proximity to environmental setbacks (<i>On-site Wastewater Systems Code</i>)
Receptor	Type of environment contaminated/polluted and the impact this has on the use of the environment.	Marine environment or inland waters, aquaculture (seagrass impact), recreational waters, groundwater usage, groundwater salinity, groundwater dependent ecosystems, agriculture, population, surface waters, water protection areas

Due to the data required and complexity, the assessment of applications against the above Environmental criteria is performed by EPA staff.

Initial rankings and scoring performed by the EPA was unanimously endorsed by the CWMS Prioritisation Sub-Committee at the initial prioritisation workshop on the 18 March 2022 and subsequent workshops. An example of the *Pathway* and *Receptor* models used to assess schemes is provided in appendices 7.3 and 7.4.

3.2. Health

Prioritisation criteria is confirmed by the SA Health representative (Public Health regulator) of the CWMS Prioritisation Sub-Committee. The Criteria included, and their weightings are as follows:

Table 2: Final Health criteria and associated weightings

Criteria	Weighting
% failure rate (on-site wastewater systems)	30%
Number of failures (on-site wastewater systems)	20%
Allotment number score (% allotment sizes under 1200m ²)	20%
Setbacks number score (proximity to setbacks distances as prescribed by the On-site Wastewater Systems Code)	20%
Drinking water supply score	10%
Total	100%

The final score assigned for Health is determined using the following calculation

$$\text{Final Health Score} = \% \text{ failure rate score} + \text{number of failures score} + \text{allotment number score} + \text{setback number score} + \text{drinking water supply score}$$

Each parameter in the final equation was calculated as follows:

% failure rate score = Percentage supplied by Council, multiplied by 0.3 for 30% weighting.

$$\text{Number of failures score} = \frac{\left(\frac{\text{number of failures}}{32} \right)}{5}$$

Where:

Number of failures = number of failures as determined by the supplied failure rate relative to total number of connections

32 = total number of applications (to convert from percentage to number)

5 = to apply weighting (20%)

Allotment number score = Number of allotments under 1200m² as a percentage of the total number of connections, multiplied by 0.2 for 20% weighting

Setbacks number score = Sum of the following scores that apply to the application:

Bores (all uses not just domestic use) = 8

Water courses = 6

River Murray (100m setback or 1956 flood level) = 4

Coastal mean high water mark = 2

Please note, if a scheme was non-compliant with all setback criteria, a score of 20/100 resulted, and as such the final setback score already has 20% weighting applied.

Drinking water supply score = If mains drinking water was supplied to the town where the CWMS is proposed the application scored 0. If the town was connected to bores or relied primarily on rainwater the application scored a 10/100. Because 10/100 was the maximum score, the 10% weighting has already been applied.

Scoring performed against the Health criteria and subsequent scheme rankings was unanimously endorsed by the CWMS Prioritisation Sub-Committee at the initial prioritisation workshop on the 18 March 2022 and subsequent workshops

4. Other considerations

Additional factors were considered when determining the final rankings, which may influence the position of an application on the final priority list.

If there is no viable alternative for wastewater management at a particular site bar a CWMS, these applications are assigned higher priority due to the immediate nature of the risk.

In all cases these considerations were documented and agreed to by the CWMS Prioritisation Sub-Committee, and any new ranking positions resulting from these considerations were unanimously endorsed by the sub-committee.

5. Assumptions to the data

It should be noted that assumptions have been applied to the prioritisation matrix due to the lack of data in some cases.

Data was extrapolated from the application for the scheme itself and/or through direct communication with councils who are comparatively 'ready to progress' (as opposed to those councils who wish to stay on the priority list but are not ready to immediately progress the project). Several councils expressed interest in being on the priority list however were not resourced at the time of the application to collate current compliance data and median numbers were used in lieu of actual failure rates. This was viewed by the sub-committee as acceptable as these schemes would not progress in the next few years however may be able to do so once feasibility studies for these projects were undertaken.

Assumptions include:

- Failure rate % of on-site wastewater systems
 - A median failure rate of 20% was applied to the schemes where failure rate information was not supplied.
 - Pinnaroo replacement was assigned a failure rate of 50%. This was on the basis that because half of the infrastructure has already been replaced and only half is aging infrastructure at its reasonable end of life, the potential for failure is 50% of the total infrastructure. Failure presents a higher risk to the environment, but low public health risk.

- Freeling WWTP replacement was assigned a 100% failure rate due to the immediate risk to public health and the environment that the existing infrastructure presents due to the inability for the existing WWTP to produce a suitable quality of treated effluent.
- % allotment sizes
 - % allotment sizes under 1200m² (this figure was used due to historically being the land size required for installation of a compliant on-site wastewater system with minimal constraints on an allotment that is to be developed. This figure is also the minimum allotment size permitted as per the Planning & Design Code in most cases for new allotments with a detached dwelling and on-site wastewater system).
 - A high-level assumption was applied to schemes where this information was not supplied, through area measurements of a pocket of allotments via SA Location Viewer.
- Where data for developed allotments was not provided, the total number of connections (developed and vacant) was applied.

6. Final rankings

At the conclusion of the assessments, it was determined and unanimously agreed to by the sub-committee that an overall weighting of 60% for the final Health score of the application and 40% for the Environment score would be applied. It was agreed the purpose of a CWMS to mitigate existing public health risks exceeds environmental benefits (although still important).

To factor in this overall weighting the final Health score for the scheme was multiplied by 0.6 and the final Environment score was multiplied by 0.4. The rounded sum of these two scores resulted in the final, overall ranking.

With the overall 60% Health and 40% Environment weighting applied and the manual changes made due to the 'other considerations', the final rankings are presented in Table 3 on the following page.

Table 3: 'Priority List' as determined by CWMS Prioritisation Sub-Committee on 16 January 2023, inclusive of original ranking from original prioritisation on 18 March 2022

Site	Total Connections	Environment Rank	Health Rank	Overall (40% Environment/60% Health)	New Ranking (16/01/23)	Original Ranking (18/03/22)	Adjusted Ranking (16/01/23)	Comments (if ranking adjusted by Committee)
Kingston SE	829	1	3	2	2	N/A	1	
Glenelg River	47	3	1	2	2	1	2	
Sellicks Beach	1224	6	4	5	5	5	3	
Smoky Bay	197	3	9	7	7	2	4	
Freeling	768	29	7	16	16	3	5	Ranked higher on health, has a notice, currently posing risk and must be replaced, disadvantaged as couldn't compare block size
Orroroo extension	9	30	5	15	15	4	6	High health ranking and no solution other than connection to CWMS
Mt Dutton Bay	88	5	12	9	9	6	7	
Silver Sands (Aldinga Beach)	266	22	2	10	10	7	8	
Callington	254	15	6	10	10	8	9	

Site	Total Connections	Environment Rank	Health Rank	Overall (40% Environment/60% Health)	New Ranking (16/01/23)	Original Ranking (18/03/22)	Adjusted Ranking (16/01/23)	Comments (if ranking adjusted by Committee)
Carpenter Rocks	78	11	11	11	11	10	10	
Louth Bay	76	8	13	11	11	9	11	
Stansbury	439	10	14	12	12	N/A	12	
Middleton	1200	16	15	15	15	11	13	
Hindmarsh Island	1200	6	23	16	16	13	14	
Two Wells	419	27	7	15	15	N/A	15	
Eleven Shack Sites	198	14	16	15	15	12	16	
Murray Bridge East	892	12	20	17	17	18	17	
Pinnaroo	416	18	17	17	17	15	18	
Wongulla	87	20	21	21	21	N/A	19	
Goolwa North	2000	1	29	18	18	16	20	
Swan Reach	177	20	22	21	21	17	21	
Goolwa South/Goolwa Beach	2000	9	31	22	22	20	22	
Coobowie	304	12	28	22	22	19	23	

Site	Total Connections	Environment Rank	Health Rank	Overall (40% Environment/60% Health)	New Ranking (16/01/23)	Original Ranking (18/03/22)	Adjusted Ranking (16/01/23)	Comments (if ranking adjusted by Committee)
Blanchetown	239	26	19	22	22	21	24	
Kanmantoo	220	28	24	26	26	23	25	
Morgan	296	23	27	25	25	22	26	
Sandy Creek	100	31	25	27	27	26	27	
Owen	208	31	26	28	28	24	28	
Point Turton	487	19	32	27	27	25	29	
Berri East	64	23	34	30	30	27	30	
Eden Valley	59	33	30	31	31	28	31	
Tungkillo	82	34	33	33	33	29	32	

7. Appendices

7.1. Summary table of *existing* scheme applications

Table 4: Summary of applications on the existing 'priority list'

Please note, failure rate data of existing on-site wastewater systems from each council was sought and used to assist and inform the prioritisation process. Due to sensitivity, this information has been redacted from this report.

Scheme	Council	Population /no. developed lots/no. vacant lots	Total no. of new connections	Failing/non-compliant systems?	Min. area to build w/o CWMS (P&D Code)	No. allotments <1000m ²	Compliant environmental setbacks?	Drinking water source?	CEO signed application / support at Council level?
Two Wells	Adelaide Plains	/399/20	419	Yes	1200m ² & 1ha	203	No (bores, water courses)	Mains	N/A
Carpenter Rocks	Grant	82 / 71 / 5	76	Yes	1200m ²	59	No (coastal MHWM, bores)	Rainwater (or other)	No
Blanchetown	Mid Murray	307 / 165 / 74	239	Yes	1200m ²	143	No (River Murray, water courses)	Mains	Yes
Morgan	Mid Murray	489 / 266 / 30	296	Yes	1200m ²	237	No (River Murray, water courses)	Mains	Yes
Swan Reach	Mid Murray	283 / 140 / 37	177	Yes	1200m ²	62	No (River Murray, bores)	Mains	Yes
Tungkillo	Mid Murray	302 / 73 / 9	82	Yes	1200m ²	33	No (bores)	Mains	Yes
Kanmantoo	Mount Barker	723 / 189 / 31	220	Yes	1500m ²	9	No (water courses, bores)	Mains	No
Callington	Split between Mount Barker & Murray Bridge	618 / TBC / TBC	254 (does not include RCMB vacant allotments)	Yes	1500m ²	241 (assumption)	No (water courses, bores)	Mains	No

Scheme	Council	Population /no. developed lots/no. vacant lots	Total no. of new connections	Failing/non-compliant systems?	Min. area to build w/o CWMS (P&D Code)	No. allotments <1000m ²	Compliant environmental setbacks?	Drinking water source?	CEO signed application / support at Council level?
Murray Bridge East	Murray Bridge	900 / 839 / 53	892	Yes	2000m ²	280	No (River Murray, bores)	Mains	Yes
Owen	Wakefield Regional	261 / 151 / 57	208	Yes (assumption)	1200m ²	151	Yes	Mains	Yes
Coobowie	Yorke Peninsula	207 / 273 / 31	304	Yes	1200m ²	132	No (coastal MHW, bores)	Mains	Delegated by CEO
Point Turton	Yorke Peninsula	333 / 351 / 136	487 (<i>incl. North Coast Road</i>)	Yes	1200m ²	278	No (coastal MHW, bores)	Mains	Delegated by CEO
Mt Dutton Bay	Lower Eyre Peninsula	TBC	88	Yes (assumption)	1200m ²	61 (assumption)	No (coastal MHW, bores)	Rainwater (or other)	No
Louth Bay	Lower Eyre Peninsula	TBC	76	Yes (assumption)	1200m ²	76 (assumption)	No (coastal MHW)	Rainwater (or other)	No
Eleven shack sites (<i>Bond Street/Mallee Road, Langs Landing, Murbko, The Peppers, McBeans Pound, Frahns, Forster, Sabaruma, Wombats Rest, Wongulla Lagoon & Cosey Corner</i>)	Mid Murray	Combined 323 (<i>although up to x10 during peak holiday periods</i>) / 168 / 30	198	Yes	TBC	At least 168	No (River Murray, watercourses, bores)	Rainwater (or other)	Yes
Wongulla	Mid Murray	/58/29	87	Yes	1500m ²	60	No (River Murray, water courses)	Rainwater (or other)	Yes

7.2. Summary table of *new* scheme applications (incl. replacement)

Table 5: Summary of applications on the existing 'priority list'

Scheme	Council	Population/ no. developed lots/no. vacant lots	Total no. of new connections	Failing/non- compliant systems?	Min. area to build w/o CWMS (P&D Code)	No. allotments <1200m ²	Compliant environmental setbacks?	Drinking water source?	CEO signed application / support at Council level?
Goolwa North	Alexandrina	2350 / 2149	2000	Yes	1ha	TBC	No (River Murray, bores)	Mains	No
Goolwa South/Goolwa Beach	Alexandrina	3099 / 2671	2000	Yes	1200m ²	TBC	Yes	Mains	No
Hindmarsh Island	Alexandrina	1398 / 1140	1200	Yes	1200m ²	TBC	No (River Murray, bores)	Mains	No
Middleton	Alexandrina	932 / 1132	1200	Yes	1200m ²	TBC	No (coastal MHW, water courses, bores)	Mains	No
Sandy Creek	Barossa	296 / 93 / 7	100	Yes	1200m ²	12	No (water courses, bores)	Mains	Yes
Eden Valley	Barossa	336 / 54 / 5	59	Yes	1200m ²	6	No (water courses, bores)	Mains	Yes
Berri East	Berri Barmera	TBC	64	Yes	TBC	8	No (River Murray)	Mains	Yes
Glenelg River	Grant	TBC	47	Yes	TBC	47 (assumption)	No (water course, bores)	Mains	Yes
Sellicks Beach	Onkaparinga	2616 / 1147 / 77	1224	Yes	TBC	1044	No (water courses, bores)	Mains	No
Silver Sands (Aldinga Beach)	Onkaparinga	TBC	266	Yes	1200m ²	252 (assumption)	No (coastal MHW, water courses, bores)	Mains	No

Scheme	Council	Population/ no. developed lots/no. vacant lots	Total no. of new connections	Failing/non- compliant systems?	Min. area to build w/o CWMS (P&D Code)	No. allotments <1200m ²	Compliant environmental setbacks?	Drinking water source?	CEO signed application / support at Council level?
Orroroo extension	Orroroo Carrieton	/ 9 / 0	9	Yes	1200m ²	11 (assumption)	Yes	Mains	Yes
Kingston SE	Kingston	1393 / 525 / 304	829	Yes (assumption)	1200m ²	746	No (coastal MHW, bores	Rainwater (or other)	Yes
Smoky Bay (replacement)	Ceduna	497 / 187 / 10	197	Yes - Failing WWTP	N/A	N/A	No (coastal MHW)	N/A	Yes
Freeling (replacement)	Light Regional	2214 / 768 / 0	768	Yes - Failing WWTP	N/A	N/A	No (bores)	N/A	No
Pinnaroo (replacement)	Southern Mallee	712 / 416 / 0	416	Yes - End of Life infrastructure	N/A	N/A	No (bores)	N/A	No (Council has resolved to replace infrastructure regardless of subsidy funding)

7.3. EPA Risk Matrix – Pathway example

CWMS RISK ASSESSMENT MATRIX

Pathway

SITE:

		Points	Yes/No	Score	Notes/ Comments	Instructions
	Groundwater					
1	Groundwater occurrence					
1a	none	0				Select YES (Y) for the most appropriate scenario in blue cells
1b	confined	0.2				
1c	semi-confined	2				
1d	unconfined (covered)	6				
1e	unconfined	10				
2	Aquifer type					
2a	Clay or crystalline rock	0.25				
2b	Silt, fractured rock or limestone	3.75				
2c	Sand, gravel or Fill	10				
3	Groundwater Depth					
3a	greater than 50m	0				
3b	>20m to 50 m	0.1				
3c	>10m to 20 m	1				
3d	>5m to 10 m	2				
3e	>2m to 5 m	6				
3f	2 m or less	10				
	Groundwater Gradient/Flow/Conductivity					
	High Gradient/Flow					
	Medium Gradient/Flow					
	Low Gradient/Flow					
4	Soil Type					
	Clay					
	Clay Loam					
	Sandy Loam					
	Sand Free Draining					
5	Water					
	Proximity to water course					
	High rainfall, flooding					

7.4 EPA Risk Matrix – Receptor example

CWMS RISK ASSESSMENT MATRIX

Receptor

SITE:

		Points	Yes/No	Score	Notes/ Comments	Instructions
	Marine Environment					
	Isolated Bay Medium Energy System High Energy System Receptors Aquaculture Recreational Sea grass impacted None Sparse Dense					Low water movement (i.e. Cowell) Gulf Systems Ocean systems Distance to receptors Distance to sea grass
	Inland Waters					Include distance to receptor
	Lakes Murray Estuarine Rivers Creeks Stormwater Receptors Agriculture Recreational Dense population Water protection area Surface waters Conservation areas Rehabilitation areas					

4	Groundwater usage					
4a	Not Likely	0.5				Select YES (Y) for the most appropriate scenario in blue cells
4b	Possible	2.5				
4c	Current	10				
5	Groundwater salinity					
5a	>10 000 mg/L	0				Select YES (Y) for the most appropriate scenario in blue cells
5b	>5000 to10000 mg/L	0.2				
5c	>1500 to 5000 mg/L	3				
5d	1500 mg/L or less	10				
	Groundwater dependent ecosystems					
	Soaks					
	Springs					
	Water Course Recharge					



The voice of local government.

148 Frome St
Adelaide SA 5000
GPO Box 2693
Adelaide SA 5001
T (08) 8224 2000
E lgasa@lga.sa.gov.au

www.lga.sa.gov.au

14.7 TWO WELLS COMMUNITY FUND COMMITTEE – MEMBERSHIP APPOINTMENT AND TERMS OF REFERENCE

Record Number: D23/7308

Author: Manager Library and Community

Authoriser: General Manager - Development and Community

Attachments: 1. Two Wells Community Fund Committee – Terms of Reference [!\[\]\(c694a3ff3b077d76910920a6a1593ab4_img.jpg\)](#) 
2. Two Wells Community Fund - Amended Terms of Reference [!\[\]\(ca145749a3d75a63aab95bf2007ac277_img.jpg\)](#) 

EXECUTIVE SUMMARY

- At the September 2021 Council meeting, membership of the Two Wells Community Fund Committee (TWCFC) and their terms of appointment were re-endorsed by Council. (The Committee was initially set up by Council in February 2019.) This Committee was re-established under the Development Deed (2012) between the former District Council of Mallala (now Adelaide Plains Council) and Hickinbotham Developments. The TWCFC is not a section 41 Committee of Council.
- The TWCFC comprises three Committee Members – an independent Chairperson appointed by mutual agreement between Council and the Developer (Hickinbotham), a Committee member appointed by Council and a Committee member appointed by the Developer. All three positions' appointments expired on 30 September 2022.
- The TWCFC last met in June 2022. In order for the Committee to determine and allocate funds for the proposed seventh Two Wells Community Fund (TWCFC), Council needs to appoint, or acknowledge the re-appointment of, the Committee's membership. As the Committee's Terms of Reference have not been reviewed since February 2019, it is an apt time for the Council to consider the amended document – refer to **Attachment 2**.

•

RECOMMENDATION 1

“that Council, having considered Item 14.7 – *Two Wells Community Fund Committee – Membership Appointment and Terms of Reference*, dated 27 February 2023, receives and notes the report and in doing so:

1. Appoints

- 1.1 John Dawkins as the Committee's Independent Chairperson until 30 June 2024 (as per Terms of Reference clause 3.3);**
- 1.2 Council's General Manager Development and Community as Council's representative to the Two Wells Community Fund Committee and the General Manager Infrastructure and Environment as the 'Alternate Member' until 30 June 2024 (as per Terms of Reference clauses 3.1 and 3.4); and**

2. Acknowledges the appointment of Ruth Vagnarelli as Hickinbotham’s representative to the Two Wells Community Fund Committee and Gillies Wilson as Hickinbotham’s ‘Alternate Member’ until 30 June 2024 (as per Terms of Reference clauses 3.2 and 3.4).
3. In exercise of the power contained in Section 44 of the *Local Government Act 1999*, the Council hereby delegates this 27th day of February 2023 to the person occupying the office of General Manager Development and Community and in their absence the General Manager Infrastructure and Environment as the ‘Alternate Member’ of the Council:
 - 3.1 The power pursuant to Section 137 of the *Local Government Act 1999* to expend the funds of the Council that have been paid into the Community Fund pursuant to the Development Deed between the Council and Hickinbotham Developments (Two Wells No.1) Pty Ltd, Hickinbotham Agricultural Projects Pty Ltd and Hickinbotham Developments (Two Wells No.4) Pty Ltd (collectively referred as “the Developer”) dated 7 November 2012 (the Deed) up to a maximum amount of \$10,000 in any one transaction;
 - 3.2 The power pursuant to Section 36(1)(c) of the *Local Government Act 1999* to approve expenditure from the Community Fund or actually make such expenditure for the purpose of funding the provision of community facilities or community programs up to a maximum of \$25,000 per particular facility, program or project.”
4. The powers delegated in paragraph 2 are subject to the following conditions:
 - 4.1 The delegate/s must, in exercising all of the delegated powers, have regard to the decisions of the Community Fund Committee established pursuant to the Deed;
 - 4.2 The delegate/s must, before exercising the delegated power in paragraph 2.2, obtain the approval of the Developer.”

RECOMMENDATION 2

“that Council, having considered Item 14.7 – *Two Wells Community Fund Committee – Membership Appointment and Terms of Reference*, dated 27 February 2023, the report and in doing so adopts the revised Two Wells Community Fund Committee’s Terms of Reference as presented as Attachment 2 to this report.”

BUDGET IMPACT

Estimated Cost:	Nil – no sitting member allowance
Future ongoing operating costs:	As per the TWCF’s amended Terms of Reference – (refer to Attachment 2), Council is obligated to pay into the Community Fund \$300 following the settlement of each sale by the Developer of a residential allotment within the Two Wells/Hickinbotham Development Site. The Community Fund “will cease upon:

7.1.1 A date being 20 years from the date of the Development Deed (Deed signed 7 November 2012)

7.1.2 The Date the Developer has settled the sale of all residential allotments within the Development site (Closure Date)” – extracted from the TWCF’s Terms of Reference

Is this Budgeted?

Yes, budgeted for 2022-2023 financial year

RISK ASSESSMENT

Appointments to the Two Wells Community Fund Committee expired at the end of September 2022. All three positions need to be re-appointed (or acknowledged) in order for the TWCF to conduct its business – i.e. determine the allocation of the Funds. ‘Alternate Members’ for both the Council and Hickinbotham representatives also need to be endorsed.

DETAILED REPORT

Purpose

The purpose of this report is for Council to endorse the re-appointment of the Two Wells Community Fund (TWCF) Committee's membership and the amended Terms of Reference (**Attachment 2**).

Background

Council at its September 2021 meeting, re-endorsed the membership of the Two Wells Community Fund Committee (TWCFC). The Honourable John Dawkins MLC was appointed as the Committee's Independent Chairperson. The General Manager – Development and Community (proxy was the General Manager – Infrastructure and Environment) was appointed as the Council's representative. Ms Ruth Vagnarelli (proxy was Mr Gillies Wilson) was acknowledged as Hickinbotham's representative. All three members', and their respective proxies' appointments expired on 30 September 2022 (please note that there is no proxy for the Chairperson).

The purpose of the TWCF is to finance or subsidise Community Infrastructure (recreation and other community facilities and services) located within the Hickinbotham Development Site, or the Two Wells township. Eligible community groups are required to contribute 50% of the project's cost (or provide in-kind support ie volunteer hours). The aim of the TWCF is to encourage and support locally based community projects or activities that make a positive contribution to the integration of the existing with the incoming residents to Two Wells. The Two Wells Community Fund Committee is responsible for overseeing and allocating funds. There are generally two rounds per calendar year. Since the TWCF has been established, the Committee has allocated just over \$105,000 to provide financial support to 23 community projects.

Discussion

The TWCFC last met and considered applications for the TWCF's sixth round in June 2022. Staff have recently received enquiries from local community groups, enquiring if another round of TWCF monies will be offered.

As of 17 February 2023, there is a total of \$64,276 in the separately held account for the Two Wells Community Fund. In April 2020, Hickinbotham provided a letter to Council informing that "in accordance with clause 16.1 of the 'Deed' the Developer hereby gives notice that the Developer will contribute to funding the establishment of a School (Xavier College – Two Wells) in accordance with clause 16 of the Deed." Therefore, Hickinbotham is no longer required to pledge monies to the 'Fund'. The amended Terms of Reference – (refer to **Attachment 2**) reflects this change and some clauses in Part 6 have been modified accordingly. Additionally, the frequency of meetings has been changed to reflect the Committee's standard practices of meeting after each round has closed – twice a year (Clause 5.1) and the agenda is distributed to members five days before the meeting (in line with local government statutory obligations).

As stated in the budget impact section of this report, Council, in accordance with the Deed, is still committed to continue its contribution to the TWCF. However, it would be highly advisable for both

parties to meet to review and discuss the future scope and intent of the *TWCF*. It is expected that the next scheduled meeting will be held in May 2023.

As the terms of all the members of the *TWCFC* have now expired, the Manager Library and Community has contacted the Independent Chairperson, Council and Hickinbotham representatives to confirm if they are still interested in serving on this *Committee*. All representatives and their 'Alternate Members' have expressed their wish to continue their role on the *TWCFC*.

The application form and guidelines booklet will be updated in readiness for the seventh round of the *Two Wells Community Fund* opening early March 2023, subject to Council endorsing the *Committee* membership.

Conclusion

It is recommended that Council:

- Appoints Mr John Dawkins as the Independent Chairperson;
- Appoints the General Manager Development and Community (Alternate Member General Manager Infrastructure and Environment) as the Council representatives;
- Acknowledges Ms Ruth Vagnarelli (Alternate Member Gillies Wilson) as Hickinbotham's representatives;
- Delegates the power to expend funds to Council's representatives, being the General Manager Development and Community (and in his absence the General Manager Infrastructure and Assets as the 'Alternate Member');
- Extends the appointment of both Council and Hickinbotham's representatives, as well as the Chairperson, until 30 June 2024.
- Endorses the amended *TWCFC's* Terms of Reference.

References


Legislation

Local Government Act 1999

Council Policies/Plans

Two Wells Community Fund Terms of Reference

Two Wells Residential Development Deed

	Two Wells Community Fund Committee Terms of Reference	
	Adoption by Council:	25 February 2019
	Resolution Number:	2019/XXX
	Administered by:	General Manager Development and Community
	Last Review Date:	N/A
TRIM CON: CON17/161 TRIM DOC: XXXXXXX	Next Review Date:	February 2020
	Strategic Outcome 4.1.1.2 Provide, support and promote facilities and programs that enable people to be healthy, active, learn and participate in community life.	

1. Establishment

By Deed dated 7 November 2012 relating to the Eden and Liberty Projects (**the Deed**) Hickinbotham Developments (Two Wells No.1) Pty Ltd, Hickinbotham Agricultural Projects Pty Ltd and Hickinbotham Developments (Two Wells No. 4) Pty Ltd (collectively referred to as **the Developer**) and Council agreed to establish a committee to be known as the Community Fund Committee (**the Committee**).

The Committee is not a committee of the Council under section 41 of the *Local Government Act 1999*.

The '*Community Fund*' as defined in the Deed shall be managed in accordance with the Development Deed and these Terms of Reference. Moneys from time to time held in the *Community Fund* shall be used for the purpose of financing or subsidising Community Fund Infrastructure as defined in the Deed.

- 1.1 To the extent of any conflict or inconsistency between the Deed and these Terms of Reference, in relation to the Committee and the Community Fund, these Terms of Reference shall prevail.

2. Functions

The functions of the *Committee* are:

- 2.1 establishing areas of priority expenditure and eligibility guidelines for use of the *Community Fund*;
- 2.2 ensuring the *Community Fund* is managed efficiently;
- 2.3 keeping and maintaining appropriate financial records of all payments to and interest earned by the *Community Fund* and grants of loans by the *Community Fund* to promote projects and facilities approved by the Committee, and any other expenditure of the *Community Fund*; and
- 2.4 considering how to apply moneys of the *Community Fund* for approval by the Developer (or the Developer's delegate) and the Council (or the Council's delegate).

NOTE: Electronic version in TRIM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

3. Membership

Membership of the *Committee* shall consist of three persons (**Committee Members**) who shall be nominated and appointed as follows:

- 3.1 One Committee Member appointed by Council;
- 3.2 One Committee Member appointed by the Developer; and
- 3.3 One Committee Member as an independent chairperson appointed by agreement between Council and the Developer (**Chairperson**).
- 3.4 The Council and the Developer (**the Parties**) shall also be entitled to appoint an alternate Committee Member in respect of any such Committee Member (**Alternate Member**) and the Alternate Member shall be entitled to act during the absence of the principal Committee Member. All references to a Committee Member under these Terms of Reference have application to an Alternate Member to the extent that the Alternate Member is acting in place of the principal Committee Member.
- 3.5 The Parties must promptly by notice to the other appoint their respective Committee Member and any Alternate Member.
- 3.6 At any time where there is a vacancy of the Chairperson, the Parties shall use their best endeavours to agree on the selection and appointment of the Chairperson.
- 3.7 A Party may by notice to the other revoke an appointment of a Committee Member or Alternate Member whom it had appointed and likewise appoint a replacement Committee Member or Alternate Member pursuant to the procedure under 3.4.
- 3.8 Either Party may by notice to the other Party revoke the appointment of the Chairperson and following such a revocation clause 3.6 will apply.
- 3.9 A Party issuing a notice of such revocation under clause 3.7 or clause 3.8 must provide a copy of such notice to all Committee Members.
- 3.10 The appointment of a Committee Member is taken to be automatically revoked if:
 - 3.10.1 he or she dies;
 - 3.10.2 he or she is charged with an offence involving dishonesty;
 - 3.10.3 he or she fails to attend at least two consecutive meetings of the Committee without leave of the other Committee Members having first been granted; or
 - 3.10.4 he or she resigns from the appointment by notice to the Parties and the other Committee Members.
- 3.11 Until such time as his or her appointment is revoked each Committee Member or Alternate Member (as the case may be) shall be entitled to attend meetings of the Committee.
- 3.12 Each Committee Member (including the Chairperson) or his or her Alternate Member shall be entitled to vote on any resolution (but not both at the same time) and shall have one vote.
- 3.13 The Chairperson does not have a second or casting vote.

NOTE: Electronic version in TRIM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

- 3.14 The Developer on the one hand and the Council on the other hereby each indemnify and keep indemnified any Committee Member appointed to the Committee by such Party in respect of all claims of demands made against any such Committee Member or payments or costs incurred by such Committee Member arising out of or connected with the proper and legitimate performance by such Committee Member or his or her duties as a member of the Committee and the Chairperson shall be indemnified against all such claims, demands, payments and costs from the *Community Fund* and, to the extent the *Community Fund* is insufficient for that purpose, by Council as to 50% and by the Developer as to 50%. For the avoidance of doubt references to a Committee Member under this clause includes an Alternate Member.

4. Quorum

- 4.1 A quorum for meetings of the Committee shall be all three (3) Committee Members except in the event that if a Party has given its prior written consent to allow any such meeting to be held despite the non-attendance of its nominated Committee Member (or Alternate Member) then such a non-attendance will be ignored for the purposes of ascertaining whether a quorum for that meeting is present.
- 4.2 In the event there is not a quorum within 30 minutes of the time appointed for any meeting, the meeting shall stand adjourned for seven (7) days to be held at the same time and place but the requirement of clause 4.1 shall still apply as regards to the quorum necessary at any such rescheduled meeting.

5. Meetings

Meetings of the Committee shall be conducted in compliance with the following procedures:

- 5.1 A meeting of the Committee shall be held at least once in every two (2) months unless otherwise agreed by the Committee Members;
- 5.2 Meetings must be convened upon not less than seven (7) days prior notice given by Council to the Committee Members specifying the time, date and a place for the proposed meeting and the agenda for such meeting;
- 5.3 Notwithstanding the above any Committee Member, and either Party, may at any time convene a meeting of the Committee upon not less than seven (7) days prior notice to the other Committee Members which notice shall specify the time, date and place of the proposed meeting and the agenda for such meeting;
- 5.4 A Committee Member in receipt of a notice of meeting may add to the agenda for such meeting by not less than two (2) days prior notice to the other Members setting out particulars of such addition;
- 5.5 Meetings of the Committee shall be held at such place as the Committee shall from time to time determine, and may be held by telephone conference or any other electronic means that allows all Committee Members participating in the meeting to hear each other simultaneously and join in discussion;
- 5.6 Council will supply all the necessary secretarial and accounting services to the Committee including causing minutes of each meeting to be kept and shall cause a draft copy to be despatched to each Committee Member within three (3) Business Days (as defined in the Deed) of the meeting unless the Committee shall otherwise agree and including keeping all records and accounts referred to in clauses 6.4 to 6.6;

NOTE: Electronic version in TRIM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

- 5.7 Decisions of the Committee shall be by simple majority of voting rights except in the event that Council or the Developer are in default of any payment under clauses 6.8 to 6.12 in which case the Committee Member appointed by that Party shall have no entitlement to vote and decisions may be validly passed or made without the support of such Committee Member.

6. Reporting Responsibilities and Establishment of the Community Fund Trust Account

- 6.1 Council shall establish and maintain a separate bank account as (and designated as) a trust account for the *Community Fund* (**Bank Account**) within 45 days of the date of satisfaction of the conditions in clause 3.1 of the Deed (**DPA Condition Precedent**) and the Bank Account will be administered by the Committee on behalf of Council and the Developer in accordance with these Terms of Reference.
- 6.2 All income received and other payments to the *Community Fund* must be immediately paid into the Bank Account and all payments from the *Community Fund* must be made by cheque from the Bank Account. Any expenditure made by a Party in respect of the *Community Fund* shall only be reimbursed to the Party from the *Community Fund* if such reimbursement is approved by the Council (or the Council's delegate) and the Developer (or the Developer's delegate) having regard to decisions of the Committee.
- 6.3 All cheques drawn on the Bank Account must be countersigned by two (2) people (one (1) being a nominee of Council and the other being a nominee of the Developer).
- 6.4 Council will prepare full and accurate quarterly and annual (financial year) reports on all income received by and expenditure made from the *Community Fund* and a copy of the reports will be provided to the Developer within three (3) months of the end of a financial year in the case of annual reports, and within one (1) month of the end of a quarter in the case of quarterly reports. Each annual report must include the dollar amount payment to the *Community Fund* by the Developer and Council, respectively, since the establishment of the *Community Fund*.
- 6.5 The Council and the Developer will make such delegations and/or authorisations as are necessary to enable payments to be made from the Community Fund.
- 6.6 Council will ensure that the books and records of the *Community Fund* (including the annual reports referred to in clause 6.4) are audited as soon as practicable after the end of each financial year at the cost of the *Community Fund* and Council will provide the Developer with a full copy of the auditor's report within one (1) month of receiving such report.
- 6.7 The Developer on the one hand and Council on the other shall each be entitled to have the books and records of the *Community Fund* audited at any time by a registered auditor appointed by that Party and at the sole cost of that Party. If any such request is made then all Parties must cooperate to facilitate such request.
- 6.8 Each Party must pay to the Bank Account the amount of \$100 within 30 days following the Bank Account being opened in accordance with clause 6.1.
- 6.9 Subject to clause 16 of the Development Deed, the Developer must pay to the Bank Account an amount of \$397 following settlement of each sale by the Developer of a residential allotment within the Development Site.
- 6.10 The Council will pay into the *Community Fund* an amount of \$300 following settlement of each sale by the Developer of a residential allotment within the Development Site.


NOTE: Electronic version in TRIM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

- 6.11 Each payment under clause 6.9 must be made by the Developer on or within 14 days after the settlement of sale of the residential allotment to which the payment relates. Payments by Council under clause 6.10 must be made quarterly within 14 days following 31 March, 30 June, 30 September and 31 December in each year and will be determined in accordance with that clause based on settled sales notified by the Developer to Council in the relevant preceding quarter.
- 6.12 If either the Developer on the one hand or the Council on the other is more than 28 days in arrears in making any payment due to be made by that Party then the Committee Member appointed by that Party to the Committee shall not be entitled to vote and clause 4.1 will be construed so that the Committee Member appointed by that Party is no longer to be counted in a quorum while such default continues; and the outstanding amount will accrue and be payable with interest at the Default Interest Rate from that date.

7. Review and Closure of the Community Fund

- 7.1 Subject to clause 7.2 the *Community Fund* will cease upon the earlier of:
- 7.1.1 A date being 20 years from the date of the Development Deed; and
 - 7.1.2 The date the Developer has settled the sale of all residential allotments within the Development Site (**Closure Date**).
- 7.2. If, prior to the Closure Date, funding from the *Community Fund* of specified identified items of Community Fund Infrastructure has been approved and committed in accordance with these Terms of Reference (**Committed Funding**) and as at the Closure Date all payments to satisfy the Committed Funding have not yet been made, the *Community Fund* will cease only upon all such payments having being made.
- 7.3 If there is any money remaining in the *Community Fund* as at the date the *Community Fund* ceases, in accordance with clause 7, then such remaining amount will be repaid respectively to Council and the Developer in proportion to the amounts of their respective aggregate contributions to the *Community Fund* through the term of the *Community Fund*.

NOTE: Electronic version in TRIM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

	Two Wells Community Fund Committee Terms of Reference	
	Version Adopted by Council: Resolution Number: Current Version:	27 February 2023 2023/XXX V1
	Administered by: General Manager Development and Community	Last Review Date: 2019 Next Review Date: 2025
Document No: D23/6723	Strategic Outcome Provide, support and promote facilities and programs that enable people to be healthy, active, learn and participate in community life.	

1. Establishment

By Deed dated 7 November 2012 relating to the Eden and Liberty Projects (**the Deed**) Hickinbotham Developments (Two Wells No.1) Pty Ltd, Hickinbotham Agricultural Projects Pty Ltd and Hickinbotham Developments (Two Wells No. 4) Pty Ltd (collectively referred to as **the Developer**) and Council agreed to establish a committee to be known as the Community Fund Committee (**the Committee**).

The Committee is not a committee of the Council under section 41 of the *Local Government Act 1999*.

The '*Community Fund*' as defined in the Deed shall be managed in accordance with the Development Deed and these Terms of Reference. Moneys from time to time held in the *Community Fund* shall be used for the purpose of financing or subsidising Community Fund Infrastructure as defined in the Deed.

- 1.1 To the extent of any conflict or inconsistency between the Deed and these Terms of Reference, in relation to the Committee and the Community Fund, these Terms of Reference shall prevail.

2. Functions

The functions of the *Committee* are:

- 2.1 establishing areas of priority expenditure and eligibility guidelines for use of the *Community Fund*;
- 2.2 ensuring the *Community Fund* is managed efficiently;
- 2.3 keeping and maintaining appropriate financial records of all payments to and interest earned by the *Community Fund* and grants of loans by the *Community Fund* to promote projects and facilities approved by the Committee, and any other expenditure of the *Community Fund*; and
- 2.4 considering how to apply moneys of the *Community Fund* for approval by the Developer (or the Developer's delegate) and the Council (or the Council's delegate).

NOTE: Electronic version in TRIM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

3. Membership

Membership of the *Committee* shall consist of three persons (**Committee Members**) who shall be nominated and appointed as follows:

- 3.1 One Committee Member appointed by Council;
- 3.2 One Committee Member appointed by the Developer; and
- 3.3 One Committee Member as an independent chairperson appointed by agreement between Council and the Developer (**Chairperson**).
- 3.4 The Council and the Developer (**the Parties**) shall also be entitled to appoint an alternate Committee Member in respect of any such Committee Member (**Alternate Member**) and the Alternate Member shall be entitled to act during the absence of the principal Committee Member. All references to a Committee Member under these Terms of Reference have application to an Alternate Member to the extent that the Alternate Member is acting in place of the principal Committee Member.
- 3.5 The Parties must promptly by notice to the other appoint their respective Committee Member and any Alternate Member.
- 3.6 At any time where there is a vacancy of the Chairperson, the Parties shall use their best endeavours to agree on the selection and appointment of the Chairperson.
- 3.7 A Party may by notice to the other revoke an appointment of a Committee Member or Alternate Member whom it had appointed and likewise appoint a replacement Committee Member or Alternate Member pursuant to the procedure under 3.4.
- 3.8 Either Party may by notice to the other Party revoke the appointment of the Chairperson and following such a revocation clause 3.6 will apply.
- 3.9 A Party issuing a notice of such revocation under clause 3.7 or clause 3.8 must provide a copy of such notice to all Committee Members.
- 3.10 The appointment of a Committee Member is taken to be automatically revoked if:
 - 3.10.1 he or she dies;
 - 3.10.2 he or she is charged with an offence involving dishonesty;
 - 3.10.3 he or she fails to attend at least two consecutive meetings of the Committee without leave of the other Committee Members having first been granted; or
 - 3.10.4 he or she resigns from the appointment by notice to the Parties and the other Committee Members.
- 3.11 Until such time as his or her appointment is revoked each Committee Member or Alternate Member (as the case may be) shall be entitled to attend meetings of the Committee.
- 3.12 Each Committee Member (including the Chairperson) or his or her Alternate Member shall be entitled to vote on any resolution (but not both at the same time) and shall have one vote.
- 3.13 The Chairperson does not have a second or casting vote.

NOTE: Electronic version in TRIM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

- 3.14 The Developer on the one hand and the Council on the other hereby each indemnify and keep indemnified any Committee Member appointed to the Committee by such Party in respect of all claims of demands made against any such Committee Member or payments or costs incurred by such Committee Member arising out of or connected with the proper and legitimate performance by such Committee Member or his or her duties as a member of the Committee and the Chairperson shall be indemnified against all such claims, demands, payments and costs from the *Community Fund* and, to the extent the *Community Fund* is insufficient for that purpose, by Council as to 50% and by the Developer as to 50%. For the avoidance of doubt references to a Committee Member under this clause includes an Alternate Member.

4. Quorum

- 4.1 A quorum for meetings of the Committee shall be all three (3) Committee Members except in the event that if a Party has given its prior written consent to allow any such meeting to be held despite the non-attendance of its nominated Committee Member (or Alternate Member) then such a non-attendance will be ignored for the purposes of ascertaining whether a quorum for that meeting is present.
- 4.2 In the event there is not a quorum within 30 minutes of the time appointed for any meeting, the meeting shall stand adjourned for seven (7) days to be held at the same time and place but the requirement of clause 4.1 shall still apply as regards to the quorum necessary at any such rescheduled meeting.

5. Meetings

Meetings of the Committee shall be conducted in compliance with the following procedures:

- 5.1 A meeting of the Committee shall be held at least once in every six (6) months unless otherwise agreed by the Committee Members;
- 5.2 Meetings must be convened upon not less than five (5) days prior notice given by Council to the Committee Members specifying the time, date and a place for the proposed meeting and the agenda for such meeting;
- 5.3 Notwithstanding the above any Committee Member, and either Party, may at any time convene a meeting of the Committee upon not less than seven (7) days prior notice to the other Committee Members which notice shall specify the time, date and place of the proposed meeting and the agenda for such meeting;
- 5.4 A Committee Member in receipt of a notice of meeting may add to the agenda for such meeting by not less than two (2) days prior notice to the other Members setting out particulars of such addition;
- 5.5 Meetings of the Committee shall be held at such place as the Committee shall from time to time determine, and may be held by telephone conference or any other electronic means that allows all Committee Members participating in the meeting to hear each other simultaneously and join in discussion;
- 5.6 Council will supply all the necessary secretarial and accounting services to the Committee including causing minutes of each meeting to be kept and shall cause a draft copy to be emailed to each Committee Member within three (3) Business Days (as defined in the Deed) of the meeting unless the Committee shall otherwise agree and including keeping all records and accounts referred to in clauses 6.4 to 6.6;

NOTE: Electronic version in TRIM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

- 5.7 Decisions of the Committee shall be by simple majority of voting rights except in the event that Council is in default of any payment under clauses 6.7 to 6.9 in which case the Committee Member appointed by that Party shall have no entitlement to vote and decisions may be validly passed or made without the support of such Committee Member.

6. Reporting Responsibilities and Establishment of the Community Fund Trust Account

- 6.1 Council shall establish and maintain a separate bank account as (and designated as) a trust account for the *Community Fund* (**Bank Account**) within 45 days of the date of satisfaction of the conditions in clause 3.1 of the Deed (**DPA Condition Precedent**) and the Bank Account will be administered by the Committee on behalf of Council and the Developer in accordance with these Terms of Reference.
- 6.2 All income received and other payments to the *Community Fund* must be immediately paid into the Bank Account and all payments from the *Community Fund* must be made by cheque from the Bank Account. Any expenditure made by a Party in respect of the *Community Fund* shall only be reimbursed to the Party from the *Community Fund* if such reimbursement is approved by the Council (or the Council's delegate) and the Developer (or the Developer's delegate) having regard to decisions of the Committee.
- 6.3 Council will prepare full and accurate quarterly and annual (financial year) reports on all income received by and expenditure made from the *Community Fund* and a copy of the reports will be provided to the Developer within three (3) months of the end of a financial year in the case of annual reports, and within one (1) month of the end of a quarter in the case of quarterly reports. Each annual report must include the dollar amount payment to the *Community Fund* by the Developer and Council, respectively, since the establishment of the *Community Fund*.
- 6.4 The Council will make such delegations and/or authorisations as are necessary to enable payments to be made from the Community Fund.
- 6.5 Council will ensure that the books and records of the *Community Fund* (including the annual reports referred to in clause 6.3) are audited as soon as practicable after the end of each financial year at the cost of the *Community Fund* and Council will provide the Developer with a full copy of the auditor's report within one (1) month of receiving such report.
- 6.6 The Developer on the one hand and Council on the other shall each be entitled to have the books and records of the *Community Fund* audited at any time by a registered auditor appointed by that Party and at the sole cost of that Party. If any such request is made then all Parties must cooperate to facilitate such request.
- 6.7 The Council will pay into the *Community Fund* an amount of \$300 following settlement of each sale by the Developer of a residential allotment within the Development Site.
- 6.8 Payments by Council under clause 6.7 must be made quarterly within 14 days following 31 March, 30 June, 30 September and 31 December in each year and will be determined in accordance with that clause based on settled sales notified by the Developer to Council in the relevant preceding quarter.
- 6.9 If the Council is more than 28 days in arrears in making any payment due to be made by that Party then the Committee Member appointed by that Party to the Committee shall not be entitled to vote and clause 4.1 will be construed so that the Committee Member appointed by that Party is no longer to be counted in a quorum while such default continues; and the outstanding amount will accrue and be payable with interest at the Default Interest Rate from that date.

NOTE: Electronic version in TRIM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

7. Review and Closure of the Community Fund

- 7.1 Subject to clause 7.2 the *Community Fund* will cease upon the earlier of:
- 7.1.1 A date being 20 years from the date of the Development Deed; and
 - 7.1.2 The date the Developer has settled the sale of all residential allotments within the Development Site (**Closure Date**).
- 7.2. If, prior to the Closure Date, funding from the *Community Fund* of specified identified items of Community Fund Infrastructure has been approved and committed in accordance with these Terms of Reference (**Committed Funding**) and as at the Closure Date all payments to satisfy the Committed Funding have not yet been made, the *Community Fund* will cease only upon all such payments having being made.
- 7.3 If there is any money remaining in the *Community Fund* as at the date the *Community Fund* ceases, in accordance with clause 7, then such remaining amount will be repaid respectively to Council.

NOTE: Electronic version in TRIM is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.

15 REPORTS FOR INFORMATION

15.1 COUNCIL RESOLUTIONS - STATUS REPORT

Record Number: D23/7298

Author: Administration and Executive Support Officer

Authoriser: General Manager - Governance and Executive Office

Attachments: 1. Resolution Register [!\[\]\(e474458956c9a37fbf9586ddb60a7fa1_img.jpg\)](#) 

RECOMMENDATION

“that Council, having considered Item 15.1 – *Council Resolutions - Status Report*, dated 27 February 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 - January 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. Tennis Club has executed the lease. APC Mayor and CEO to execute upon receipt of Ministerial consent. Most recent follow up with DEW on 15 November 2022 and 24 November 2022. Development approval was granted on 19 August 2022. The matter is progressing.	Governance and Executive Office
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
14-Dec-20	14.7	Third Creek Road Closure Outcome of Public Consultation	"that Council, having considered Item 14.7 – Third Creek Road Closure – Outcome of Public Consultation, dated 14 December 2020, receives and notes the report and in doing so: 1. Acknowledges that public consultation was undertaken in relation to the proposed closure of Third Creek Road and that no submissions were received; and 2. Instructs the Chief Executive Officer to finalise Third Creek Road closure in accordance with the Roads (Opening and Closing) Act 1991."	2020/448	Completed.	Governance and Executive Office
26-Jul-21	18.1	Motion on Notice – Sealing Coastal Roads	"that Council: 1. Instructs the Chief Executive Officer to undertake detailed design in relation to the construction and sealing of Parham Esplanade (north Parham Road to end of road south of Wilson Street – 1.32km) 2. Acknowledges that an allocation of \$20,000 will be incorporated into the first quarter 2021/2022 budget revision."	2021/175	Completed. Detailed design completed.	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	Public consultation period has ended, Lease to be issued once	Governance and Executive Office

27-Sep-21	21.1	Sale of Land for Non-Payment of Rates	<p>"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:</p> <ol style="list-style-type: none"> 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 <u>outstanding rates pursuant to Section 184 of the Local Government Act 1999.</u>" 	2021/364	Ongoing. Progress update provided to January 2023 Council meeting.	Finance and Business
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
26-Apr-22	14.5	Parham Float Parking	<p>"that Council, having considered Item 14.5 – Parham Float Parking, dated 26 April 2022, receives and notes the report and in doing so:</p> <ol style="list-style-type: none"> 1. Affirms the strategic value of horses for recreation and visitors on a day by day basis and for events and that a preferred option for float parking is needed; 2. Notes the Background and Options – Parham Float Parking Paper in Attachment 1 to this Report includes: <ol style="list-style-type: none"> a. Two float/car park options on Council land for further engagement to inform a preferred option: <ol style="list-style-type: none"> i. Main Street western portion; ii. West of Social Club; b. A proposed upgrade to create a Levee Trail including for use by horses; c. A draft Rider Information Sheet; d. Information about Council's approach to horse events; e. An intent to install 'Beware Horses' signs; 3. Authorises the Chief Executive Officer to undertake editorial to the draft Background and Options Parham Float Parking Paper in Attachment 1 to this Report to make it suitable to inform consultation; and 4. Instructs the Chief Executive Officer to undertake public consultation in accordance with Council's Public Consultation Policy and to bring back a subsequent report to Council." 	2022/111	Forward Agenda - early 2023. Public consultation concluded on 30 August 2022	Development and Community
26-Apr-22	21.2	Parham Camping Reserve Management and Road Closure	<p>"that Council, having considered Item 21.2 – Parham Camping Reserve – Management and Road Closure, dated 26 April 2022, receives and notes the report and in doing so:</p> <ol style="list-style-type: none"> 1. Instructs the Chief Executive Officer to undertake a road closure pursuant to Section 5 of the Roads (Opening and Closing) Act 1991 in relation to the relevant Portion of Esplanade, Parham; and 2. Acknowledges that a budget variation of \$10,000 will be incorporated into the third quarter budget review 2021/2022." 	2022/124	Complete.	Governance and Executive Office
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	Ongoing. Detailed investigations underway.	Development and Community

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"> Notes the Heritage Review Report in Attachment 1 to this Report includes: <ol style="list-style-type: none"> The Local Heritage Assessment Sheets identifying 34 properties as being of local heritage value; The Buckland Park State Heritage Assessment identifying the property as being of State heritage value; Endorses in principle commencing an Amendment to the Planning and Design Code: <ol style="list-style-type: none"> To formally designate as local heritage places the 34 properties identified in Attachment 1 to this report; With early commencement of the Amendment to enable the buildings being listed on an interim basis to prevent risk of demolition during consultation. Endorses in principle nominating the Buckland Park Station complex of buildings to the SA Heritage Council for consideration as a potential State heritage place; Authorises the Chief Executive Officer to commence the statutory processes: <ol style="list-style-type: none"> To initiate an amendment to the Planning and Design Code including engagement with property owners under the Planning, Development and Infrastructure Act 2016; 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; 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.	Development and Community
27-Jun-22	14.1	Council Accommodation and Services Review - Preliminary Report	<p>“that Council, having considered Item 14.1 – Council Accommodation and Services Review – Preliminary Report, dated 27 June 2022, receives and notes the report and in doing so:</p> <ol style="list-style-type: none"> Adopts the Discussion Paper prepared by Holmes Dyer (Attachment 1); and Instructs the Chief Executive Officer to prioritise community and stakeholder engagement in relation to the review of Council Accommodation and Services, including holding targeted workshops, following the Council Elections in November 2022.” 	2022/163	Ongoing. Elected Member study tour occurred on 23 January 2023. Staff and Elected Member workshops scheduled for 28 February 2023.	Governance and Executive Office
27-Jun-22	12.3	Infrastructure and Environment Committee Meeting	<p>“that Council endorses resolution 2022/011 of the Infrastructure and Environment Committee and in doing so:</p> <ol style="list-style-type: none"> Instructs the Chief Executive Officer to engage a suitably qualified consultant in accordance with Council’s Procurement Policy to undertake stage 2 requirements of the PLEC application and Acknowledges that an allocation of \$30,000 will be incorporated into the appropriate quarterly budget revision in the 2022/2023 Financial Year.” 	2022/174	Ongoing	Infrastructure and Environment
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"> 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 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	14.4	Adelaide Plains Growth Strategy	<p>“that Council, having considered Item 14.4 – Adelaide Plains Growth Strategy, dated 27 June 2022, receives and notes the report and in doing so instructs the Chief Executive Officer to:</p> <ol style="list-style-type: none"> Commence consultation on the draft Growth Strategy and Background Paper presented as Attachments 1 and 2 to this report, in accordance with Council’s Public Consultation Policy; Refine the draft Growth Strategy and Background Paper presented as Attachments 1 and 2 to this report based on 2021 Census data when available, with changes to comprise editorial matters but not changes to policy; and Report back to Council following completion of the consultation process.” 	2022/185	Ongoing. Agenda 30 January 2023.	Development and Community

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	Ongoing. CEO has notified the Club, awaiting artwork proofs prior to painting commencing	Infrastructure and Environment
25-Jul-22	13.1	Two Wells Scout Facility Relocation - Lease - Outcome of Public Consultation	<p>“that Council, having considered Item 13.1 – Two Wells Scout Facility Relocation – Lease – Outcome of Public Consultation, dated 25 July 2022, instructs the Chief Executive Officer to seek the consent of the Minister for Climate, Water and Environment to:</p> <ol style="list-style-type: none"> 1. Change the current dedication of Allotment 103 comprised in Crown Record Volume 5753 Folio 647 from ‘Recreation Purposes’ to a dual dedication of ‘Recreation and Community Purposes’ to accommodate the proposed Two Wells Scout Hall relocation; and 2. Enter into a Lease Agreement with The Scouts Association of Australia SA Branch prior to any development occurring on the proposed lease area, being portion of Allotment 103 comprised in Crown Record Volume 5753 Folio 647, as per map outlined in blue within Attachment 5 to this report.” 	2022/237	Ongoing. Lease documents have sent to Club for signing and return.	Governance and Executive Office
25-Jul-22	13.7	Draft Equine Strategy	<p>“that Council, having considered Item 13.7 – Draft Equine Strategy, dated 25 July 2022, receives and notes the report and in doing so:</p> <ol style="list-style-type: none"> 1. Endorses the Draft Equine Strategy and Background Paper as presented in Attachments 1 and 2 to this Report to be released for the purposes of undertaking consultation as envisaged in the Council’s Public Consultation Policy; and 2. Delegates authority to the Chief Executive Officer to undertake editorial but not policy changes as necessary.” 	2022/245	Forward Agenda - early 2023. Public consultation concluded on 1 November 2022	Development and Community
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> <ol style="list-style-type: none"> 1. Resolves that, having due regard to the relevant principles underpinning Council’s approach to procurement set out in Council’s Procurement Policy, it is appropriate to engage Alinea Group to undertake the next tranche of the market engagement exercise on the basis of the matters set out within the Report to Council 2. Appoints Alinea Group to undertake Stages 1 -4 of the transaction strategy as set out within the Letter of Offer to Council dated 10 June 2022 and presented as Attachment 2 to this Report, being a detailed market engagement and expression of interest campaign, including preparation of a land development concept plan which will largely reflect Council’s previously adopted guiding principles for the subject land 3. Acknowledges that the necessary budget revisions will occur at the 2022/2023 first quarter budget review (with a forecast budget variation of \$180,000) and 4. Acknowledges that appointment of an appropriate consultant for Stages 5 -8 (being request for detailed plans and transaction management to contractual close) will be determined by resolution at an appropriate time in the future and in accordance with Council’s Procurement Policy.” 	2022/267	Ongoing. EOIs considered by Council at special meeting held on 6 February 2023.	Governance and Executive Office
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> <ol style="list-style-type: none"> 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 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).” 	2022/268	Ongoing. New positions will be reflected in the CEO’s Organisation Review.	Governance and Executive Office
22-Aug-22	11.3	Infrastructure and Environment Committee Meeting	<p>“that Council endorses resolution 2022/024 of the Infrastructure and Environment Committee and in doing so:</p> <ol style="list-style-type: none"> 1. Instructs the Chief Executive Officer to progress with centre median lighting for stage 2 design, noting that community consultation will be a necessary first step in the process prior to arriving at a final determination and 2. Acknowledges that further reports will be presented to Council on the progress of the Undergrounding of Power – Two Wells Main Street.” 	2022/276	Ongoing. Consultation closes 27 February 2023. Outcome of consultation to be presented to Council.	Infrastructure and Environment

22-Aug-22	11.3	Infrastructure and Environment Committee Meeting	"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."	2022/277	Ongoing. Crown land assessing the request.	Infrastructure and Environment
22-Aug-22	11.3	Infrastructure and Environment Committee Meeting	"that Council endorses resolution 2022/026 of the Infrastructure and Environment Committee and in doing so recommends to Council that it assign the road name Wake Road to the road reserve marked Lot 103 – Blue line (St Andrews Road to Western boundary of Land division) in Attachment 4."	2022/278	Completed. Road names provided to the Developer and will be incorporated into the final land division approval.	Infrastructure and Environment
22-Aug-22	11.3	Infrastructure and Environment Committee Meeting	"that Council endorses resolution 2022/027 of the Infrastructure and Environment Committee and in doing so recommends to Council that it assign the road name Gazzola Court to the road reserve marked Lot 104 – Red line (Lot 103 to Western boundary of Land division) in Attachment 4."	2022/279	Completed. Road names provided to the Developer and will be incorporated into the final land division approval.	Infrastructure and Environment
22-Aug-22	11.3	Infrastructure and Environment Committee Meeting	"that Council endorses resolution 2022/028 of the Infrastructure and Environment Committee and in doing so recommends to Council that it assign the road name Fielke Road to the road reserve marked Lot 105 – Green Line (St Andrews Road to Lot 103) in Attachment 4."	2022/280	Completed. Road names provided to the Developer and will be incorporated into the final land division approval.	Infrastructure and Environment
22-Aug-22	13.5	Motion Without Notice	"that Council instructs the Chief Executive Officer to commence discussions with the appropriate authorities in respect of leasable opportunities in and around Parham for the prospective development of a dedicated horse float parking area and to bring a report back at the appropriate juncture."	2022/288	Forward Agenda - early 2023	Development and Community
22-Aug-22	13.6	Short Term Staff Accommodation - 65 Old Port Wakefield Road Two Wells	"that Council, having considered Item 13.6 – Short Term Staff Accommodation – 65 Old Port Wakefield Road Two Wells, dated 22 August 2022, receives and notes the report and in doing so: 1. Reallocates \$94,000 from the 'Council Chamber and Meeting Rooms Audio/Video Upgrade' Project to the Short Term Staff Accommodation Project 2. Instructs the Chief Executive Officer to progress the Short Term Staff Accommodation Project, including: a. Preparation of building plans and lodgement of a development application for a change of land use and b. Obtaining quotes for the proposed and necessary building work and 3. Acknowledges that further reports may be presented to Council in due course regarding additional budget allocations (if necessary) and/or progress of the Short Term Staff Accommodation Project."	2022/289	Ongoing	Development and Community
22-Aug-22	13.7	Draft Two Wells Walking Cycling Plan	"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: 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 2. Delegates authority to the Chief Executive Officer to undertake editorial but not policy changes necessary."	2022/290	Ongoing	Development and Community
22-Aug-22	14.3	Tourism and Economic Development Opportunity	"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."	2022/294	Report to be tabled at March 2023 Ordinary Meeting.	Governance and Executive Office
26-Sep-22	18.1	Motion Without Notice	"that the Chief Executive Officer bring back a report to the first meeting of the new elected body setting out all relevant background and information regarding the Gawler River Floodplain Management Authority, including risks posed (financial, legal, reputation, operational) in either remaining or withdrawing from the subsidiary."	2022/326	Agenda - 27 February 2023.	Governance and Executive Office
28-Nov-22	15.3	Council Members Allowances and Benefits	"that Council, having considered Item 15.3 – Council Members Allowances and Benefits, dated 28 November 2022, receives and notes the report and acknowledges that a further report and a draft Council Members Allowances and Benefits Policy will be presented to Council for consideration."	2022/379	Forward Agenda - March 2023.	Governance and Executive Office

19-Dec-22	13.2	Minutes of the Audit Committee Meeting Held 7 November 2022	"that Council endorses resolution 2022/062 of the Audit Committee and in doing so instructs the Chief Executive Officer (CEO) to review Council's Credit Card Policy, via the Audit Committee, to include the reporting of the CEO's credit card transactions to the Audit Committee on a 6-monthly basis and including the details of 'Supplier', 'Amount' and 'Description'."	2022/393	Ongoing. Updated Credit Card Policy presented to 13 February 2023 Audit Committee meeting. 27 February 2023 Agenda for Council endorsement.	Finance and Business
19-Dec-22	15.5	Update on Parham Campground and Road Closure	"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: 1. Acknowledges the Public Mapping System data anomaly and that the resultant issues are through no fault of Adelaide Plains Council; 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; 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."	2022/406	Ongoing. Upgrade works expected completion end of February 2023. Interim licence with Lions Club has been issued to the Lions Club for perusal. Licence can commence once the upgrade works are complete.	Governance and Executive Office
19-Dec-22	15.5	Update on Parham Campground and Road Closure	"that Council, having considered Item 15.5 – Update on Parham Campground and Road Closure, dated 19 December 2022: 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 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."	2022/407	Ongoing. Public consultation in progress with easement request from SA Water.	Governance and Executive Office
19-Dec-22	15.5	Update on Parham Campground and Road Closure	"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: 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; 2. Negotiations for the management of the Parham Campground by the Club be deferred: a. until Council has executed a long-term Lease Agreement with the Minister for Climate, Environment and Water; and 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."	2022/408	Ongoing. Upgrade works expected completion end of February 2023. Interim licence with Lions Club has been issued to the Lions Club for perusal. Licence can commence once the upgrade works are complete.	Governance and Executive Office
19-Dec-22	15.6	Regional Public Health Planning and Regional Public Health Plan	"that Council, having considered Item 15.6 – Regional Public Health Planning and Regional Public Health Plan, dated 19 December 2022, receives and notes the report and in doing so appoints Councillor Alana Bombardieri and Darren Starr, General Manager – Development and Community as Council's representatives on the Regional Public Health Advisory Group for the term of this Council or until further reviewed and changed."	2022/409	Ongoing.	Development and Community
19-Dec-22	15.7	Regional Public Health and Wellbeing Plan – Section 52 Progress Report	"that Council, having considered Item 15.7 – Regional Public Health and Wellbeing Plan – Section 52 Progress Report, dated 19 December 2022, receives and notes the report and in doing so adopts the Adelaide Plains Council component of the biennial Regional Public Health and Wellbeing Plan Section 52 Report contained in Attachments 2 and 3, noting the amendments outlined in Attachment 4."	2022/411	Completed.	Development and Community

19-Dec-22	15.8	Mid North Community Passenger Network Advisory Committee – Appointment of Member	“that Council, having considered Item 15.8 – Mid North Community Passenger Network Advisory Committee – Appointment of Member, dated 19 December 2022, receives and notes the report and in doing so appoints Councillor Kay Boon as an Elected Member representative on the Mid North Community Passenger Network Advisory Committee until the end of the current term of Council.”	2022/412	Ongoing.	Development and Community
19-Dec-22	16.3	Gawler River Floodplain Management Authority – Overview and Risk Assessment – Report 1	“that Council, having considered Item 16.3 – Gawler River Floodplain Management Authority – Overview and Risk Assessment – Report 1, dated 19 December 2022, receives and notes the report and in doing so acknowledges that the Chief Executive Officer intends to bring back a further report to the 30 January 2023 Meeting of Council which provides for the second element of resolution 2022/326 to be addressed, namely a report identifying risks to Council in either remaining or withdrawing from the subsidiary.”	2022/414	27 February 2023 Agenda.	Governance and Executive Office
19-Dec-22	20.1	Motion without notice	“that the Chief Executive Officer bring back a report regarding options to restrict vehicle access with appropriate exemptions, including jinkers, on Thompson Beach.”	2022/417	Agenda 27 February 2023 Ordinary Council Meeting.	Infrastructure and Environment
16-Jan-23	4.1	Adjourned Item – Confidential Item 22.4 – Organisation Review and Proposed Restructure – 19 December 2022	“that Council, having considered Item 22.4 – Organisation Review and Proposed Restructure, dated 16 January 2023, receives and notes the report and in doing so acknowledges:- 1.the presentation by the Chief Executive Officer into the Organisation Review and Proposed Restructure delivered at the meeting in confidential session; and 2.resourcing projections foreshadowed in the forthcoming financial year, additional to those projections set aside within the 2022/2023-2032/2033 Long Term Financial Plan, and instructs the Chief Executive Officer to include same in the draft 2023/2024 Annual Business Plan and Budget papers for Council Member deliberations and prior to budget adoption.”	2023/002	Completed. CEO handed down the Organisation Review and Restructure to staff at a meeting held 21 February 2023.	Governance and Executive Office
16-Jan-23	5.1	State Government Initiated Expert Panel Planning Review – Update	“that Council, having considered Item 5.1 – State Government Initiated Expert Panel Planning Review – Update, dated 16 January 2023, receives and notes the report and in doing so endorses the attached draft submission (Attachment 1) as its submission to the Expert Planning Panel subject to the inclusion of the following: *Potential for conflicts between rural, agriculture and horticultural land uses; and *Operation of buffer and exclusion zones within the Planning and Design Code.”	2023/004	Ongoing.	Development and Community

Resolution Register - January 2023 - All						
Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')	Responsible Department
30-Jan-23	3.1	Confirmation of Minutes - Ordinary Council Meeting - 30 January 2023	"that the minutes of the Ordinary Council Meeting held on 19 December 2022 be confirmed."	2023/006	Completed	Governance and Executive Office
30-Jan-23	3.2	Confirmation of Minutes - Special Council Meeting - 16 January 2023		2023/007	Completed	Governance and Executive Office
30-Jan-23	7.1	Mayor's Report - January 2023	"that Council, having considered Item 7.1 – Mayor's Report – January 2023, dated 30 January 2023, receives and notes the report."	2023/008	Completed	Governance and Executive Office
30-Jan-23	13.1	Gawler River Floodplain Management Authority - Board Meeting - 8 December 2023	"that Council receives and notes the Minutes and Key Outcomes Summary of the Gawler River Floodplain Management Authority meeting held on 8 December 2022."	2023/009	Completed	Governance and Executive Office
30-Jan-23	13.2	Legatus Group Meeting - 16 December 2023	"that Council receives and notes the Minutes of the Legatus Group meeting held on 16 December 2022."	2023/010	Completed	Governance and Executive Office
30-Jan-23	14.1	First Budget Update 2022/2023	"that Council, having considered Item 14.1 – First Budget Update 2022/2023, dated 30 January 2023, receives and notes the report and in doing so: 1. Receives and notes the project progress reports contained in Attachment 1 and 2 to this Report; 2. Pursuant to Regulation 9 (1)(a) of the Local Government (Financial Management) Regulations 2011, adopts the revised 2022/2023 Budgeted Financial Statements as contained within Attachment 3 that has been updated following the first budget review changes identified in Table 1, Table 2 and Table 3; and 3. Instructs the Chief Executive Officer to allocate budget savings from operating and capital projects to other operating and capital projects where necessary earmarked for delivery in 2022/2023 Financial Year."	2023/011	Completed	Finance and Business
30-Jan-23	14.2	Growth Strategy Community and Stakeholder Consultation	"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: 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.	Development and Community




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> <p>1. Approves the skate park design elements presented as Attachment 2 to this report into the adopted Hart Reserve Option 1 Master Plan.</p> <p>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</p> <p>3. At the conclusion of the public consultation process that a report be presented to Council.”</p>	2023/013	Ongoing.	Infrastructure and Environment
30-Jan-23	15.1	Council Resolutions - Status Report	<p>“that Council, having considered Item 15.1 – Council Resolutions - Status Report, dated 30 January 2023, receives and notes the report.”</p>	2023/014	Completed	Governance and Executive Office
30-Jan-23	15.2	Gawler River Floodplain Management Authority – Overview and Risk Assessment – Report 2	<p>“that Council, having considered Item 15.2 – Gawler River Floodplain Management Authority – Overview and Risk Assessment – Report 2, dated 30 January 2023, receives and notes the report and in doing so acknowledges that the Chief Executive Officer intends to channel Gawler River Floodplain Management Authority – Overview and Risk Assessment – Report 2 through Council’s Audit Committee prior to Council considering same at its 27 February 2023 meeting.”</p>	2023/015	Completed. Tabled at 13 February 2023 Audit Committee Meeting. Agenda 27 February 2023 Ordinary Council Meeting.	Governance and Executive Office
30-Jan-23	15.2	Gawler River Floodplain Management Authority – Overview and Risk Assessment – Report 2	<p>“that Council, having considered 15.2 – Gawler River Floodplain Management Authority – Overview and Risk Assessment – Report 2, dated 30 January 2023, acknowledges that a determination regarding the provision of a financial contribution by Council towards the Business Case work being undertaken by the Department for Environment and Water will be made at the 27 February 2023 meeting of Council.”</p>	2023/016	Agenda - 27 February 2023	Governance and Executive Office
30-Jan-23	15.3	Update on Sale of Land for Non-payment of Rates	<p>“that Council, having considered Item 15.3 – Update on Sale of Land for Non-payment of Rates, dated 30 January 2023, receives and notes the report.”</p>	2023/017	Completed	Finance and Business
30-Jan-23	15.4	Two Wells Tennis and Netball Court Surface Renewal Project	<p>“that Council, having considered Item 15.4 – Two Wells Tennis and Netball Court Surface Renewal Project, dated 30 January 2023, receives and notes the report.”</p>	2023/018	Completed	Infrastructure and Environment
30-Jan-23	15.4	Two Wells Tennis and Netball Court Surface Renewal Project	<p>“that Council receives and notes the written correspondence provided to Elected Members by the Two Wells Football & Netball Sporting Club (the Club) dated 30 January 2023 and in doing so further instructs the Chief Executive Officer to write to the Club formally acknowledging and providing a response to their concerns, points and questions raised in their letter.”</p>	2023/019	Completed.	Governance and Executive Office
30-Jan-23	15.5	Mosquito Management Subsidy Funding	<p>“that Council, having considered Item 15.5 – Mosquito Management Subsidy Funding, dated 30 January 2023, receives and notes the report.”</p>	2023/020	Completed	Development and Community
30-Jan-23	15.6	Wandering Stock within Adelaide Plains Council	<p>“that Council, having considered Item 15.6 – Wandering Stock within Adelaide Plains Council, dated 30 January 2023, receives and notes the report.”</p>	2023/021	Completed	Development and Community
30-Jan-23	15.7	Library and Community Services Report – October to December 2022	<p>“that Council, having considered Item 15.7 – Library and Community Services Report – October to December 2022, dated 30 January 2023, receives and notes the report.”</p>	2023/022	Completed	Development and Community

30-Jan-23	19.1	Motions Without Notice	"that Adelaide Plains Council installs sensor lights and suitable high resolution surveillance camera at Main Street, Parham, as a matter of urgency and priority, and to address public safety issues arising from the ongoing vandalism occurring at the site, with consequent damage to council's public relations."	2023/023	Motion withdrawn.	
30-Jan-23	19.1	Motions Without Notice	"that the wording for the Indigenous Acknowledgement at the commencement of Council meetings use the following wording: 'Council acknowledges that we meet on the traditional country of the Kaurna people of the Adelaide Plains and pays respect to elders past, present and emerging. We recognise and respect their cultural heritage, beliefs and relationship with the land and we acknowledge that they are of continuing importance to the Kaurna people living today.'"	2023/024	Completed - Acknowledgement incorporated into agenda template.	Governance and Executive Office
06-Feb-23	4.1	Two Wells Town Centre – Market Engagement	<p>"that:</p> <p>1. Pursuant to section 90(2) of the Local Government Act 1999, the Council orders that all members of the public, except the Chief Executive Officer, General Manager – Governance and Executive Office, General Manager – Development and Community, General Manager – Finance and Business, General Manager – Infrastructure and Environment, Administration and Executive Support Officer, Administration Support Officer – Infrastructure and Environment/Minute Taker, Information Technology Support Officer, Mr Sean Keenihan of Norman Waterhouse Lawyers, Mr Ben Koop of Alinea Group (for such duration as permitted by the Mayor) and Mr David Powell of Powell & Co (for such duration as permitted by the Mayor) be excluded from attendance at the meeting of Council for agenda item 4.1 – Two Wells Town Centre – Market Engagement;</p> <p>2. Council is satisfied that pursuant to section 90(3)(b) of the Local Government Act 1999, item 4.1 – Two Wells Town Centre – Market Engagement concerns information of a confidential nature, the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and</p> <p>3. Council is satisfied that the principle that Council meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential."</p>	2023/025	Completed.	Governance and Executive Office
06-Feb-23	4.1	Two Wells Town Centre – Market Engagement	Confidential Resolution	2023/026	Confidential Resolution	Governance and Executive Office
06-Feb-23	4.1	Two Wells Town Centre – Market Engagement	Confidential Resolution	2023/027	Confidential Resolution	Governance and Executive Office
06-Feb-23	4.1	Two Wells Town Centre – Market Engagement	Confidential Resolution	2023/028	Confidential Resolution	Governance and Executive Office
06-Feb-23	4.1	Two Wells Town Centre – Market Engagement	Confidential Resolution	2023/029	Confidential Resolution	Governance and Executive Office
06-Feb-23	4.1	Two Wells Town Centre – Market Engagement	Confidential Resolution	2023/030	Confidential Resolution	Governance and Executive Office

06-Feb-23	4.1	Two Wells Town Centre – Market Engagement	<p>“that:</p> <p>1. The staff report, minutes, Attachment 1, Attachment 2 and Attachment 3 pertaining to Item 4.1 – Two Wells Town Centre – Market Engagement remain confidential and not available for public inspection until further order of the Council except such disclosure as the Chief Executive Officer determines necessary or appropriate for the purpose of furthering the discussions or actions contemplated;</p> <p>2. Pursuant to section 91(9)(a) of the Local Government Act 1999, the confidentiality of the matter will be reviewed every 12 months; and</p> <p>3. Pursuant to section 91(9)(c) of the Local Government Act 1999, the Council delegates the power to revoke this confidentiality order to the Chief Executive Officer.”</p>	2023/031	Completed.	Governance and Executive Office
-----------	-----	-------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------	------------	---------------------------------

15.2 CAPITAL WORKS AND OPERATING PROGRAM MONTHLY UPDATE - FEBRUARY 2023**Record Number:** D23/6598**Author:** General Manager - 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 - February 2023*, dated 27 February 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 \$345,459 being made available. Management envisage workshopping potential projects mid-year.

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 program is progressing as scheduled. Currently undertaking re-sheeting on Gilks Road and Germantown Road.

Civil

The civil team is currently carrying out maintenance activities such as sealed road maintenance, sweeping of loose stones from sealed intersections and illegal dumping clean-up. The street sweeping contractor has been engaged to sweep all kerbed streets.

Additionally, Buckland Park Road (Port Wakefield Road to Halstead Road) part of the Local Roads and Community Infrastructure Program construct and seal projects has been sealed and Glover Road is underway.

Horticulture

The horticulture team is currently carrying out routine maintenance activities within parks, gardens and oval precincts, slashing rural intersections and re-slashing were required. Additionally they are undertaking declared weed control on road sides and Lewiston Reserve, and tree trimming.

Aerodrome Road street scape design has been completed, with a significant number of street trees to be planted April/May 2023.

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 - FEBRUARY 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	14,888	(4,888)	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	No	Oct-22	Mar-23	No	0%
72864	Sealed Roads - Gawler River Road - Germantown Road to Boundary Road	341,497	351,988	(10,491)	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	10,505	178,748	Yes	Dec-22	Mar-23	No	50%
72871	Resheet - Gilks Road - Lawrie Road to End	15,087	5,681	9,406	Yes	Dec-22	Mar-23	No	20%
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	13,079	13,994	Yes	May-23	Jan-23	Yes	100%
72874	Resheet - Leilete Road - Dawkins Road to Coats Road	15,972	918	15,054	Yes	Nov-22	Apr-23	No	20%
72875	Resheet - Light Beach Road - Wylie Road to McEvoy Road	67,207	61,348	5,859	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	839	15,125	Yes	Nov-22	Apr-23	No	20%
72882	Resheet - Trim Road - Williams Road to Russell Road	13,685	678	13,007	No	Dec-22	Jun-23	No	0%
72883	Resheet - Verner Road - Day Road to Boundary Road	69,434	3,769	65,665	No	Feb-23	Mar-23	No	0%
72884	Resheet - Wasley Road - Pratt Road to Big Rabbit Road	43,847	-	43,847	No	Apr-23	May-23	No	0%
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	-	20,000	No	Jul-22	Jun-23	No	0%
72886	Renewal of various street and reserve furniture	70,000	5,244	64,756	No	Jul-22	Jun-23	No	0%
72887	Streetscape and Water Sensitive Urban Design	50,000	29,664	20,336	Yes	Jul-22	Feb-23	Yes	0%
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	94,417	305,583	Yes	Jul-22	Jun-23	No	15%
72853	Parham Short Stay Facility Upgrade (2021/2022)	200,000	191,378	8,622	Yes	Jul-22	Apr-23	No	50%
72890	Two Wells Tennis/Netball court surface renewal	300,000	98,160	201,840	Yes	Jul-22	Mar-23	No	50%
72891	Dublin Playground Upgrade	130,000	-	130,000	No	Jul-22	Jun-23	No	0%
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	-	100,000	No	Jul-22	Jun-23	No	0%

72894	Lewiston Wetlands Playground - Toilet Block	130,000	58,779	71,221	Yes	Jul-22	Jun-23	No	20%
72854	Dublin Institute/ Hall - Toilets	80,000	58,994	21,006	Yes	Jul-22	Oct-22	Yes	100%
72895	Mallala - Replacement of Property Pumps	15,000	7,370	7,630	No	Jul-22	Jun-23	No	0%
72896	Middle Beach CWMS	10,000	-	10,000	No	Jul-22	Jun-23	No	0%
72897	Mallala Treatment Plant (Chamber Protection Coating)	60,000	8,400	51,600	No	Jul-22	May-23	No	0%
72898	Pump Station & Pump Replacements	10,000	-	10,000	No	Jul-22	Jun-23	No	0%
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	22,862	1,992,138	Yes	Jul-22	Jun-23	No	5%
75100	Plant and Equipment Program	1,106,100	982,667	123,433	Yes	Jul-22	Jun-23	No	80%
		8,050,641	3,206,816	4,843,825					

OPERATING PROJECT PROGRESS REPORT 2022-2023 - FEBRUARY 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	Jul-22	Jun-23	No	0%
80011	Two Wells Main Street Upgrade – Detailed design work	49,253	22,440	26,813	Yes	Jul-22	Jun-23	No	0%
80079	Street/Verge Tree Planting	20,000	4,266	15,734	No	Mar-23	Apr-23	No	0%
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	48,468	51,532	Yes	Jul-22	Jun-23	No	50%
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	Nov-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	75,474	786,779					

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	69,779	395,639	Yes	Sep-22	May-23	No	70%
72856	Buckland Park Road (Port Wakefield Road to Halstead Road West) - Construct and Seal	280,500	204,496	76,004	Yes	Jan-23	Feb-23	Yes	100%
		745,918	274,275	471,643					

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	856,454	- 206,454	Yes	Jul-22	Jan-23	Yes	100%
72807	Barabba Road (Redbanks Road to Mallala Road)	1,020,000	1,000,446	19,554	Yes	Jan-22	Aug-22	Yes	100%
72809	Middle Beach Road (End of Seal to Start of Seal)	2,390,000	117,237	2,272,763	No	Feb-23	Sep-23	No	0%
		<u>4,060,000</u>	<u>1,974,137</u>	<u>2,085,863</u>					



15.3 2022 COMMUNITY SURVEY RESULTS

Record Number: D23/629

Author: Marketing and Communications Officer

Authoriser: General Manager - Governance and Executive Office

Attachments:

1. **Community Satisfaction Survey Report, McGregor Tan (August 2022)**  [Download](#)
2. **Addendum Report, Community Satisfaction Survey, McGregor Tan (November 2022)**  [Download](#)

RECOMMENDATION

“that Council, having considered Item 15.3 – 2022 Community Survey Results, dated 27 February 2023, receives and notes the report.”

Purpose

The purpose of this report is for Council to consider the results of the Community Satisfaction Survey undertaken in 2022.

Background

Adelaide Plains Council (Council) last undertook a community survey in 2018, with the purpose being to measure resident and ratepayers' levels of satisfaction with Council's performance and service delivery.

Another survey was conducted to measure the same for 2022, and to compare against results from the 2018 survey.

Independent market research consultant McGregor Tan conducted the Survey on behalf of Council through a mix of telephone and face-to-face interviews, and online surveys. An agreed quota of 300 surveys was completed, with the sample representative of age and gender as per ABS 2016 Census statistics for the region.

The full Community Survey report is provided for as **Attachment 1** to this report and is also available on Council's website. The results will be summarised for the Autumn edition of the Communicator Newsletter distributed to residents and ratepayers.

Discussion

A community survey is an important mechanism to measure residents and ratepayers' satisfaction with Council's performance and service delivery, and identify Council functions and services that are of importance to the community.

Council's Strategic Plan 2020-2024 identifies the results of this survey as a measurement of progress against the strategic goals.

At the 23 May 2022 Ordinary Council Meeting, Council resolved to appoint consultant McGregor Tan to undertake the Adelaide Plains Council Community Satisfaction Survey for 2022 (the Survey).

The Survey was conducted between 17 June to 23 July 2022 through a mix of telephone and face-to-face interviews, and online surveys with residents and ratepayers. An agreed quota of 300 surveys was completed, with the sample representative of age and gender as per ABS 2016 Census statistics for the region.

Results of the Survey are provided for as **Attachment 1**. Where applicable, 2022 results are presented with comparison to 2018. Some results are also filtered by the respondent's length of time living in the Adelaide Plains Council region, when they last contacted Council, or if they own a business in the region.

Consultants from McGregor Tan presented the Survey results to the Executive Management Team on 19 October 2022, and Council Members on 31 January 2023 to ensure a thorough understanding of the results and their context.

Further analysis of some results was requested by the Executive Management Team following the 19 October 2022 presentation, and the subsequent addendum to the Community Satisfaction Survey Report 2022 is provided for as **Attachment 2**.

Conclusion

The Survey results not only identify current areas of improvement within Council, they also add insight to areas of importance to residents and ratepayers. They provide meaningful comparative data to the 2018 results, allowing Council to quantitatively evaluate progress against the Strategic Plan 2020-2024.

Council staff will address some of the concerns raised in the Survey results through an updated Communications Strategy. It is up to Elected Members to provide any additional direction/instructions, including prioritising any actions arising from the Survey results.

It is anticipated that community surveys will continue to be undertaken on a regular basis (mindful of election cycles), to ensure that ongoing performance management indicators for Council are made available.

References

Legislation

Local Government Act 1999 (Sections 6 and 8)

Council Policies/Plans

Adelaide Plains Council Strategic Plan 2021-2024: Enviably lifestyle, emerging economy, remarkable landscapes, and proactive leadership.



Adelaide Plains Council

2022 Community Satisfaction Research

August 2022 | REF 12176



Contents

Background and Methodology	3
Executive Summary	4
Strategic Plans	7
Satisfaction with Council	13
Communication and Contact	28
Council Staff, Members and Elections	34
Net Promoter Score	41
Future Planning	44
Time Lived in Council Area	48
 <u>APPENDICES:</u>	
1. Respondent profile	50
2. Additional comments	52
3. Guide to reading the report	57
4. Sampling tolerance	59
5. Survey tool	61

Background and methodology.

This research was conducted by McGregor Tan from Friday 17 June to Saturday 23 July 2022.



The purpose of the research is to re-engage with the community via a community satisfaction survey and understand how the metrics are tracking from the 2018 survey.

Questions looked at both satisfaction with current services and surveyed key priorities and areas of importance to guide future planning / use of Council resources.



Market research has been conducted in accordance with ISO 20252.

A multi modal approach was used to collect data including distribution through the McGregor Tan online panel, SMS, social media, CATI (telephone) and face to face interviewing.

Participants were provided with at least 3 reminders to encourage and provide opportunity for participation.



The survey was conducted with 300 Adelaide Plains Council households.

A sample of n=300 for a population of approximately 8,798 residents (ABS 2016) provides a variance of just +/-5.6% which is considered robust for market research.

The sample is representative of age and gender as per ABS 2016 Census statistics.



Over the past 40 years, McGregor Tan has grown to be one of the largest independent market and social research companies in Australia.

We have achieved this through the vision of our researchers which is underpinned by a strong company ethos respecting tradition while driving innovation and new technologies.



EXECUTIVE SUMMARY



Executive summary

In July 2022 Adelaide Plains Council commissioned McGregor Tan to undertake a Community Satisfaction survey with residents with a representative sample from across the Council district. Overall, one in five residents (23%) indicated they are satisfied with Adelaide Plains Council – higher among older residents (30%).

SATISFACTION WITH COUNCIL STAFF:

Adelaide Plains Council enjoys a relatively high level of personal contact with its constituents. Of the 43% of residents who indicated they had had an interaction with Council in the past twelve months, most communicated via phone or face to face. The main reasons for this contact was animal control or registration, pursuing a planning matter or road/ footpath maintenance issues. Approximately three quarters of residents who have had contact in the last twelve months were satisfied with the courtesy and politeness of the person they dealt with (76%), and over half were satisfied with the handling of their enquiry (56%).

AREAS OF DISSATISFACTION:

For those residents who rated the Council poorly in the handling of their enquiry in the last 12 months, 56% were dissatisfied due to no action/ nothing was done.

AREAS OF PRIORITY:

High priority areas identified for Council to concentrate on, which rated as having high importance and low satisfaction include:

- Roads
- Stormwater drainage
- Development assessment, and
- Waste collection/ recycling

Areas which rated high satisfaction from residents but lower importance are still considered areas to maintain and promote including:

- Ovals and sporting facilities
- Parks, reserves and gardens
- Playgrounds
- Library
- Community events
- Animal management, and
- Car parking

Executive summary.

COMMUNICATIONS:

The top three ways in which residents currently find out about council matters is via the Communicator Newsletter (44%), word of mouth (38%) and the local newspaper (28%). However there is a disconnect – residents prefer to find out information about Council matters via email (38%), letter box drop (23%), and the Council Newsletter (18%). This would indicate an opportunity for Council to build an email database for cost effective communications. With almost half dissatisfied (45%) with Council consultation and the way in which Council currently communicates (43%), there is an opportunity to improve this rating by communicating in the way residents prefer.

LIKELIHOOD TO RECOMMEND:

When asked how likely residents are to recommend living in Adelaide Plains Council to friends or family (Net Promoter Score) the highest proportion of detractors (those who would not recommend Council) are aged between 35-59 years and also having lived in the area for more than 20 years.

18% of residents are promoters of Adelaide Plains Council as a good place to live, whereas 49% are detractors. An opportunity exists to convert the “neutral” residents into promoters and decrease the number of detractors through Council’s services identified as important in this research and improved consultation and communications.

SATISFACTION BY SEGMENTS:

From a business perspective, the business owner segment (n=50) was relatively dissatisfied (55%) with the support Council provides to local business compared to the general population reporting 35% dissatisfaction levels.

Residents rated the performance of Council staff higher (35% positive rating) than that of the Elected members (14%). More than two thirds of residents also indicated they intend to vote in the upcoming November Local Government Election (65%).

AREAS OF FUTURE FOCUS:

Flood prevention, health services, employment, township growth and rejuvenation, attractive streets and open spaces, aged care accommodation, heritage conservation and youth services rated highly on social and environment issues facing Council for future planning. These areas should be noted as having significant importance to the community of Adelaide Plains Council. In addition to the aforementioned areas of importance, residents also listed improving roads, paths and cycle paths, better waste collection and stormwater drainage as areas that concern them in the district.



Strategic Plans



Strategic Plan – Top 3 Insights.

Council Services (Council Strategic Plan 4.1.4)

Residents were most satisfied with the following Council services:

- Library
35% satisfied, 3.4
- Ovals and sporting facilities
41% satisfied, 3.2
- Car parking
36% satisfied, 3.2
- Playgrounds
35% satisfied, 3.0

Improvement in roads (14% satisfied) and stormwater drainage (14% satisfied) could increase overall satisfaction with Council services.

Local business support (Council Strategic Plan 4.2.4)

A low level of satisfaction was recorded for the support Council provides to local business:

- 9% satisfied, 2.6

Business owners recorded a high level of satisfaction than the local community:

- 12% satisfied, 2.2

Customer Service, Communication and Consultation (Council Strategic Plan 4.5.4)

Satisfaction with how Council is communicating with the community has improved in the past 12 months:

- Council customer service
30% satisfied, 2.9
 - ✓ Satisfaction increased 17 percentage points (47%) for those who have had contact with Council in the past 12 months
- The way Council communicates
23% satisfied, 2.6
 - ✓ Satisfaction strengthened to 27% for those who have had contact with Council in the past 12 months
- Council consultation
12% satisfied, 2.4

Strategic Plan comparison to 2018.

Council Services (Council Strategic Plan 4.1.4) Satisfaction with top 4 services		Satisfied	Average score
Library	2018	39%	3.4
	2022	35%	3.4
Ovals and sporting facilities	2018	43%	3.3
	2022	41%	3.2
Car parking	2018	38%	3.2
	2022	36%	3.2
Playgrounds	2018	34%	3.1
	2022	34%	3.0

Local business support (Council Strategic Plan 4.2.4)		Satisfied	Average score
All respondents	2018	10%	2.5
	2022	9%	2.6
Business owners	2018	2%	1.8
	2022	14%	2.2

Customer Service, Communication and Consultation (Council Strategic Plan 4.5.4)			Satisfied	Average score
Council Customer Services	All respondents	2018	30%	2.8
		2022	30%	2.9
	Had contact in previous 12 months	2018	35%	2.9
		2022	47%	3.2
The way Council communicates	All respondents	2018	24%	2.6
		2022	23%	2.6
	Had contact in previous 12 months	2018	25%	2.6
		2022	27%	2.8
Council consultation	All respondents	2018	19%	2.4
		2022	12%	2.4

Council Services.

4.1.4 Measuring Progress : Council Performance

- Community Survey - Our community positively rates the provision of services and facilities

It is important to note that areas which garnered high satisfaction from residents but were considered of lower importance are still vital areas to maintain and promote including, library services, car parking, parks, ovals and sporting facilities, parks, reserves and gardens, playgrounds, community events, and animal management.

Roads and stormwater drainage are two clear opportunities for Council to increase satisfaction from its residents, as both recorded a very high level of importance and low levels of satisfaction.

Roads

Over half were dissatisfied with the roads (59%) with those aged 60+ (43%) more likely to be dissatisfied.

- Improve/more roads

The majority of the comments in regards to improving the roads are focused on road maintenance, with respondent also referring to unsealed roads. There is a general perception that the roads are unsafe.

Stormwater Drainage

Approximately half (52%) were dissatisfied with the Stormwater Drainage. An average score of 2.4 was achieved.

However, older respondents (aged 60+, 25%) were more likely to be satisfied than other age groups.

- Need to address flood/ irrigation/ flood plain

From the verbatim in question 21, respondents indicated that the development of the flood plain was dissatisfactory.

Local Business Support.

4.2.4 Measuring Progress : Council Performance

- Community Survey – Community satisfaction of Council supporting local businesses

To ensure accurate reporting on this key point, the satisfaction ratings from the business owner segment have been isolated, as this is the group most affected by the Council's local business support.

The average rating of satisfaction provided by business owners is 2.2 - total dissatisfied 55%. This is lower than the average satisfaction score by all respondents (2.6), which could be indicative of the perceived level of support that happens in the 'backstage' areas of the business that the general population has no experience with.

Provided rating of 1-5 Don't know excluded	Very satisfied	Satisfied	TOTAL SATISFIED	Neither Satisfied nor Dissatisfied	Not satisfied	Not at all satisfied	TOTAL DISSATISFIED	Mean
Business Owners (n=50)	0%	14%	14%	31%	17%	37%	55%	2.2
All respondents (n=186)	1%	14%	15%	50%	19%	16%	35%	2.6

Customer Service, Communication and Consultation.

4.5.4 Measuring Progress : Organisation Performance Indicator

- Community Survey – Community satisfaction regarding Council's customer service, communication, consultation, processes and Elected Member representation

Council customer service

Approximately a third (30%) of respondents were satisfied with the customer service from the council. Satisfaction rose significantly for those who have had contact with the Council in the previous 12 months (47%).

Using the verbatim from question 13, several key aspects have been identified as the root for this relatively low satisfaction level:

- No action, nothing was done
- Inconsiderate and uncooperative staff.
- Not replying in a timely manner.
- Enquiry not followed up.

The way the council communicates with you

Less than a quarter were satisfied with council communication (23%), rising 4pp to 27% for those who had contact in the previous 12 months.

Comments from question 17 indicated that satisfaction levels are primarily influenced by staff not being proactive and lack of communication.

Council consultation

Very low satisfaction with council consultation (12%), rising to 16% for those who had contact.

Using the verbatim from question 22, it can be understood that this dissatisfaction is primarily related to the transparency of the council on various decisions, such as rubbish collection and community projects.

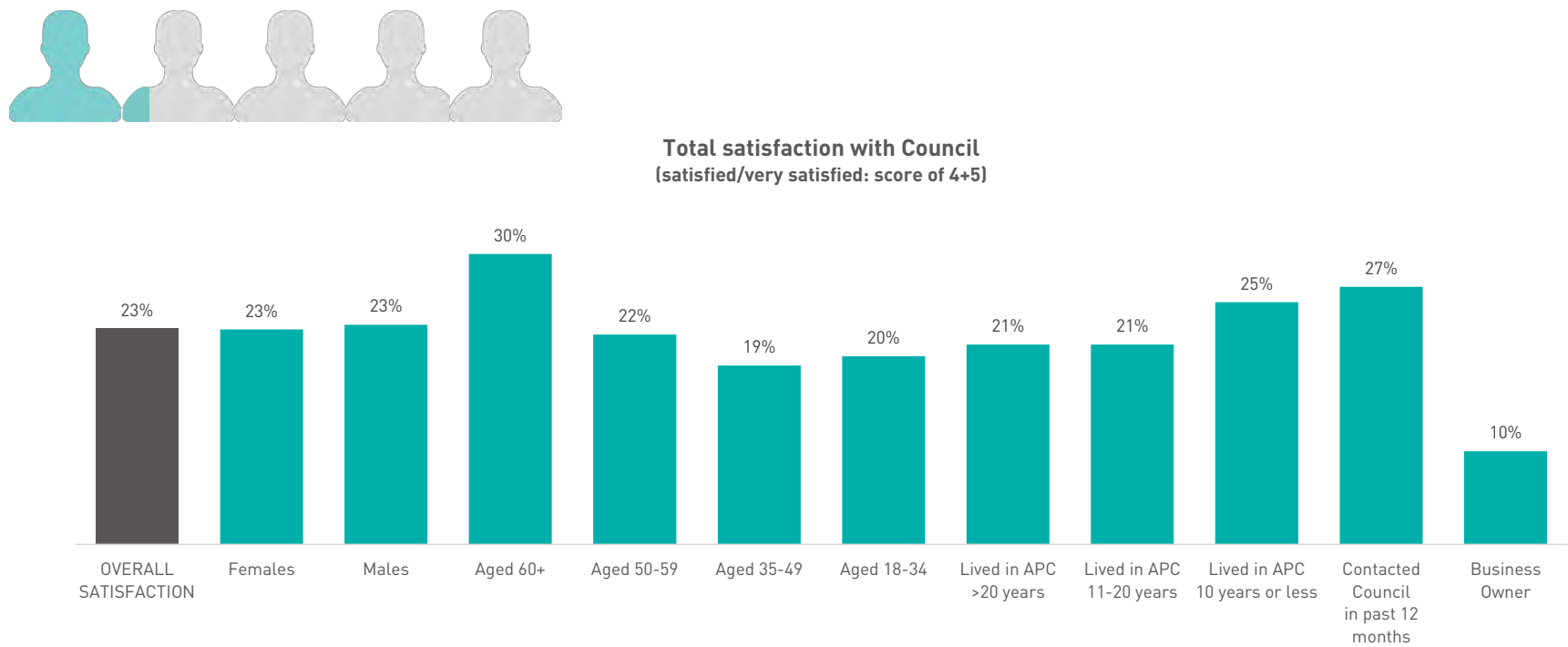


SATISFACTION WITH COUNCIL

MCGREGOR **TAN**
RESEARCH. STRATEGY. SOLUTIONS.

Overall satisfaction.

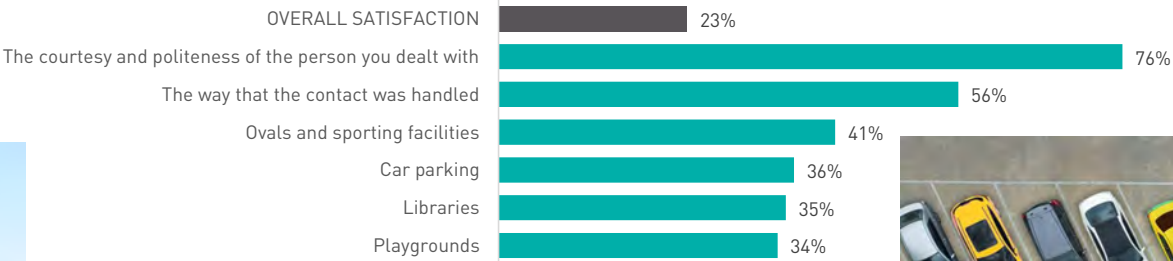
Over 1 in 5 residents are satisfied with the Adelaide Plains Council



ADELAIDE PLAINS COUNCIL | AUGUST 2022

Q2 How do you rate your overall level of satisfaction with Adelaide Plains Council, where 1 is not at all satisfied and 5 is very satisfied? [D2, D3, Q1, Q9, D4]
Q2 How do you rate your overall level of satisfaction with Adelaide Plains Council, where 1 is not at all satisfied and 5 is very satisfied? [Q3, Q5, Q6, Q9]

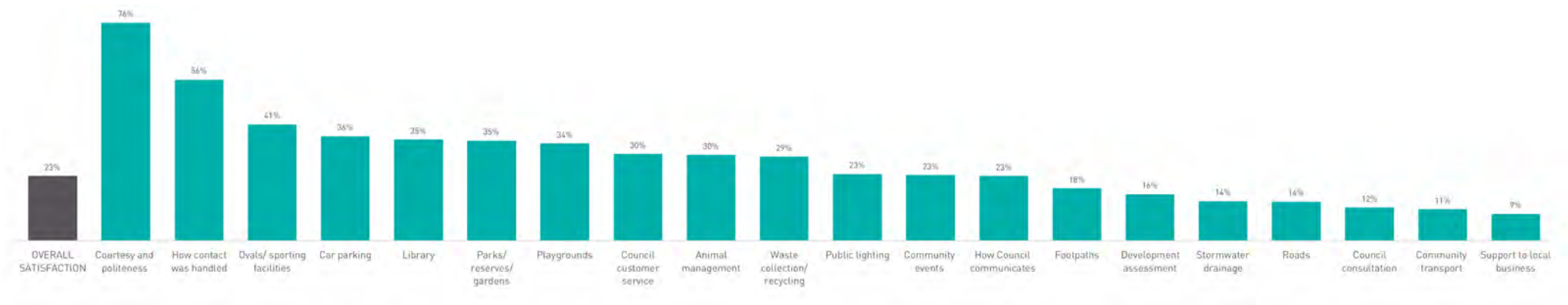
Top areas of satisfaction.



ADELAIDE PLAINS COUNCIL | AUGUST 2022

Satisfaction summary of Council and services.

Satisfaction with Council and Services
(satisfied/very satisfied: score of 4+5)

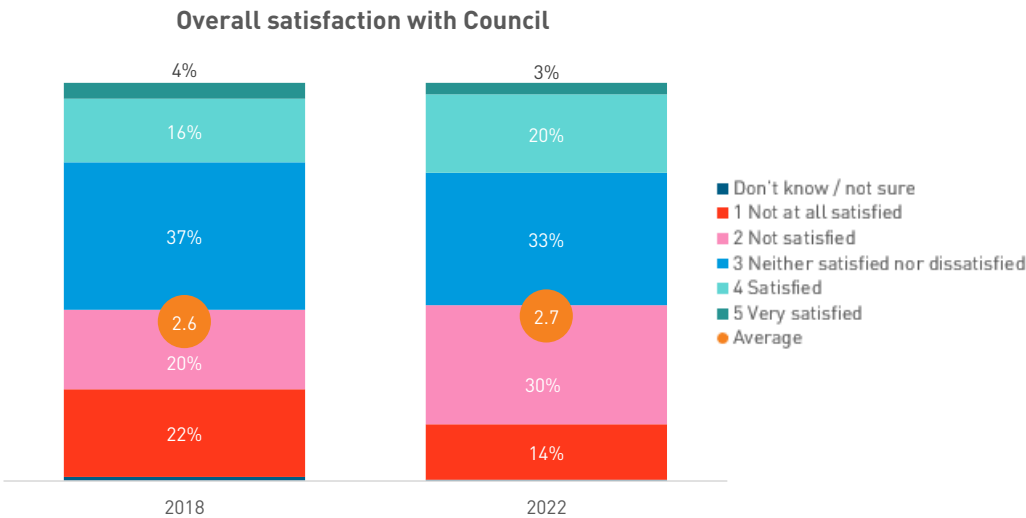


ADELAIDE PLAINS COUNCIL | AUGUST 2022

Q2 How do you rate your overall level of satisfaction with Adelaide Plains Council, where 1 is not at all satisfied and 5 is very satisfied? [D2, D3, Q1, Q9, D4]
Q2 How do you rate your overall level of satisfaction with Adelaide Plains Council, where 1 is not at all satisfied and 5 is very satisfied? [Q3, Q5, Q6, Q9]

Over one in five residents are satisfied with the Adelaide Plains Council.

Females were more dissatisfied (52%) than males (36%).



ADELAIDE PLAINS COUNCIL | AUGUST 2022

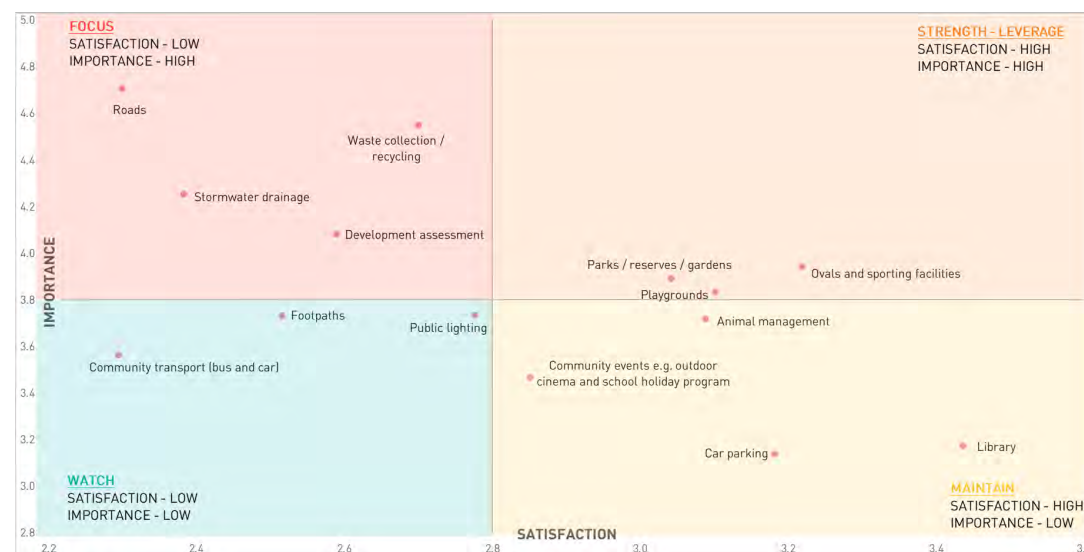
Q2 How do you rate your overall level of satisfaction with Adelaide Plains Council, where 1 is not at all satisfied and 5 is very satisfied? Base: All respondents (n=300)

RATING LEVEL: Extremely High: 4.5 and above High: 4.0 – 4.4 17
Moderate: 3.5 – 3.9 Mixed: 2.5 – 3.4 Low: 2.4 and below

Focus on roads, waste collection, stormwater drainage and development assessment.

In order to have higher satisfaction, the Council should focus on the services that are important but have lower satisfaction;

- Roads → Continues to remain in the Focus quadrant; *the lack of improvement to roads/ paths and cycle paths are concerns*
- Waste collection / recycling → Dropped from Strength to Focus in 2022 – due to a slight decline in satisfaction; *waste collection; tidiness of area and fees for rubbish collection are concerns*
- Storm water drainage → Continues to remain in the Focus quadrant but has slightly increased on satisfaction
- Development assessment → Continues to remain in the Focus quadrant due to a decline in level of satisfaction
- Ovals and sporting facilities → Increased from Maintain to Strength
- Parks / reserves/ gardens → Increased from Maintain to Strength
- Playgrounds → Increased from Maintain to Strength
- Public lighting → Continues to remain in Watch, although there is a slight increase in satisfaction
- Footpaths → continues to remain in Watch, a slight increase in satisfaction has been recorded
- Animal management → Dropped from Strength to Maintain due a decline in importance
- Community transport → continues to remain in Watch, although there is a slight increase in satisfaction
- Community events → continues to remain in Maintain
- Library → continues to remain in Maintain



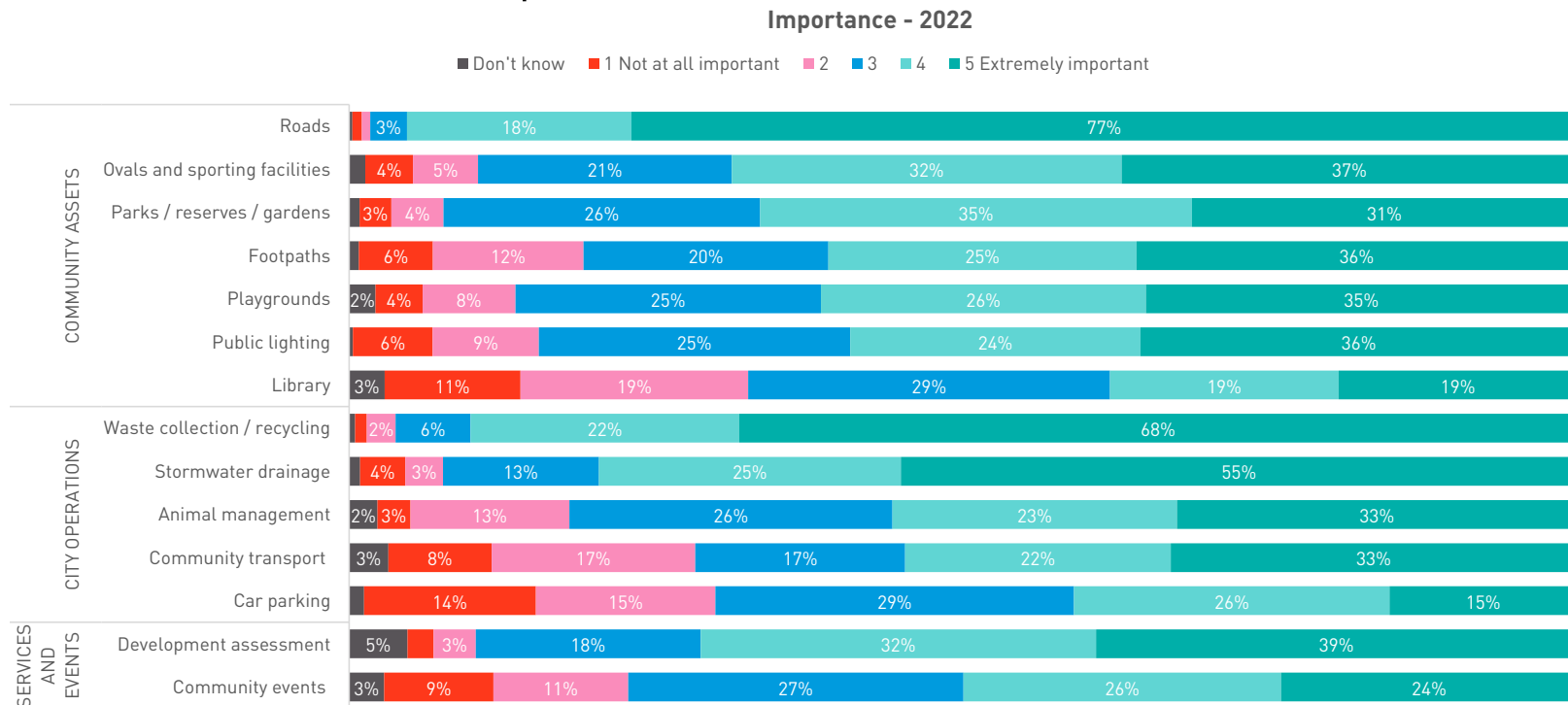
*The cross section was determined by the overall average importance and overall average satisfaction. Therefore, all placings within the quadrants are relative to each other. 'Low' does not necessarily mean low satisfaction only lower than the other variables tested.

ADELAIDE PLAINS COUNCIL | AUGUST 2022

18

3a. Using a scale of 1 to 5, with 1 being not at all important and 5 being extremely important, how important do you think the following are? Base: All respondents (n=300)
 3b. Now using a scale of 1 to 5, where 1 is not at all satisfied and 5 is extremely satisfied, how satisfied are you with the following? Base: All respondents (n=300)

Roads, waste collection/ recycling, stormwater drainage, and development assessment were most important.



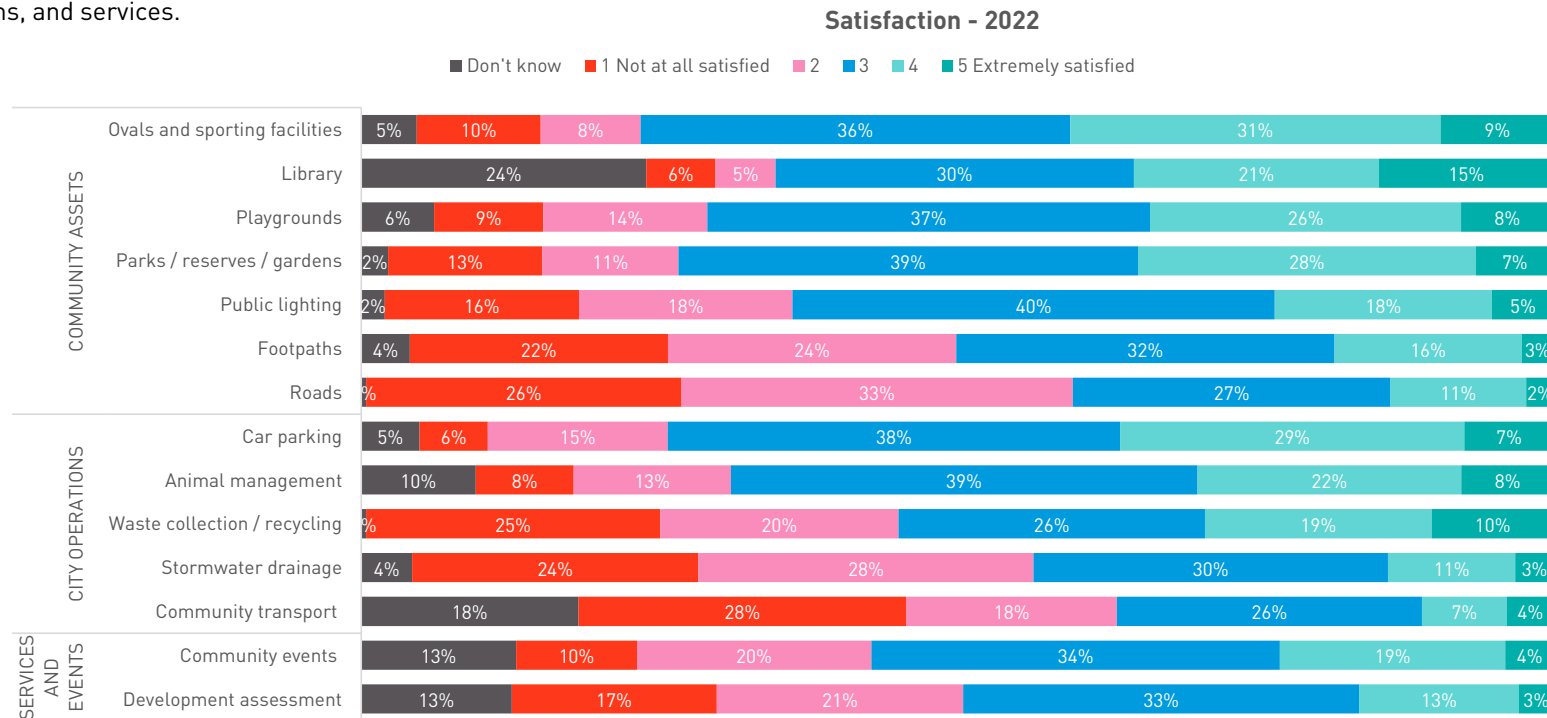
ADELAIDE PLAINS COUNCIL | AUGUST 2022

3a. Using a scale of 1 to 5, with 1 being not at all important and 5 being extremely important, how important do you think the following are? Base: All respondents (n=300)

RATING LEVEL: Extremely High: 4.5 and above High: 4.0 – 4.4 19
Moderate: 3.5 – 3.9 Mixed: 2.5 – 3.4 Low: 2.4 and below

Residents most satisfied with recreational and botanic areas, the library, and parking facilities.

Females were more likely to be satisfied with libraries [45%], while those aged 60+ were more likely to indicate high levels of satisfaction across all Council assets, operations, and services.



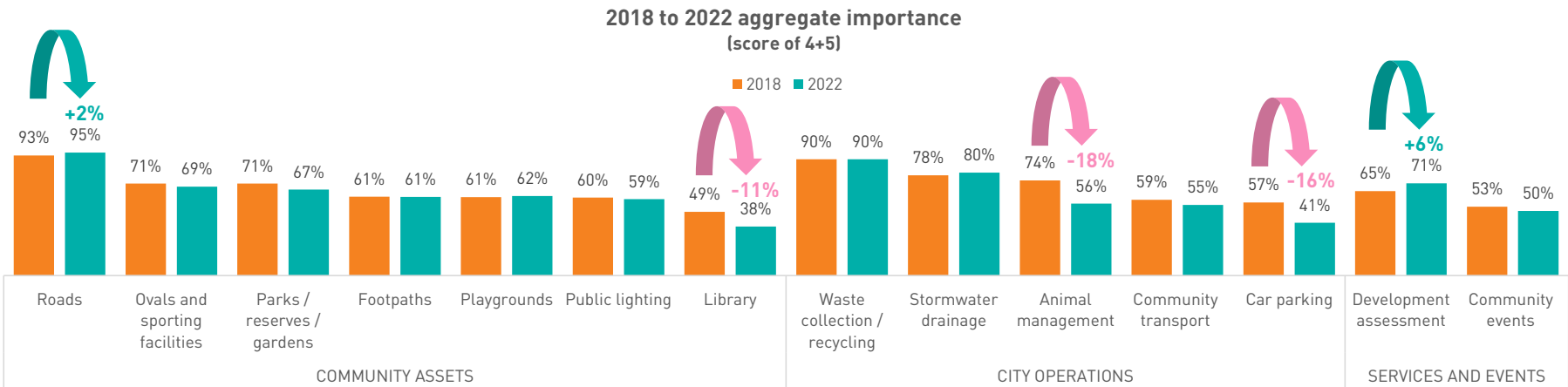
ADELAIDE PLAINS COUNCIL | AUGUST 2022

3b. Now using a scale of 1 to 5, where 1 is not at all satisfied and 5 is extremely satisfied, how satisfied are you with the following? Base: All respondents (n=300)

RATING LEVEL: Extremely High: 4.5 and above High: 4.0 – 4.4 20
Moderate: 3.5 – 3.9 Mixed: 2.5 – 3.4 Low: 2.4 and below

Levels of importance assigned to roads and development assessment increased slightly from 2018.

The importance placed on libraries, animal management, and car parking decreased over the past 4 years.



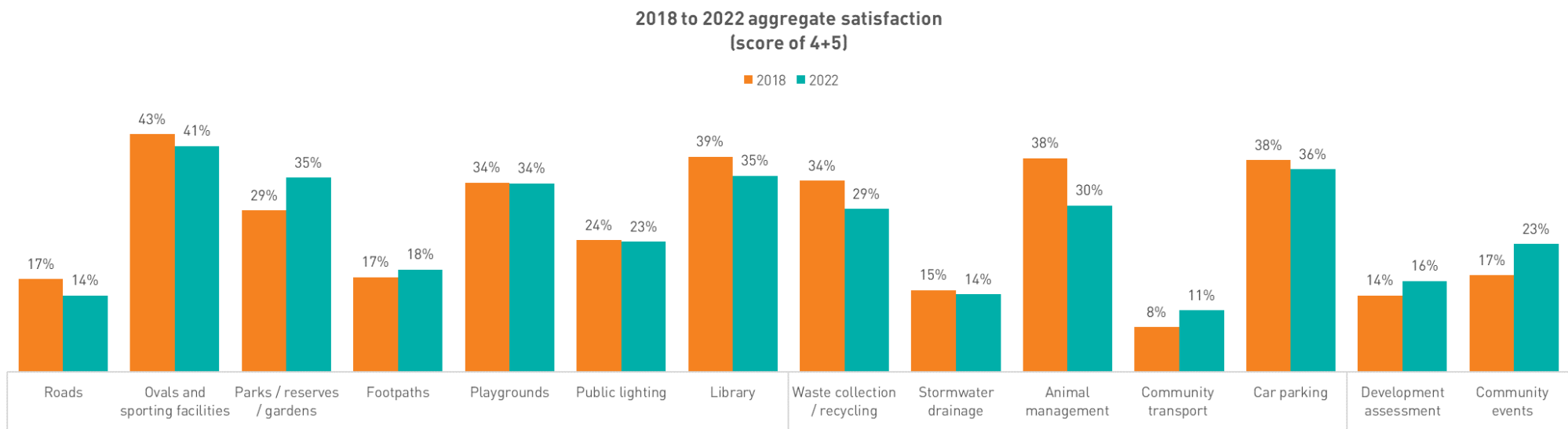
ADELAIDE PLAINS COUNCIL | AUGUST 2022

3a. Using a scale of 1 to 5, with 1 being not at all important and 5 being extremely important, how important do you think the following are? Base: All respondents (n=300)

RATING LEVEL: Extremely High: 4.5 and above High: 4.0 – 4.4 21
Moderate: 3.5 – 3.9 Mixed: 2.5 – 3.4 Low: 2.4 and below

Satisfaction increased for parks, reserves, and gardens, community transport, development assessment and community events.

Satisfaction for waste collection/ recycling has decreased by 5% from 2018, along with animal management (-8pp).

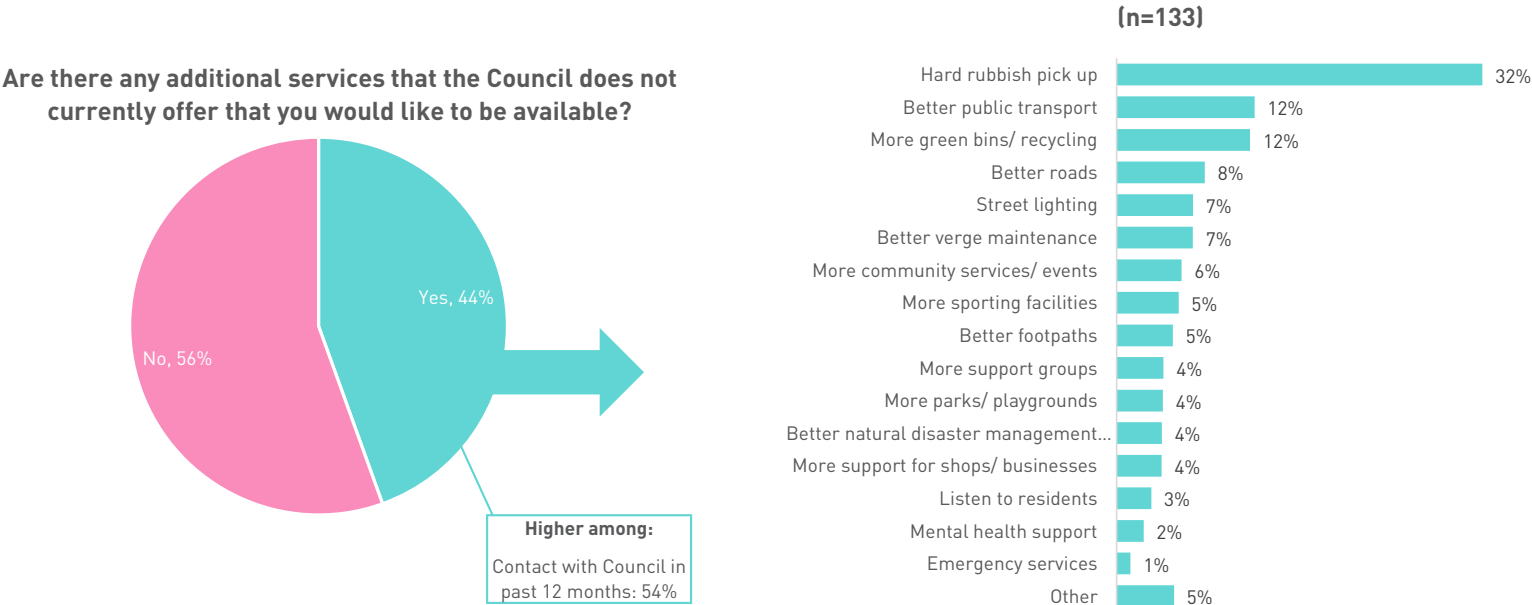


ADELAIDE PLAINS COUNCIL | AUGUST 2022

3b. Now using a scale of 1 to 5, where 1 is not at all satisfied and 5 is extremely satisfied, how satisfied are you with the following? Base: All respondents (n=300)

RATING LEVEL: Extremely High: 4.5 and above High: 4.0 – 4.4 22
Moderate: 3.5 – 3.9 Mixed: 2.5 – 3.4 Low: 2.4 and below

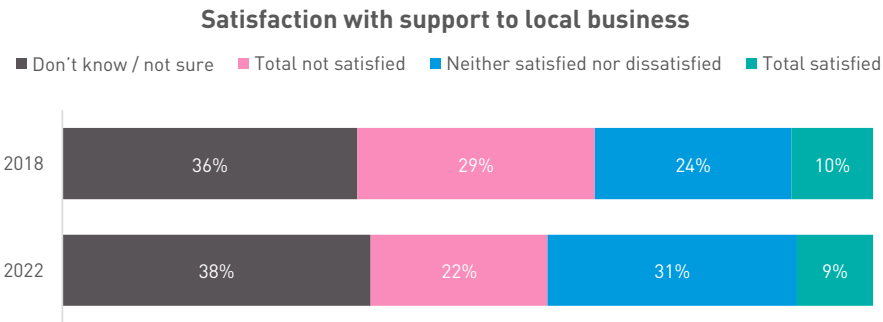
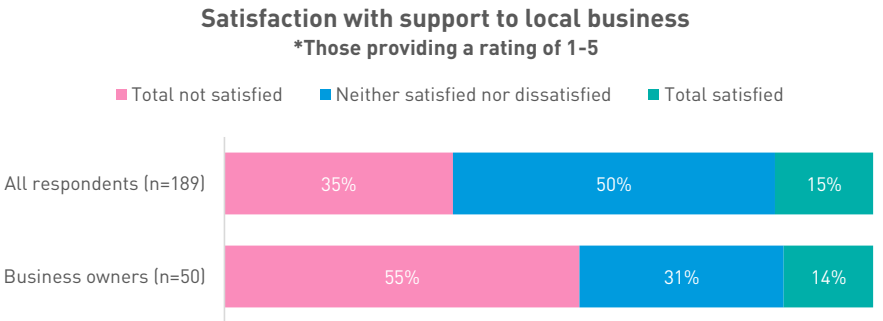
Over three in ten of those who would like the council to offer additional services would like hard rubbish pick up to be included.



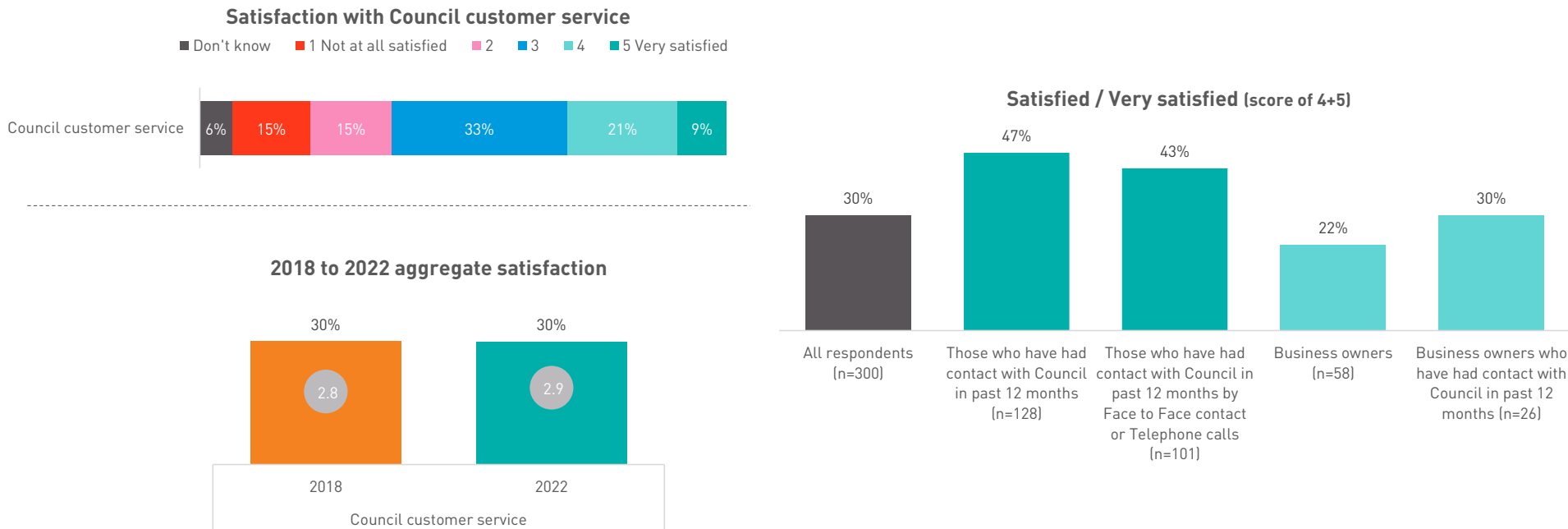
Over half of the business owners were dissatisfied with the council’s support for local businesses.

Residents who provided a satisfaction rating (15%) indicated they were satisfied with the support the Council provides to local businesses. However, half (50%) were neither satisfied nor dissatisfied and over a third (35%) stated they were dissatisfied.

The satisfaction ratings exclusively from the business owner segment have been isolated, as this is the group most affected by the Council’s local business support. The average rating of satisfaction achieved by this group is a low score of 2.2 (14% satisfied), with the total dissatisfaction at 55%. This is indicative of the perceived level of support that happens in the ‘backstage’ areas of the business that the general population has no experience with.



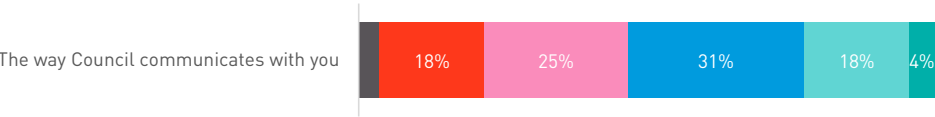
Three in ten are satisfied with the Council’s customer service.



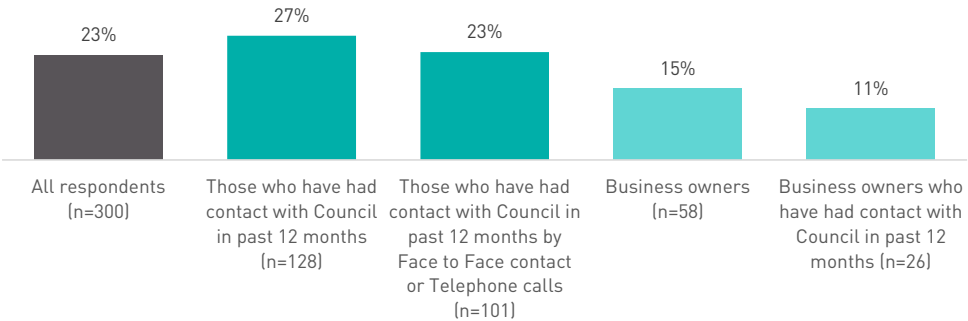
Over one in five were satisfied with the way the Council communicates with them.

Satisfaction with the way Council communicates

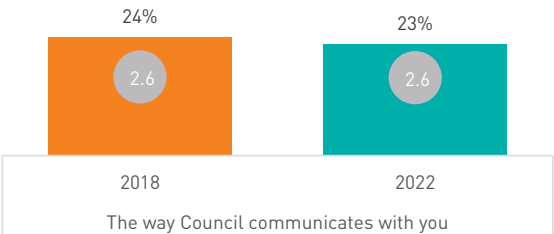
■ Don't know ■ 1 Not at all satisfied ■ 2 ■ 3 ■ 4 ■ 5 Very satisfied



Satisfied / Very satisfied (score of 4+5)



2018 to 2022 aggregate satisfaction

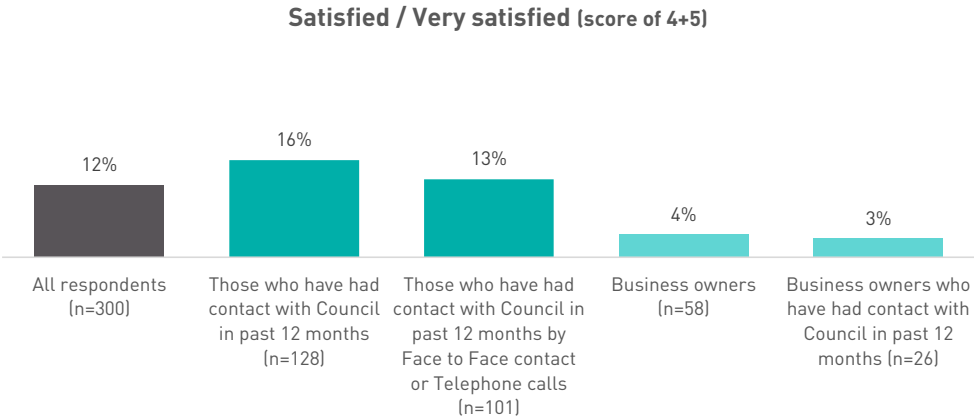
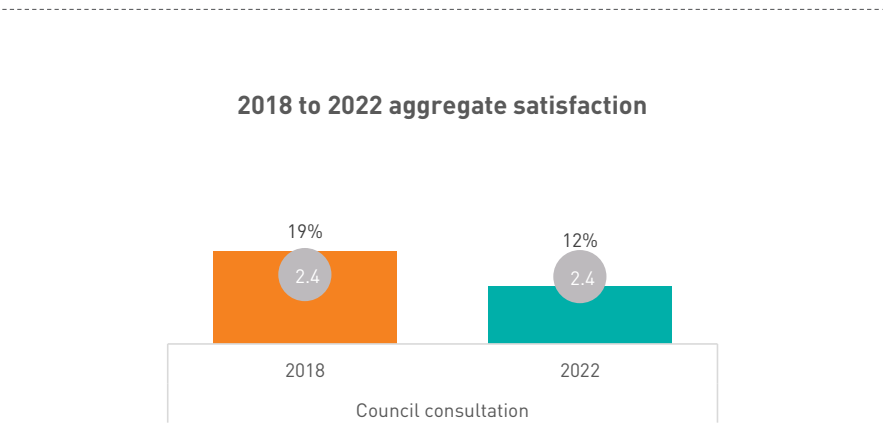
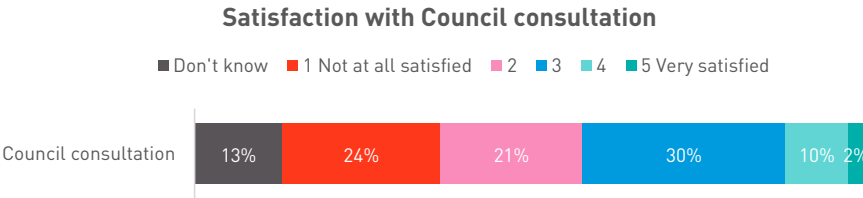


ADELAIDE PLAINS COUNCIL | AUGUST 2022

Q6 How satisfied are you with the following aspects of Council communication with you, where 1 is not at all satisfied and 5 is very satisfied? Base: All respondents (n=300)

RATING LEVEL: Extremely High: 4.5 and above High: 4.0 – 4.4 26
Moderate: 3.5 – 3.9 Mixed: 2.5 – 3.4 Low: 2.4 and below

Over one in ten are satisfied with Council consultation.



ADELAIDE PLAINS COUNCIL | AUGUST 2022

Q6 How satisfied are you with the following aspects of Council communication with you, where 1 is not at all satisfied and 5 is very satisfied? Base: All respondents (n=300)

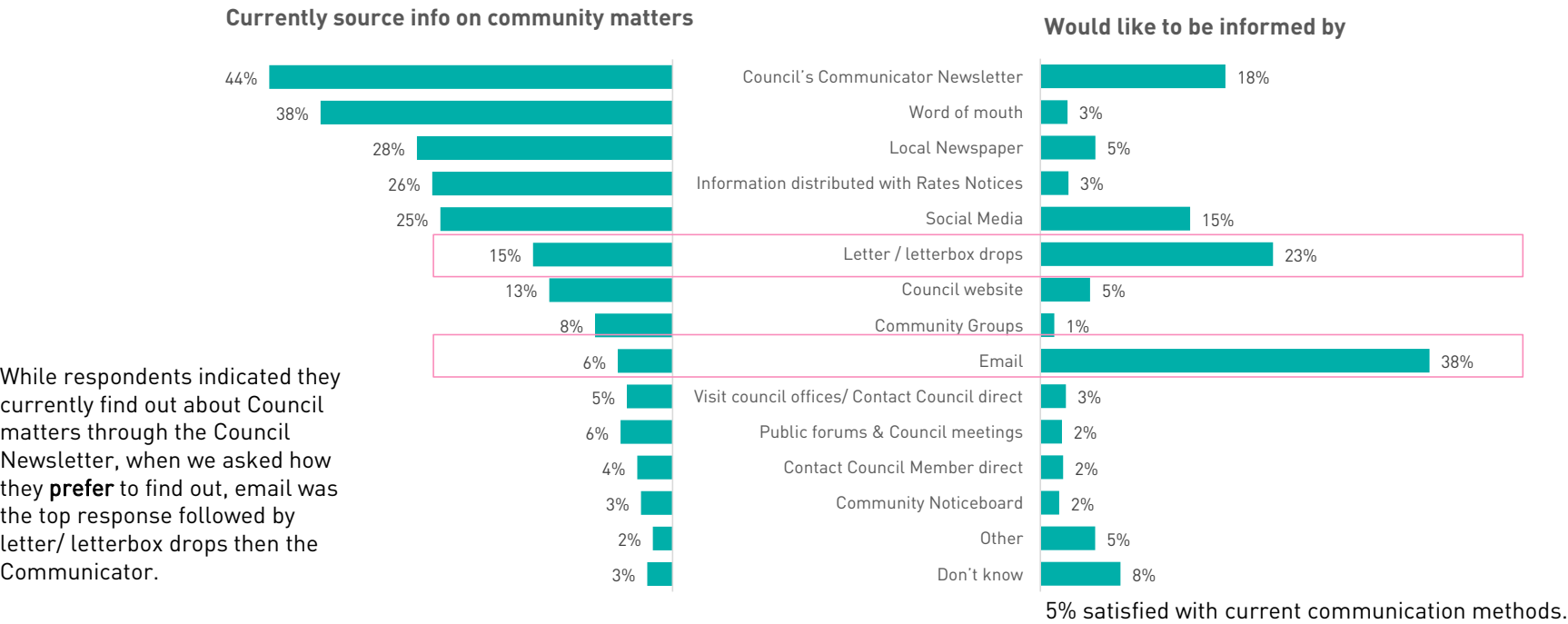
RATING LEVEL: Extremely High: 4.5 and above High: 4.0 – 4.4 27
Moderate: 3.5 – 3.9 Mixed: 2.5 – 3.4 Low: 2.4 and below



COMMUNICATION AND CONTACT

MCGREGOR **TAN**
RESEARCH. STRATEGY. SOLUTIONS.

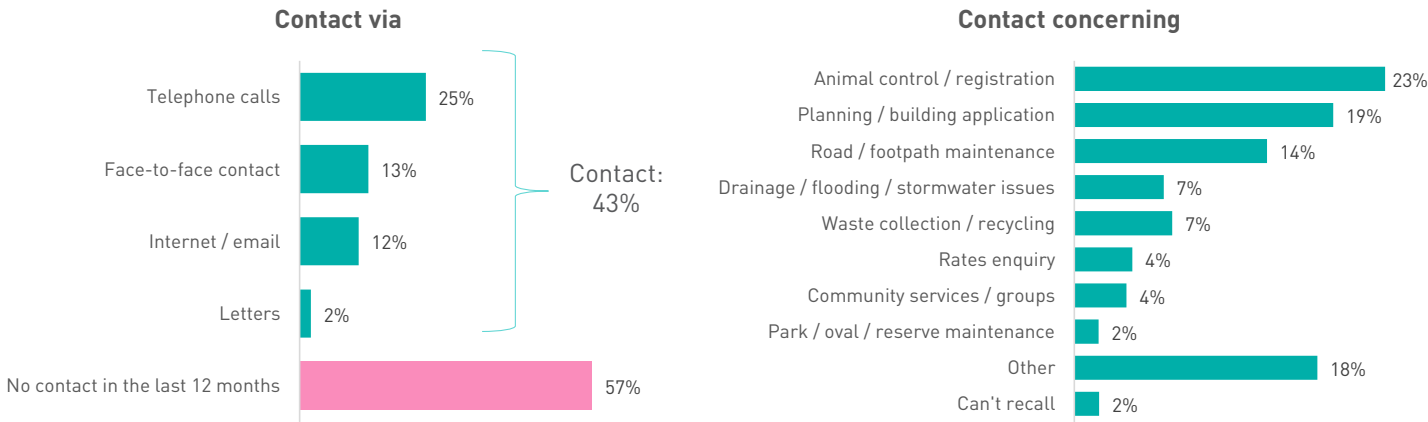
Email is the most preferred method for communication.



ADELAIDE PLAINS COUNCIL | AUGUST 2022
Q7 How do you currently find out about Council matters? Base: All respondents (n=300)
Q8 How would you like to be informed about Council matters? Base: All respondents (n=300)

Over two in five contacted the Council in the past 12 months, the majority via telephone or face to face.

Animal control and registration of animals was the main purpose of respondent’s last contact with the Council.



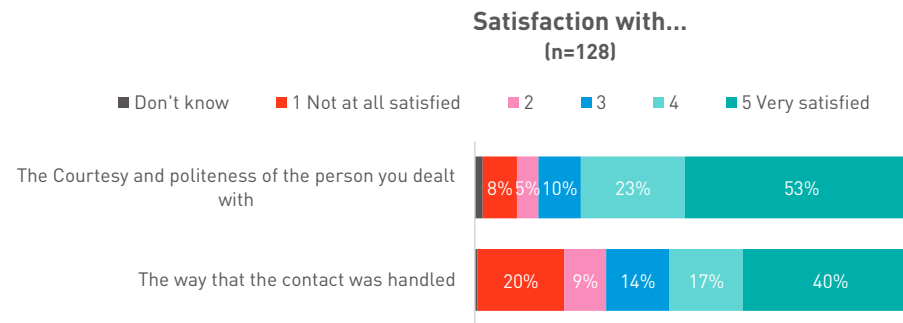
43% Residents have contacted Council in the past 12 months

57% Residents have not contacted Council in the past 12 months

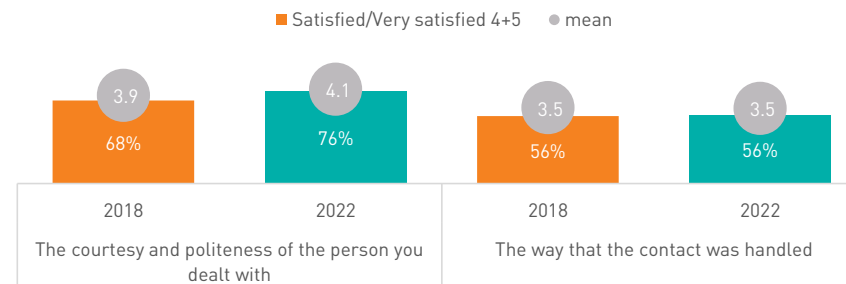
ADELAIDE PLAINS COUNCIL | AUGUST 2022
Q9 Apart from the library service and paying or receiving your rates notice, have you had any contact with the Council in the last 12 months? Base: All respondents (n=300)
Q10 Thinking about the last time you had contact; how did this contact occur?
Q11 What was your last contact with the Council concerning? Base: Contact in last 12 months (n=128)

Satisfaction of courtesy and politeness increased significantly from 2018.

Those aged 50-59 were more likely to indicate they were very satisfied with the way that contact was handled (29%), while business owners were more likely to indicate they were not satisfied (14%).



2018 to 2022 aggregate satisfaction



76%

mean: 4.1

Satisfied with courtesy and politeness of the person they dealt with.

56%

mean: 3.5

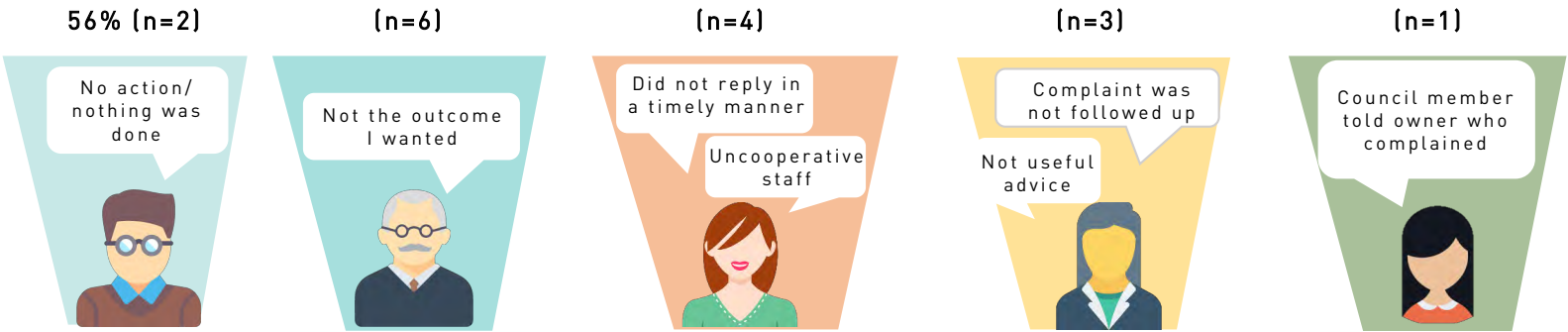
Satisfied with the way the contact was handled.

ADELAIDE PLAINS COUNCIL | AUGUST 2022

Q12 On a scale of 1 to 5 where, 1 is not at all satisfied and 5 is very satisfied, how satisfied were you with ...? Base: All respondents (n=128)

RATING LEVEL: Extremely High: 4.5 and above High: 4.0 – 4.4 31
Moderate: 3.5 – 3.9 Mixed: 2.5 – 3.4 Low: 2.4 and below

No action, nothing was done was the main reason for dissatisfaction with the performance of council staff.



Over a quarter have contacted their Elected members.

Over 60s (38%) were significantly more likely to have contacted their Elected member, as were those who have resided in the Adelaide Plains Council for more than 20 years (39%).

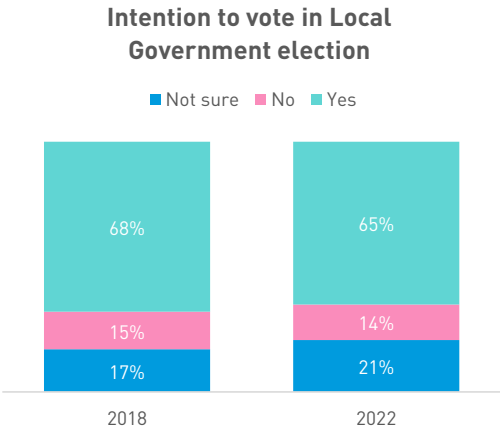




COUNCIL STAFF, MEMBERS AND ELECTIONS

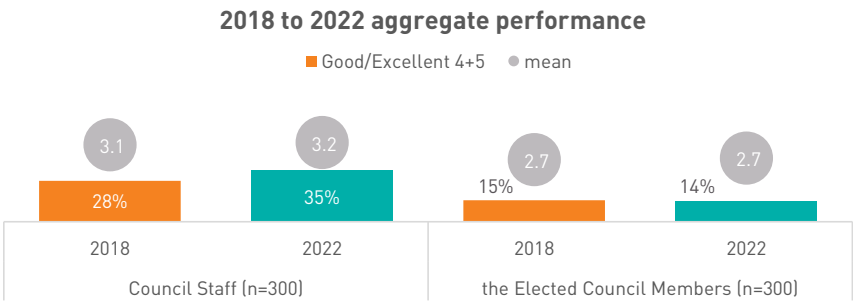
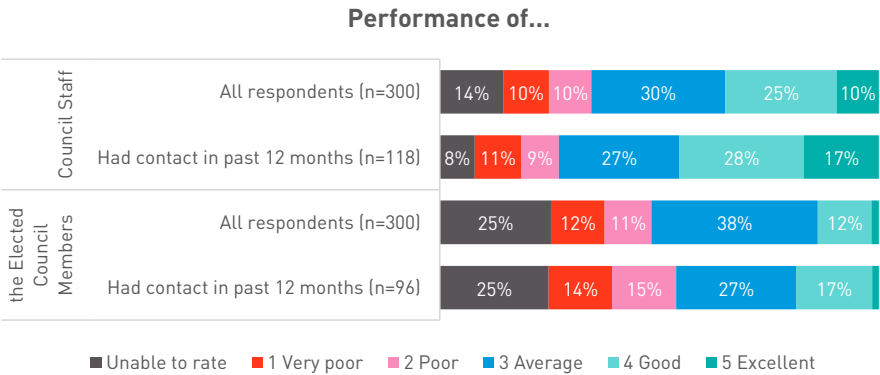
MCGREGOR **TAN**
RESEARCH. STRATEGY. SOLUTIONS.

Intention to vote in the November election is high (65%).



Performance of both Council Staff and Elected Members was scored higher from those who had contact in the past 12 months.

Overall, those rating good or excellent for performance for Council staff, increased 7pp from 2018.



Score of Good/Excellent (4+5)

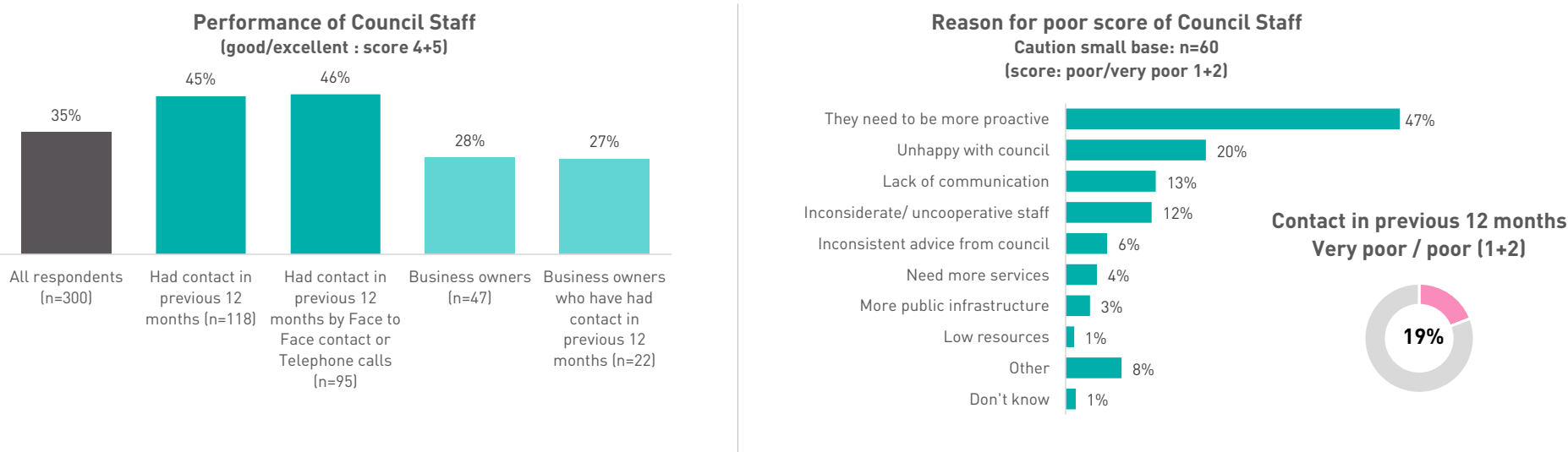
Council Staff
35% All respondents
45% Contacted

Elected Member
14% All respondents
19% Contacted

Almost half of those who contacted Council Staff were satisfied – 45%.

One in five provided a poor or very poor score for the performance of Council Staff (19%; n=24), when asked why, most comments centered around staff needing to be more proactive, they were unhappy with Council and the lack of communication.

Business owners with contact (35%) were more likely to score poor or very poor compared to residents (19%).



Council Staff

They need to be more proactive

Rarely respond to complaints.

Do not respond to correspondence and have lack of local knowledge as do not reside in the region.

Not proactive, not involved in Parham.

Out of touch, do not follow up on matters. Only worry how the council will fix their own issues.

Not had anything done to our roads in 25 years.

The lack of work and not keeping promises. Every dealing with them has been difficult. 12 weeks to get approval for shed when others council can do it in a day or week. List goes on and on.

Unhappy with council

Not trained properly. Poor enthusiasm/don't care for citizens.

Council members that actually leave the office to work. More locals employed at council. More invested back into town and rate payers.

They are not up to date with our requirements, they are falling behind.

Very biased council around development of Dublin, seems the council is against growth.

Lack of communication

When we make enquires e.g. the condition of the road, there is no follow-up by a staff member.

Minimal services. No follow up. No communication.

I feel that there is poor communication and difficulty in contact. I do not feel that they are visual enough.

Too busy with other matter, they always answer not my issue.

Inconsiderate/ uncooperative staff

Haven't been in for a while after the last couple of times, the staff were abrupt and rude and I had to bring in the rest of the family to deal with them.

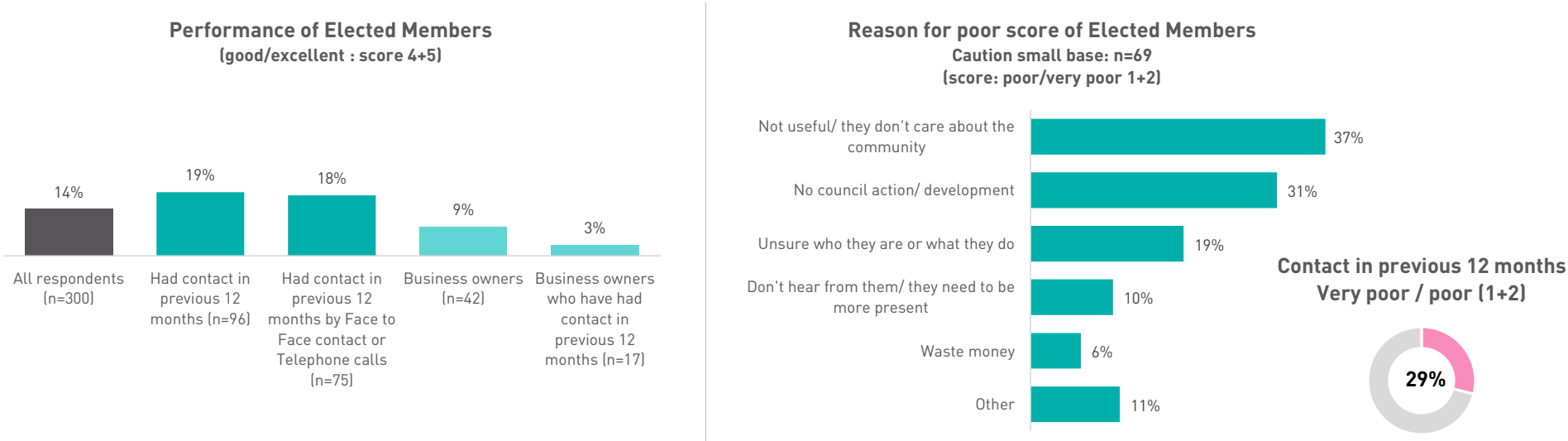
I do not have any idea who they are and when I call them, they are very rude.

Unhelpful when contacted.

More were dissatisfied with Elected Members than satisfied.

Almost 3 in 10 provided a poor or very poor score for the performance of Elected Members (29%, n=69), when asked why, reasons were they are not useful or don't care about the community and there is no council action or development.

Business owners who had contacted the Council were more likely to score poor or very poor compared to residents (29%).



ADELAIDE PLAINS COUNCIL | AUGUST 2022

Q16 On a scale of 1 to 5 where 1 means very poor, 3 means average and 5 means excellent, what rating would you give the.... Base: All respondents (n=300)
Q18 You scored Council poor or very poor (code 1 or 2) for the performance of the Elected Members, why is that? (n=69)

Elected Members

Not useful/ they don't care about the community

Can tell that certain members are only there for their own reasons rather than helping the community. Certain members not even living in the area, just owning properties. Not proper consultations about certain issues brought up by citizens.

They do not care.

The majority of the councilors are uninterested in smaller areas, e.g., Middle Beach. The focus is very much on Two Wells and Germantown Rd, Williamstown Rd, Gawler River Rd and creating new roads with bitumen for expansion which will generate income.

It appears self interest is motivation for most ... amazing how works are improved where they live.

Council members argue amongst themselves and do not represent the interests of all residents. Concentrate on townships too much.

No council action/ development

Lack of community notification and involvement in plans/ideas/upgrades/fees. Lack of proper arborists to trim trees near power lines. Lack of proper road upgrades. Lack of proper water drainage in driveway accesses.

Nothing seems to happen around here. And the rates are disgusting for what they need to be.

Nothing happens. Nothing gets done. They are old and their priorities are skewed with what the majority of people want these days.

Not active in the community, have never met an elected member.

Unsure who they are or what they do

Don't know who they are.

I have not been made familiar with them; we do not know who they are anymore. You really do not know anything about them.

I have not had one of the elected council members for my ward contact me in the 30 years I have lived at Lewiston.

They don't appear to do anything. I don't even know who is elected.

Know who they are but don't know what they do, 6 monthly feedback please. Dot points.

Don't hear from them/ they need to be more present

Previously mentioned they are not visual enough.

You never see them, You would not know them if you fell over them and a lot of them have their own hidden agendas and when they are finished with what they want, they leave.

No member has returned my emails.

Because I never hear back from them, and I don't believe the one for my area even lives in our ward.

ADELAIDE PLAINS COUNCIL | AUGUST 2022

40

Q16 On a scale of 1 to 5 where 1 means very poor, 3 means average and 5 means excellent, what rating would you give the.... Base: All respondents (n=300)

Q18 You scored Council poor or very poor (code 1 or 2) for the performance of the Elected Members, why is that? (n=69)



NET PROMOTER SCORE

MCGREGOR **TAN**
RESEARCH. STRATEGY. SOLUTIONS.

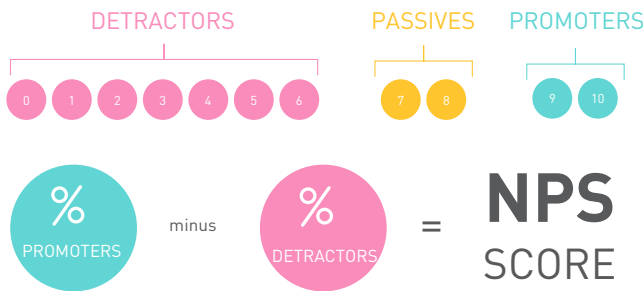
Net Promoter Score

Net Promoter Score®, or NPS®, measures customer experience and loyalty and predicts business growth.

The NPS calculation is based on the answer to a key question, such as: ‘using a 0-10 scale, how likely is it that you would recommend Stoller to friends, family or colleagues as a specialty fertiliser (foliar fertiliser) brand to use?

Respondents are grouped as follows:

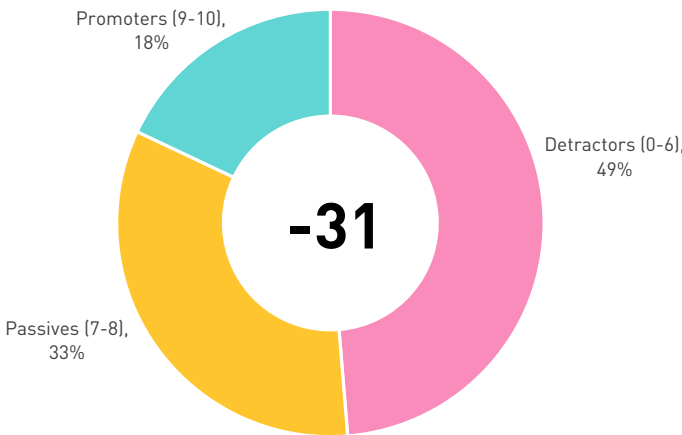
- Promoters (score 9-10) are loyal enthusiasts, or ‘super fans’, who will keep buying and refer others, fuelling growth.
- Passives (score 7-8) are satisfied but unenthusiastic customers who are vulnerable to competitive offerings.
- Detractors (score 0-6) are unhappy customers who can damage your brand and impede growth through negative word-of-mouth.



Adelaide Plains Council achieved a Net Promoter Score (‘NPS’) of -30.7.

This is a significant improvement from 2018 where the NPS was -43.

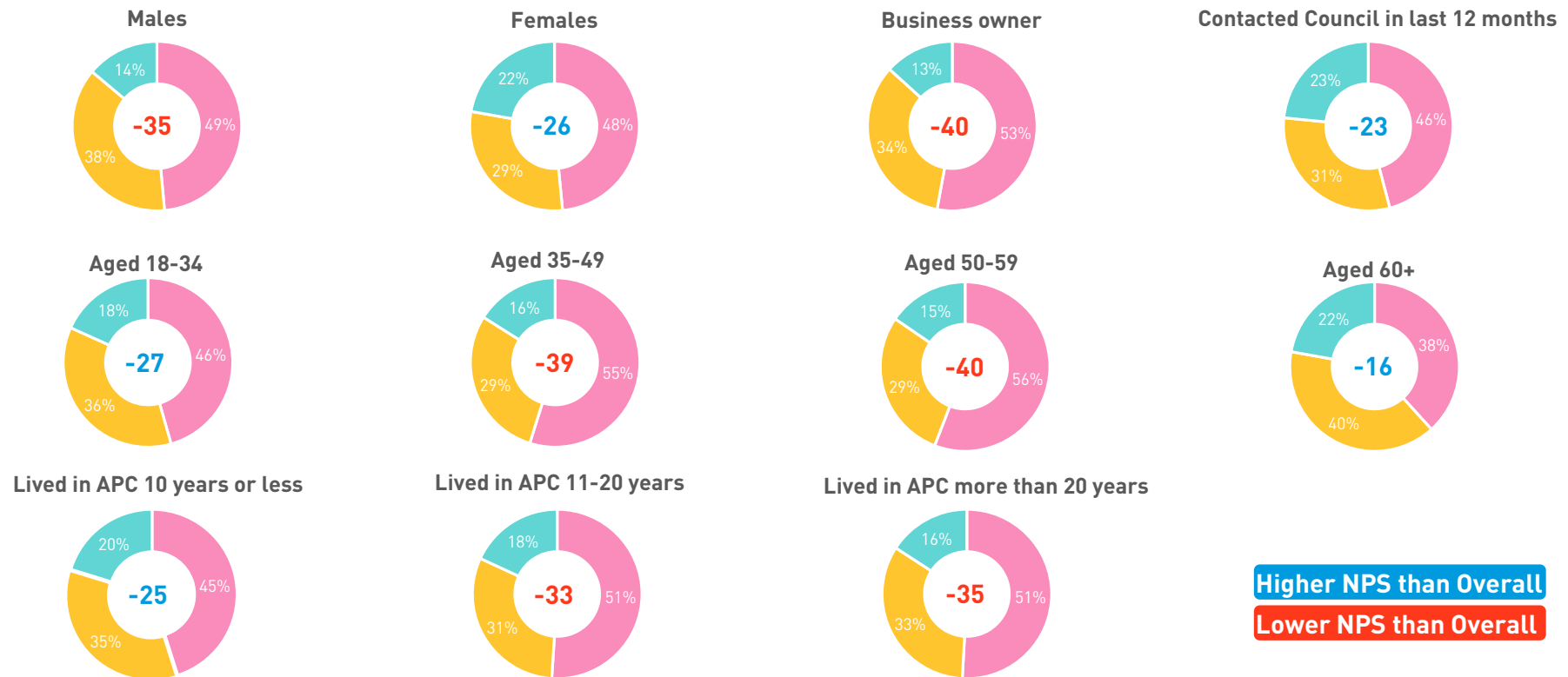
Approximately one in five (18%) of respondents are promoters - highly likely to recommend living in the area.



Overall NPS

-31

NPS is highest among those aged 60+ and lowest for those aged 50-59.



ADELAIDE PLAINS COUNCIL | AUGUST 2022

43

Q19. Using a score of 0 to 10 where 0 is not at all likely 10 is extremely likely, how likely are you to recommend living in the Adelaide Plains Council area to friends or family? Base: All respondents (n=300)



FUTURE PLANNING

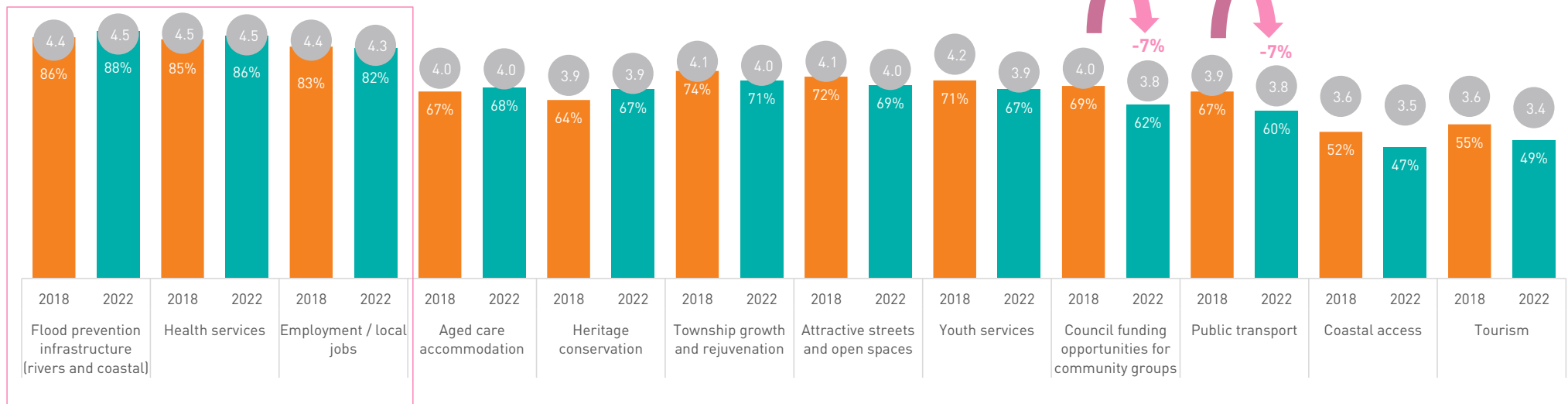


In line with 2018, Flood prevention, Health services and Employment most important to the community in 2022.

Of less importance in 2022 is Council funding opportunities for community groups and public transport.

2018 to 2022 aggregate importance

■ Important 4+5 ● mean

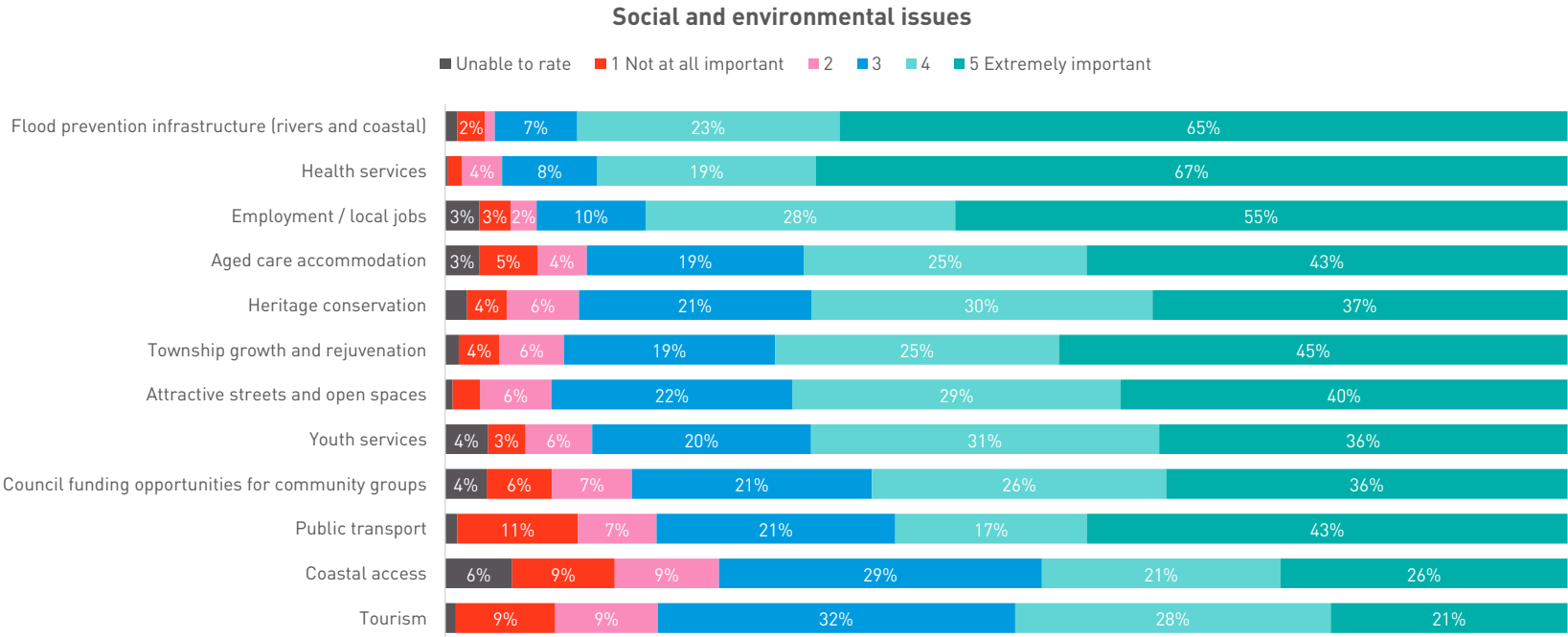


ADELAIDE PLAINS COUNCIL | AUGUST 2022

Q20 Using a scale of 1 to 5, where 1 is not at all important and 5 is extremely important, how important are the following social and environmental issues to you in relation to Council's future planning? Base: All respondents (n=300)

RATING LEVEL: Extremely High: 4.5 and above High: 4.0 – 4.4 45
Moderate: 3.5 – 3.9 Mixed: 2.5 – 3.4 Low: 2.4 and below

Coastal access (47%) and Tourism (49%) were the least important social and environment issues tested.



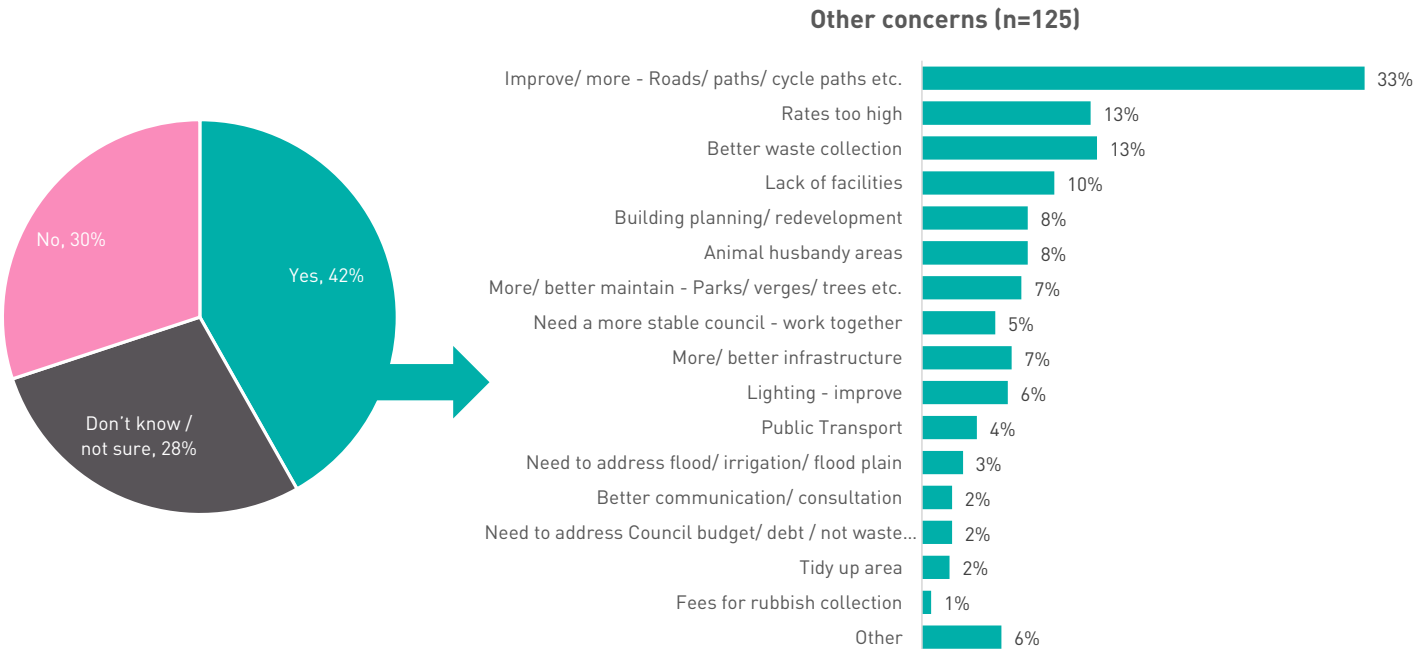
ADELAIDE PLAINS COUNCIL | AUGUST 2022

Q20 Using a scale of 1 to 5, where 1 is not at all important and 5 is extremely important, how important are the following social and environmental issues to you in relation to Council’s future planning? Base: All respondents (n=300)

RATING LEVEL: Extremely High: 4.5 and above High: 4.0 – 4.4 46
Moderate: 3.5 – 3.9 Mixed: 2.5 – 3.4 Low: 2.4 and below

The lack of improvement of roads, paths and cycle paths were the most pressing concern.

More than half of those who have lived in the APC council area for more than 20 years (53%) had other issues that concerned them.



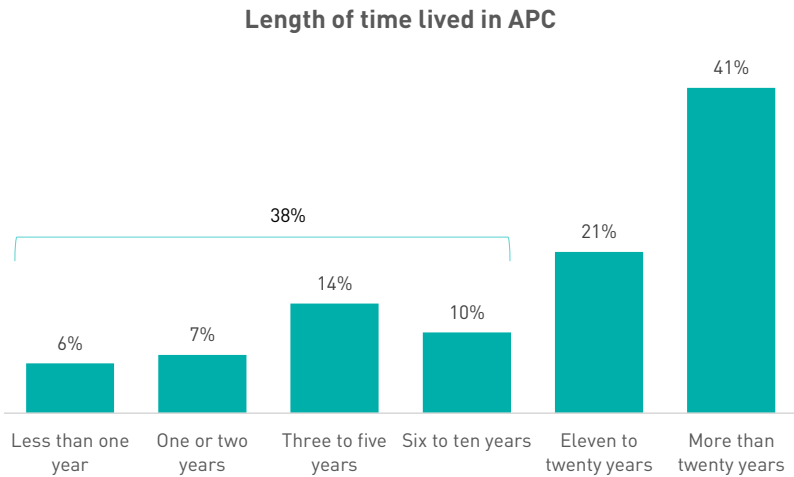
More than four in ten had other issues that concerned them in the Council area.

ADELAIDE PLAINS COUNCIL | AUGUST 2022
Q21 Are there any other issues that concern you in the Council area? Base: All respondents (n=300)
Q21A What other issues concern you? Base: Have concerns (n=125)



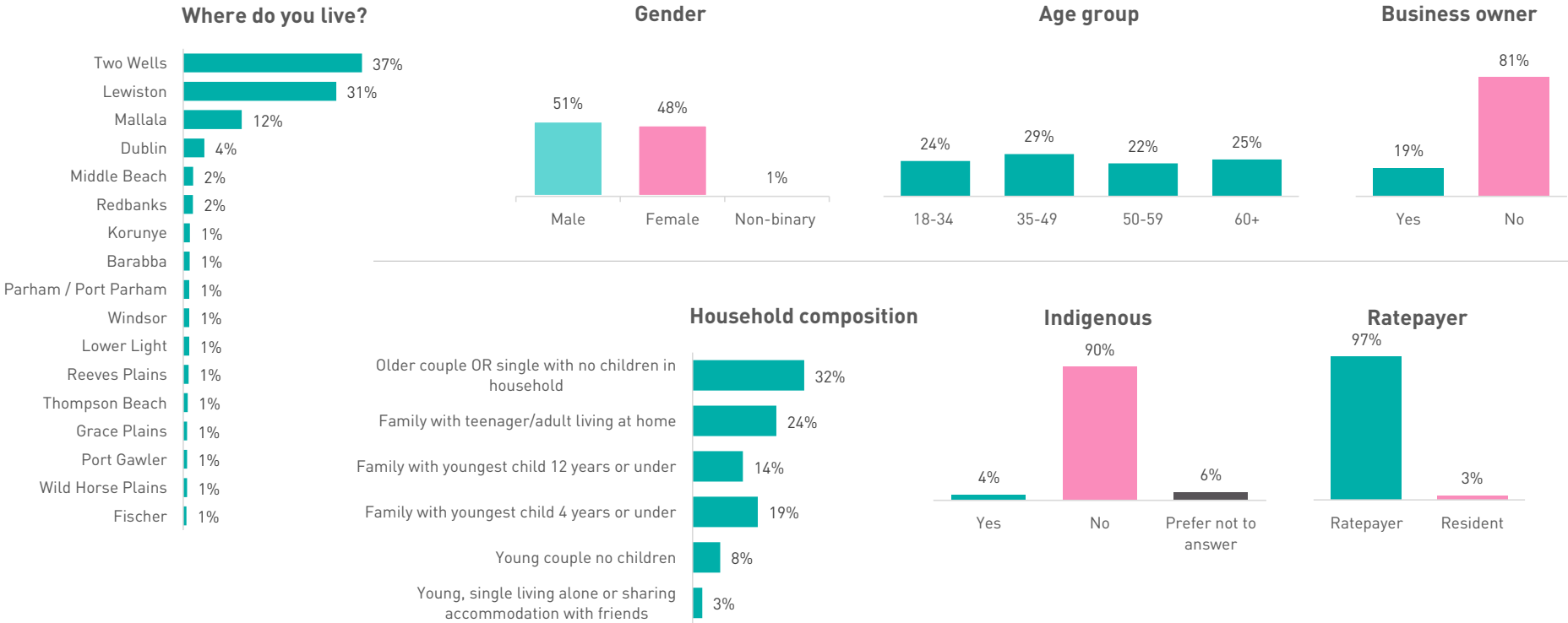
TIME LIVED IN COUNCIL AREA

Approximately two in five have lived in the APC council area for more than 20 years.





APPENDIX 1: RESPONDENT PROFILE





APPENDIX 2: ADDITIONAL COMMENTS

Additional comments.

Additional comments can provide a richness to the open ended questions, but in this report, where possible, comments have all been coded to quantify the responses.

This section lists a selection of responses, made by individual interviewees, which did not fit within the coded responses. These comments are included for completeness, but always remember they are minor responses, negligible in relation to the main, coded data. In other words, remember that these are generally isolated comments, providing flavour but not constituting the main ingredients.

To retain the colour and authenticity of the verbatim comments, they have been left largely unedited except for minimal spell checking.

Q4 Are there any additional services that the Council does not currently offer that you would like to be available? Yes - Other.

Motorbike noise management in animal husbandry area.

Traffic control at Mallala centre and heavy vehicle bypass at Two Wells.

Regarding development assessment, restriction of subdivision into smaller blocks less than 2 and half acres 1 hectare).

Free disposal of needles used under authorised medical (S.A. Health) prescriptions, instead of current charge.

Free dumping.

Mains Power.

Would love them to control the fox and feral cat problem in the area.

Q7 How do you currently find out about Council matters? 15 = Other1 by Q7 How do you currently find out about Council matters? Other.

Nothing comes to us.
Facebook non council contact.
I just phone them.
General contact with rate payers.
Council staff mailing list.
We don't.
Two Wells Echo.
Two Wells Echo.

Q8a How would you like to be informed about Council matters? Other.

Notice.
Is there if you want to look for it, no qualms with current outlook.
Would like to be notified but it seems to be a selective group that finds out first.
I would prefer to receive SMS with important council information or updates relevant to me.
Monthly updates.
Clearer transparency in dealings with development and conflict of interest with presiding members.
Yes.
Be informed BEFORE things are decided not after.
Depends on topic.
Yes and no.
Yes.
Any way that offers a reasonable amount of time. To many things get proposed and approved before the community even funds out.
Something other than word of mouth.
The local rag.
Only important ones.

Q11a What was your last contact with the Council concerning?1 by Q11a What was your last contact with the Council concerning? Other.

- DACO information not being able to be updated on the system.
- Lease proposal.
- Advising the Mayor of a possible future state government happening that may benefit our area.
- Cwms.
- Swimming pool.
- Maintenance of neighbouring properties long grass.
- Burning of tyres which was causing pollution.
- Events.
- Employee of council.
- Disruptive behaviour by people on motorcycles.
- Registration.
- Beach access.
- Picking up sharps' container for work.
- Parking near bakery corner Drew Street truck traffic.
- Picked up my paver - staff member was very helpful and kind to us.
- Service station opposite side of the road to where I live.
- Enquiring about educational services.
- Just saw the mayor in the street and had a chat.
- Complaint about behaviour of neighbour.
- New village green.
- Yes, got 3 different answers from 3 different people.
- Regarding noise disruption road trains Aerodrome Rd.
- The fact that Longview Road is used as a racetrack and is extremely dangerous for the residents.
- Noise pollution.
- Today.
- Public consultation.
- Two wells walk pavers I picked up my husband paver.
- Reporting a problem.

Q17 You scored Council poor or very poor (code 1 or 2) for the performance of Council staff, why is that? Other.

I have not dealt with them very often; it is very rare.

Wankers.

Q18 You scored Council poor or very poor (code 1 or 2) for the performance of the Elected Members, why is that? Other.

Same as before.

See last answer.

See previous.

Same as previous answer.

Wankers.

Q21A What other issues concern you? Other.

Involvement in Parham.

People that have lived in this area for many years are now being criticised and abused because newcomers wish to change the way of life that they have always lived.

The moving of council offices in Mallala to Two Wells.

1. Up to 4 light planes fly over our house every day without a break. These planes fly lower than 40m above our property and neighbours. The noise frequently wakes up our 16-month-old daughter. Why are they low flying over houses when in suburbs they are not permitted to fly that low? 2. The speed limit from 80km/h to 50km/h is not practical. As our neighbours also, have a young son then the speed limit should drop from 70 to 50km/h before our properties, in fact before the row of homes along Ruskin Road before reaching town speed limit. 3. Vehicles regularly speed past our house and fail to slow down appropriately when they reach the 50km/h zone. 4. The expansion of the IWS dump, the awful stench and poor management of this area must be addressed. We can often smell the dump from our property, and this is not acceptable having so much organic waste being disposed of. All organic products should be turned into commercial compost. We could then pay a fee to have it delivered to properties to help permaculture thrive. This simply lacks vision.

Rapid growth in Two Wells. The impact on surrounding areas.

The number of dogs on the loose and attacks and nothing being done about it. I witnessed a gruesome attack and council didn't even make the dog owners pay the vet bills.

Regulate businesses not residents.



APPENDIX 3: GUIDE TO READING THE REPORT



Guide to Reading the Report

The core report is typically analysed in order of the questions asked in the survey. Relevant statistically significant findings as well as other observations of interest are analysed in this report.

Please note that, because of rounding, answers in single response questions will not always sum precisely to 100%.

In addition, as the base for percentages is the number of respondents answering a particular question (rather than the number of responses) multiple response questions sum to more than 100%.



APPENDIX 4: SAMPLING TOLERANCE

SAMPLING TOLERANCE

It should be borne in mind throughout this report that all data based on sample surveys are subject to a sampling tolerance.

That is, where a of 400 sample is used to represent the population, the resulting figures should not be regarded as absolute values, but rather as the mid-point of a range plus or minus 5% on a 50:50 response (see sampling tolerance table) i.e. if a response is 55% yes and 45% no – the Yes has a variance between 60%-50% and the No would have a variance between 50%-40% (+ or – 5 percentage points from the mid point).

Only variations clearly designated as significantly different are statistically valid differences and these are clearly pointed out in the report.

Other divergences are within the normal range of fluctuation at a 95% confidence level; they should be viewed with some caution and not treated as statistically reliable changes.

MARGIN OF ERROR TABLE (95% confidence level)										
SAMPLE SIZE ↓	Percentages giving a particular answer									
	5% 95%	10% 90%	15% 85%	20% 80%	25% 75%	30% 70%	35% 65%	40% 60%	45% 55%	50%
50	6	9	10	11	12	13	14	14	14	14
100	4	6	7	8	9	9	10	10	10	10
150	4	5	6	7	7	8	8	8	8	8
200	3	4	5	6	6	6	7	7	7	7
250	3	4	5	5	6	6	6	6	6	6
300	3	4	4	5	5	5	6	6	6	6
400	2	3	4	4	4	5	5	5	5	5
500	2	3	3	4	4	4	4	4	4	5
600	2	2	3	3	4	4	4	4	4	4
700	2	2	3	3	3	4	4	4	4	4
800	2	2	3	3	3	3	3	4	4	4
900	2	2	2	3	3	3	3	3	3	3
1000	1	2	2	3	3	3	3	3	3	3
1500	1	2	3	2	2	2	3	3	3	3
2000	1	1	2	2	2	2	2	2	2	2
3000	1	1	1	2	2	2	2	2	2	2



APPENDIX 5: SURVEY TOOL

Project: 12176

ADELAIDE PLAINS COUNCIL
2022 RESIDENT’S COMMUNITY SATISFACTION SURVEY
COMMERCIAL IN CONFIDENCE

Final

Sample: n=300		Adelaide Plains Council residents	
Mixed methodology		Online	
Delete the one not applicable		CATI	
		Social Media	
		Link for client to add to council website	
Attempt representative of Gender and Age 18+ for Adelaide Plains Council area – <ul style="list-style-type: none">• Weight to ABS APC region			
Approximate length of survey 10-12 minutes depending on answers			
Total questions: 30	2 screeners	7 demographics	21 client questions

Online introduction:

McGregor Tan, as an independent social and market research company, is conducting a survey with residents in the Adelaide Plains Council area and would appreciate your opinions. We do not sell, promote or endorse any product or service. There are no right or wrong answers, it is just your opinion that we are after.

Participation in the survey is voluntary. McGregor Tan complies with the Privacy Act and we can assure you that all information given will remain confidential. Your details will only be used for research purposes and will not be sold to any third party.

CATI introduction:
Good my name is from McGregor Tan Research. We are conducting a survey with residents in the Adelaide Plains Council area and would appreciate your opinions.

McGregor Tan Research, the independent market research company and we do not sell, promote or endorse any product or service.

Participation in the survey is voluntary. There are no right or wrong answers, it is just your opinion that we are after.

Before I begin, we would just like to make you aware that this call may be recorded or monitored for quality assurance and/or training purposes. McGregor Tan complies with the Privacy Act and we can assure you that all information given will remain confidential. Your details will only be used for research purposes and will not be sold to any third party.

Screener 1: Do you live in the Adelaide Plains Council area OR pay rates to the Adelaide Plains Council?

1.	Yes	continue
2.	No	thank and terminate

Screener 2: Are you, or is anyone in your household an elected council member or employed by Adelaide Plains Council?

1.	Yes	thank and terminate
2.	No	continue

D1: Where do you live?

1.	Barabba	
2.	Calomba	
3.	Dublin	
4.	Fischer	
5.	Grace Plains	
6.	Korunye	
7.	Lewiston	
8.	Long Plains	
9.	Lower Light	
10.	Mallala	
11.	Middle Beach	
12.	Parham / Port Parham	
13.	Port Gawler	
14.	Redbanks	
15.	Reeves Plains	
16.	Thompson Beach	
17.	Two Wells	
18.	Webb Beach	
19.	Wild Horse Plains	
20.	Windsor	
21.	None of these	Thank and terminate

D1a What is your postcode?

Hidden: Automatic code from suburbs		
1	Barabba	5460
2	Calomba	5501
3	Dublin	
7	Lewiston	
8	Long Plains	
9	Lower Light	
11	Middle Beach	
12	Parham / Port Parham	
13	Port Gawler	
16	Thompson Beach	
17	Two Wells	
18	Webb Beach	5502
19	Wild Horse Plains	
20	Windsor	
4	Fischer	
5	Grace Plains	
6	Korunye	
10	Mallala	
14	Redbanks	
15	Reeves Plains	

D2 (Gender1) Do you identify as... Select one

1.	Male
2.	Female
3.	Non-binary / Gender fluid / Differently identify

D3 (Age) What year were you born? Enter a number

Hidden: Automatic recode into the following age groups		
1.	18 to 24	1998 to 2004
2.	25 to 30	1992 to 1997
3.	31 to 39	1983 to 1991
4.	40 to 54	1968 to 1982
5.	55 to 64	1958 to 1967
6.	65+	1922 to 1957

1. How long in total have you lived in the Adelaide Plains Council area?
Enter 0 if less than 1 year. Read out, single response

	Numeric box: 0 -99
	Auto code to ranges below
1.	Less than one year
2.	One or two years
3.	Three to five years

4.	Six to ten years
5.	Eleven to twenty years
6.	More than twenty years

SATISFACTION WITH COUNCIL

2. Ask all: How do you rate your overall level of satisfaction with Adelaide Plains Council, where 1 is not at all satisfied and 5 is very satisfied?

1.	Not at all satisfied
2.	Not satisfied
3.	Neither satisfied nor dissatisfied
4.	Satisfied
5.	Very satisfied
6.	Don't know / not sure

3. I would like you to rate first, the importance and then, your level of satisfaction with each of the following services and facilities offered by the Council [\(SP 4.1.4\)](#)
- 3a. Using a scale of 1 to 5, with 1 being not at all important and 5 being extremely important, how important do you think the following are? Read out each statement (rotated)
- 3b. Now using a scale of 1 to 5, where 1 is not at all satisfied and 5 is extremely satisfied, how satisfied are you with the following)? Read out each statement (rotated)

	3a Importance						3b Level of satisfaction					
	Not at all		Extremely		Don't know	Not at all satisfied	Extremely		Don't know			
	important		important				satisfied	satisfied				
	How important do you think .. is						And how satisfied are you with this?					
Animal management	1	2	3	4	5	6	1	2	3	4	5	6
Development assessment	1	2	3	4	5	6	1	2	3	4	5	6
Car parking	1	2	3	4	5	6	1	2	3	4	5	6
Community transport (bus and car)	1	2	3	4	5	6	1	2	3	4	5	6
Stormwater drainage (SP 4.3.4)	1	2	3	4	5	6	1	2	3	4	5	6
Footpaths	1	2	3	4	5	6	1	2	3	4	5	6
Library	1	2	3	4	5	6	1	2	3	4	5	6
Community events e.g. outdoor cinema and school holiday program	1	2	3	4	5	6	1	2	3	4	5	6
Ovals and sporting facilities	1	2	3	4	5	6	1	2	3	4	5	6
Parks / reserves / gardens	1	2	3	4	5	6	1	2	3	4	5	6

Playgrounds	1	2	3	4	5	6	1	2	3	4	5	6
Public lighting	1	2	3	4	5	6	1	2	3	4	5	6
Roads (SP 4.3.4)	1	2	3	4	5	6	1	2	3	4	5	6
Waste collection / recycling	1	2	3	4	5	6	1	2	3	4	5	6

4. Are there any additional services that the Council does not currently offer that you would like to be available?

1.	Yes (specify)
2.	No

5. How satisfied are you with the support the Council provides to local business, where 1 is not at all satisfied and 5 is very satisfied? [\(SP 4.2.4\)](#)

1.	Not at all satisfied
2.	Not satisfied
3.	Neither satisfied nor dissatisfied
4.	Satisfied
5.	Very satisfied
6.	Don't know / not sure

6. How satisfied are you with the following aspects of Council communication with you, where 1 is not at all satisfied and 5 is very satisfied?

	1 Not at all satisfied	2	3	4	5 Very satisfied	Don't know
Council customer service (SP 4.5.4)	1	2	3	4	5	6
The way Council communicates with you (SP 4.5.4)	1	2	3	4	5	6
Council consultation (SP 4.5.4)	1	2	3	4	5	6

COMMUNICATION AND CONTACT

7. How do you currently find out about Council matters? Read out, multiple response (rotated)

1.	Council website
2.	Council's Communicator Newsletter
3.	Community Groups
4.	Email
5.	Social Media
6.	Information distributed with Rates Notices
7.	Letter / letterbox drops
8.	Local Newspaper
9.	Public forums & Council meetings

10.	Visit council offices/ Contact Council direct
11.	Contact Council Member direct
12.	Word of mouth
13.	Community Noticeboard
14.	Don't know
15.	Other - specify

8. How would you like to be informed about Council matters? Unprompted, multiple response

1.	Council website
2.	Council's Communicator Newsletter
3.	Community Groups
4.	Email
5.	Social Media
6.	Information distributed with Rates Notices
7.	Letter / letterbox drops
8.	Local Newspaper
9.	Public forums & Council meetings
10.	Visit council offices/ Contact Council direct
11.	Contact Council Member direct
12.	Word of mouth
13.	Community Noticeboard
14.	Don't know
15.	Other - specify



9. Apart from the library service and paying or receiving your rates notice, have you had any contact with the Council in the last 12 months?

1.	Yes	
2.	No	Do not ask Q10 (Auto code to 6 [no contact])

10. Thinking about the last time you had contact, how did this contact occur? Read out 1-5, multiple response

1.	Face-to-face contact
2.	Internet / email
3.	Letters
4.	Telephone calls
5.	Had contact - can't recall type
6.	No contact in the last 12 months - Go to Q14

11. Filter 1: Had contact in the last 12 months (codes 1-5 in Q10): What was your last contact with the Council concerning? Unprompted, multiple response [aim for single response]

1.	Animal control / registration
2.	Community services
3.	Environmental issues
4.	Fines
5.	Park / oval / reserve maintenance
6.	Planning / building application
7.	Rates enquiry

8.	Road / footpath maintenance
9.	Street trees
10.	Waste collection / recycling
11.	Can't recall
12.	Other - specify

12. Filter 1: Had contact in the last 12 months (codes 1-5 in Q10): On a scale of 1 to 5 where, 5 is very satisfied and 1 is not at all satisfied, how satisfied were you with ...? Read out each statement (rotated)

	1 Not at all satisfied	→			5 Very satisfied	Don't know
12a) The way that the contact was handled	1	2	3	4	5	6
12b) The courtesy and politeness of the person you dealt with	1	2	3	4	5	6

13. Filter 2: Dissatisfied (code 1 or 2 in Q12a): Why were you dissatisfied with how the contact was handled? Open ended

14. Have you ever contacted your Council Members?

1.	Yes
2.	No

COUNCIL STAFF, MEMBERS AND ELECTIONS

15. Do you intend to vote in the Local Government election this November?

1.	Yes
2.	No
3.	Not sure

16. I am now going to ask you to rate the performance of the staff and elected Council Members. On a scale of 1 to 5 where 1 means very poor, 3 means average and 5 means excellent, what rating would you give the.... Read out (rotate)

	1 Very poor	2 Poor	3 Average	4 Good	5 Excellent	Unable to rate
16a) Performance of Council staff	1	2	3	4	5	6
16b) Performance of the Elected Council Members	1	2	3	4	5	6

17. Filter 3: Poor/very poor score for Council staff (code 1 or 2 in 16a): You scored Council poor or very poor (code 1 or 2) for the performance of Council staff, why is that? Open ended
18. Filter 4: Poor/very poor score for elected Council Members (code 1 or 2 in 16b): You scored Council poor or very poor (code 1 or 2) for the performance of the Elected Members, why is that? Open ended

NPS

19. Using a score of 0 to 10 where 0 is not at all likely 10 is extremely likely, how likely are you to recommend living in the Adelaide Plains Council area to friends or family? (Net Promoter Score)

FUTURE PLANNING

20. Using a scale of 1 to 5, where 1 is not at all important and 5 is extremely important, how important are the following social and environmental issues to you in relation to Council’s future planning? Read out (rotate)

	1 Not at all important			5 Extremely important		Unable to rate
Aged care accommodation	1	2	3	4	5	6
Attractive streets and open spaces	1	2	3	4	5	6
Coastal access	1	2	3	4	5	6
Council funding opportunities for community groups	1	2	3	4	5	6
Employment / local jobs	1	2	3	4	5	6
Health services	1	2	3	4	5	6
Heritage conservation	1	2	3	4	5	6

Flood prevention infrastructure (rivers and coastal)	1	2	3	4	5	6
Public transport	1	2	3	4	5	6
Tourism	1	2	3	4	5	6
Township growth and rejuvenation	1	2	3	4	5	6
Youth services	1	2	3	4	5	6

21. Are there any other issues that concern you in the Council area?

1.	Yes – specify
2.	Don't know / not sure
3.	No

CLASSIFICATIONS

D4 (BusinessOwner) Are you a local business owner?

1.	Yes
2.	No

D5 (Household) Which of these groups best describes your household?

1.	Young, single living alone or sharing accommodation with friends
2.	Young couple no children
3.	Family with youngest child 4 years or under
4.	Family with youngest child 12 years or under
5.	Family with teenager/adult living at home
6.	Older couple OR single with no children in household

D6 (Indigenous) Are you Aboriginal or Torres Strait Islander? Select one

1.	Yes
2.	No
3.	Prefer not to answer

22. Do you or does someone in your household pay Council rates to Adelaide Plains Council?

1.	Yes	(Ratepayer)
2.	No	(Resident)

McGregor Tan and the Council would like to thank you for your time and opinions.


ADD PRIZE DRAW

We normally inform our winners by phone and email. If you wish to enter the prize draw and any future McGregor Tan market research activities, please fill in your details below:

First name	
Email	
Contact number	

Month_Completed

McGregor Tan is accredited to the highest professional industry standards (ISO 20252:2019 Market, Opinion and Social Research) for the full scope of research and strategy services including customised research for consumer, social and commercial studies, as recognised by the Australian Market and Social Research Society.



MC GREGOR TAN
RESEARCH. STRATEGY. SOLUTIONS.

THANK YOU

79



Adelaide Plains Council

2022 Community Satisfaction Research Addendum Report

November 2022 | REF 12176





Contents

ROADS / FOOTPATHS / STORMWATER DRAINAGE	3
HARD RUBBISH / RECYCLING / WASTE COLLECTION	9
COMMUNICATION	14
CONCERNS – Verbatim	17
INDEPTH INTERVIEWS	32

This report incorporates further analysis on roads, footpaths, stormwater and waste, profiled by location and demographics.



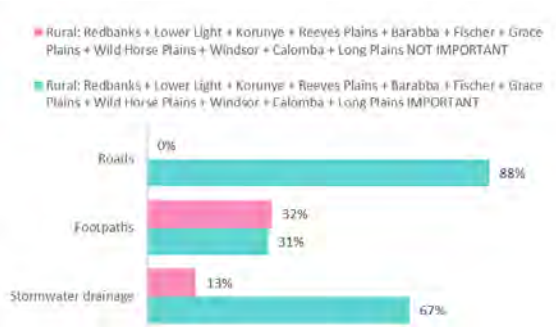
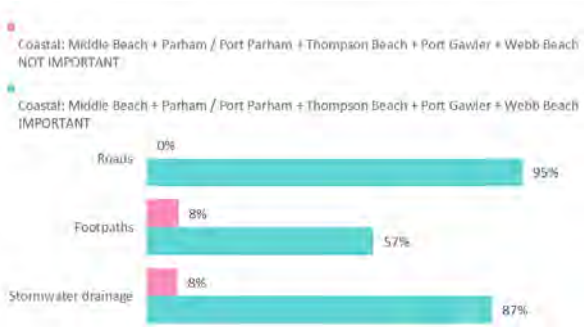
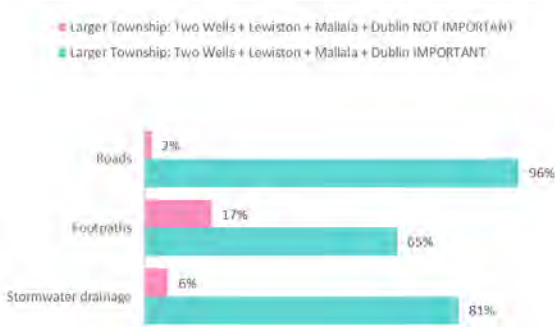
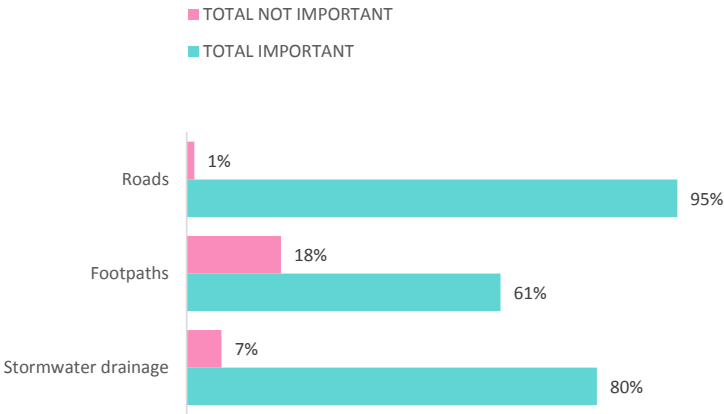
ROADS / FOOTPATHS / STORMWATER DRAINAGE



Importance with roads / footpaths/ stormwater by location

No significant differences between locations for roads, however those in Rural locations feel footpaths and stormwater drainage are less important.

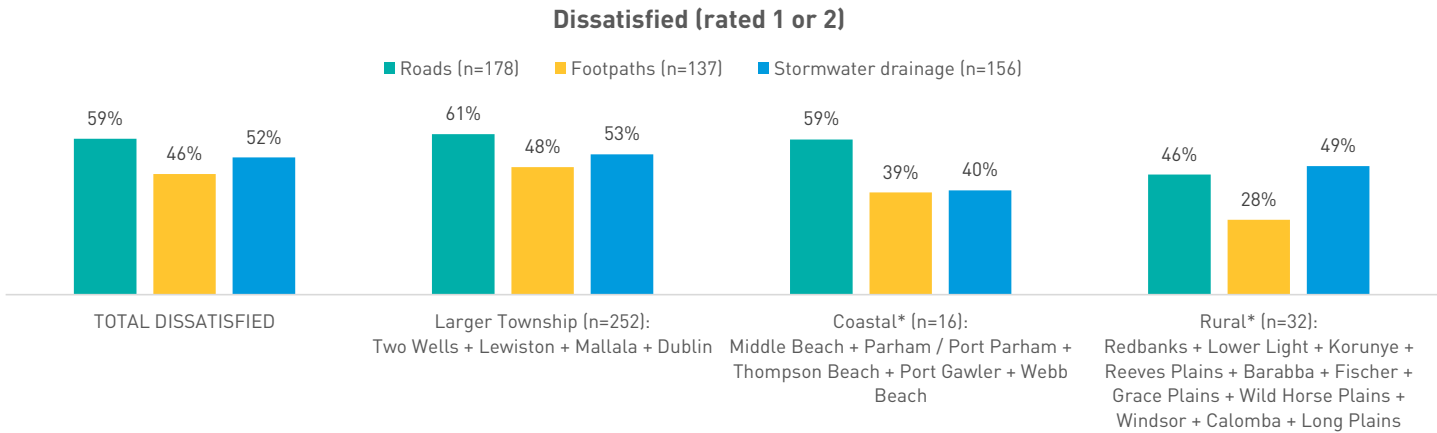
**There was no question defining if respondent lived within a town or out of a town.*



Dissatisfied with roads / footpaths/ stormwater by location

Those in larger townships appear slightly more dissatisfied with roads.
Sample size too small for Coastal and Rural locations to draw any conclusions.

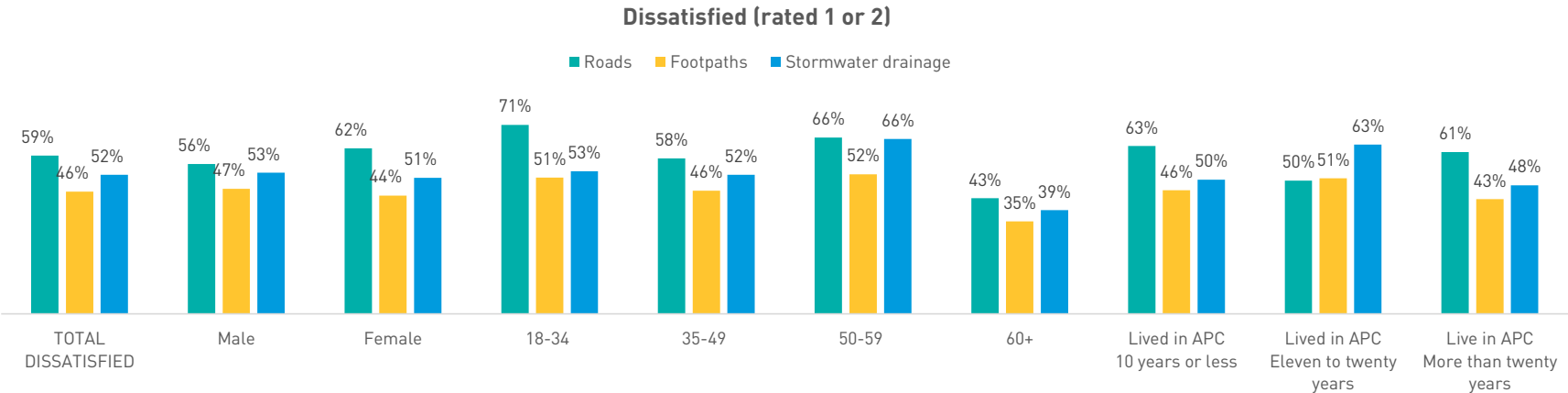
**There was no question defining if respondent lived within a town or out of a town.*



*Caution small sample size

Dissatisfied with roads / footpaths/ stormwater by demographic

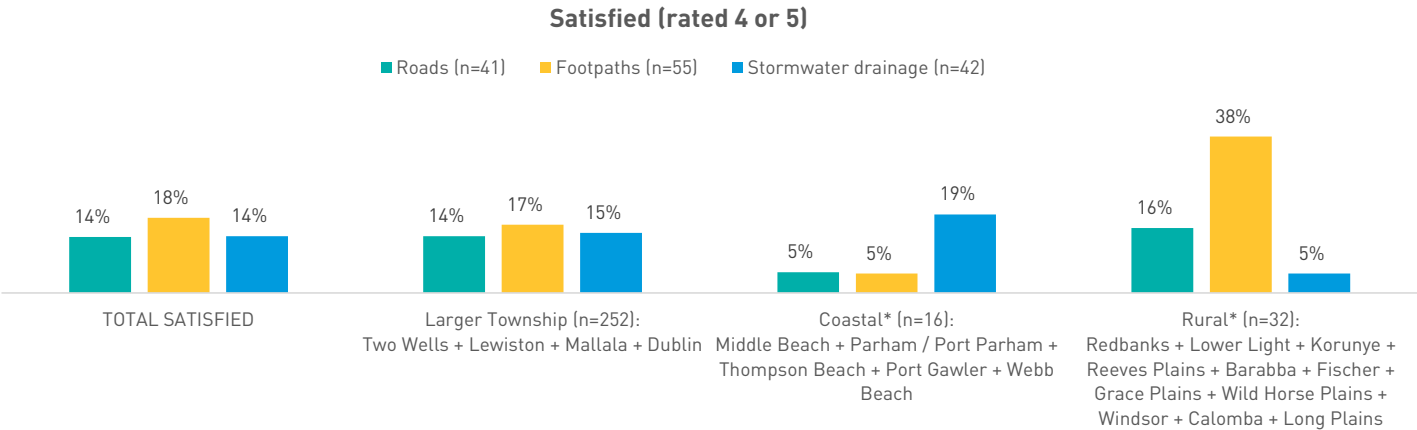
No **significant** difference between demographic groups, however younger residents (18-34), those who have lived in APC for 10 years or less or females appear to be more dissatisfied with roads.



Satisfied with roads / footpaths/ stormwater by location

Few were satisfied with roads, footpaths or stormwater drainage.
Sample size too small for Coastal and Rural locations to draw any conclusions.

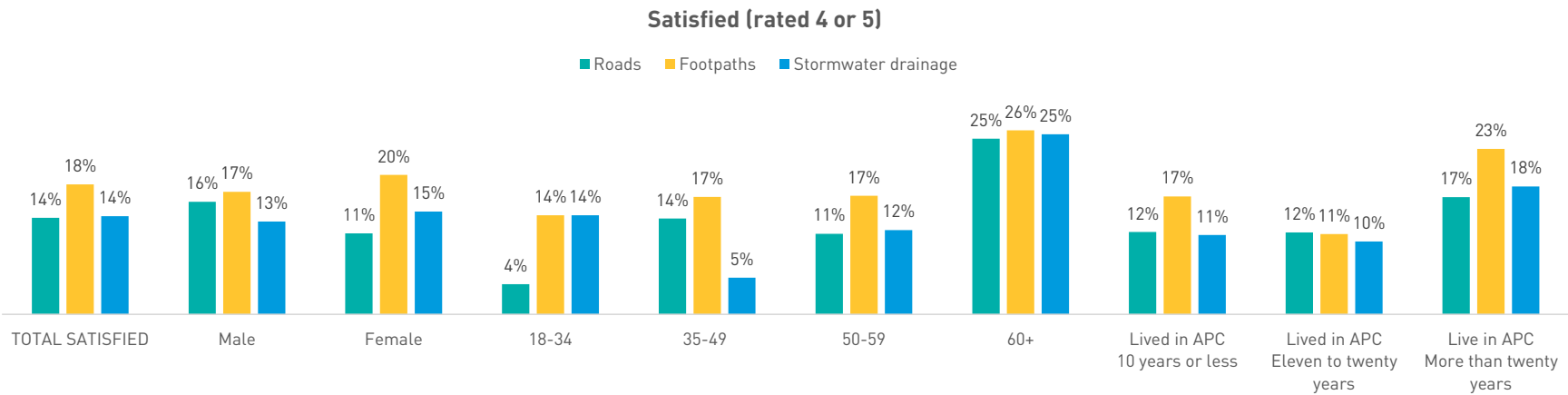
**There was no question defining if respondent lived within a town or out of a town.*



*Caution small sample size

Satisfied with roads / footpaths/ stormwater by demographic

No significant difference between demographic groups, however those 60+ appear more satisfied.





HARD RUBBISH / RECYCLING / WASTE COLLECTION

Hard rubbish / recycling requested by suburb

- Sample too small to do further analysis



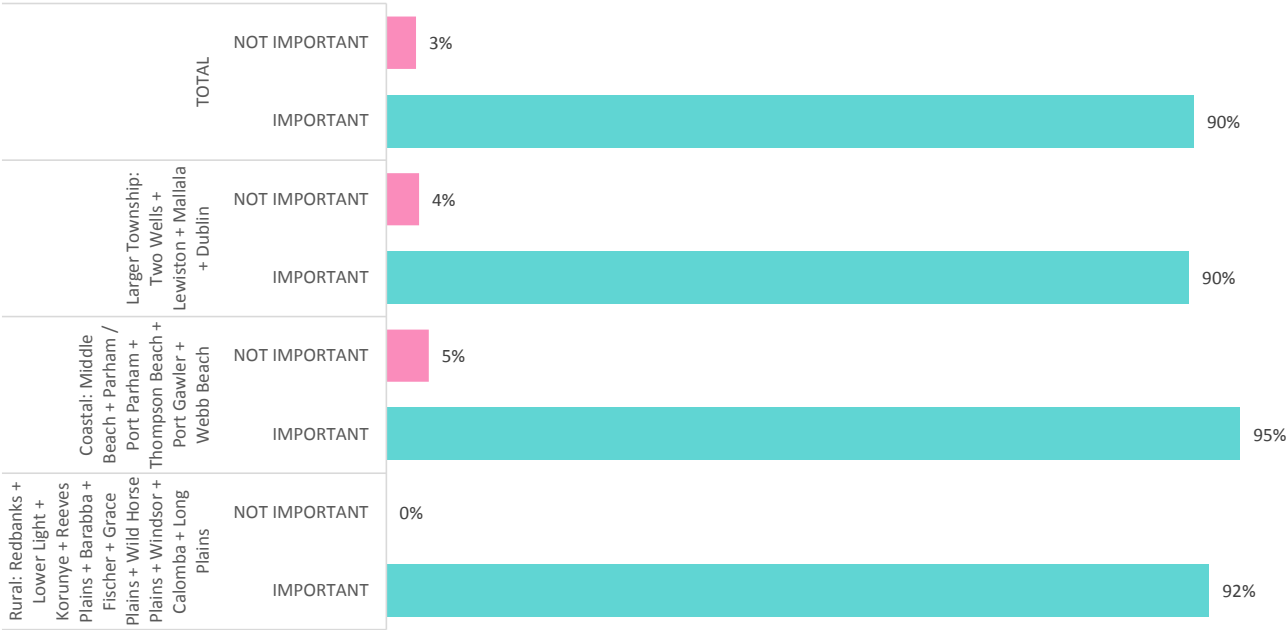
*Caution small sample size

ADELAIDE PLAINS COUNCIL | NOVEMBER 2022
Q4a Which additional services? (multiple choice)

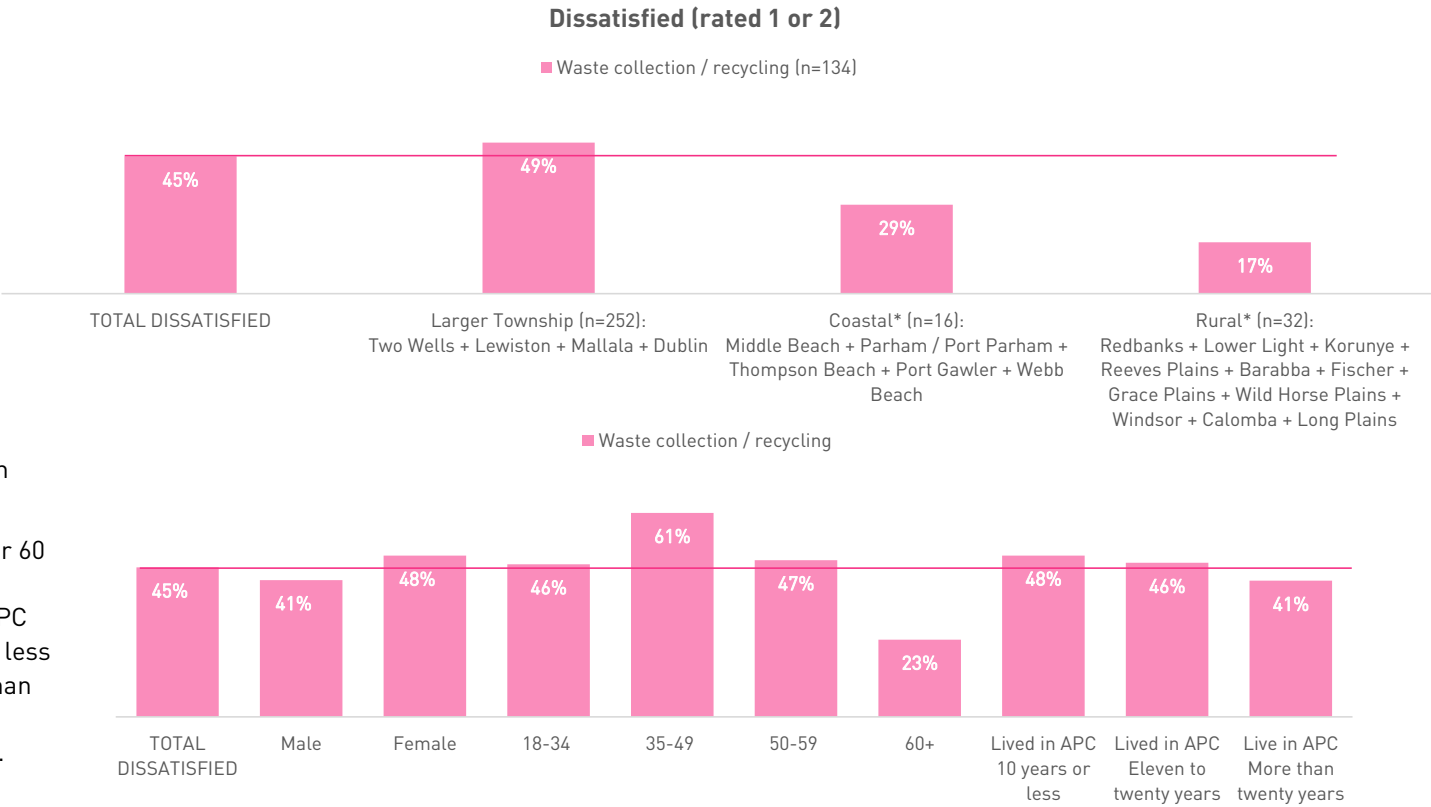
	Number of respondents	
	Hard rubbish pick up	More green bins/ recycling
TOTAL NUMBER OF RESPONDENTS	42	15
Larger Townships		
Two Wells	23	5
Lewiston	10	7
Mallala	4	1
Dublin	1	1
Coastal/Rural		
Parham / Port Parham	2	0
Windsor	1	0
Barabba	1	0
Thompson Beach	0	2

Importance of waste collection/ recycling by location

All locations consider waste collection/ recycling very important - no significant differences between locations.



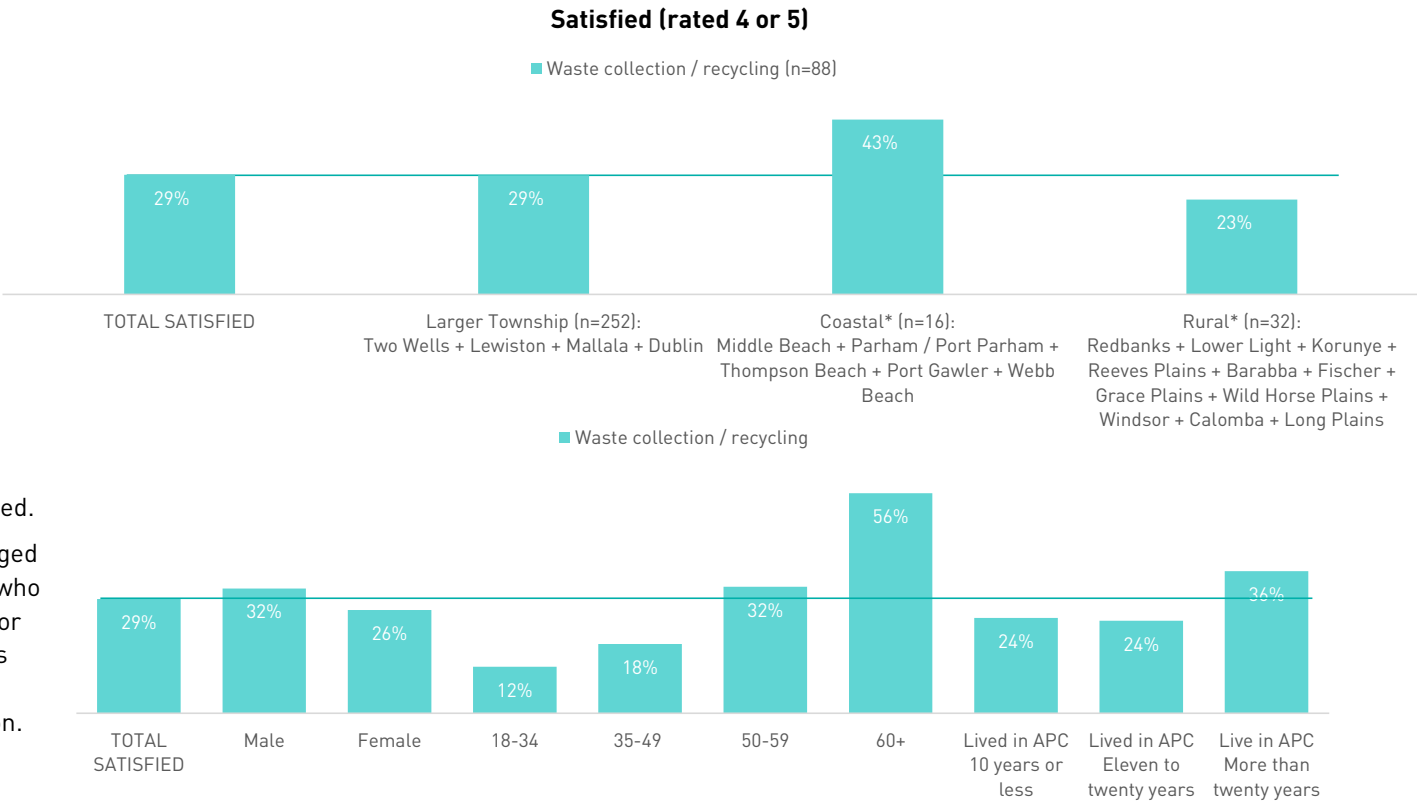
Dissatisfied with waste collection/ recycling



Over four in ten dissatisfied.

Females, under 60 and those who have lived in APC for 20 years or less had a higher than average dissatisfaction.

Satisfied with waste collection/ recycling



Three in ten satisfied.
Males, residents aged 50 plus and those who have lived in APC for more than 20 years had a higher than average satisfaction.



COMMUNICATION



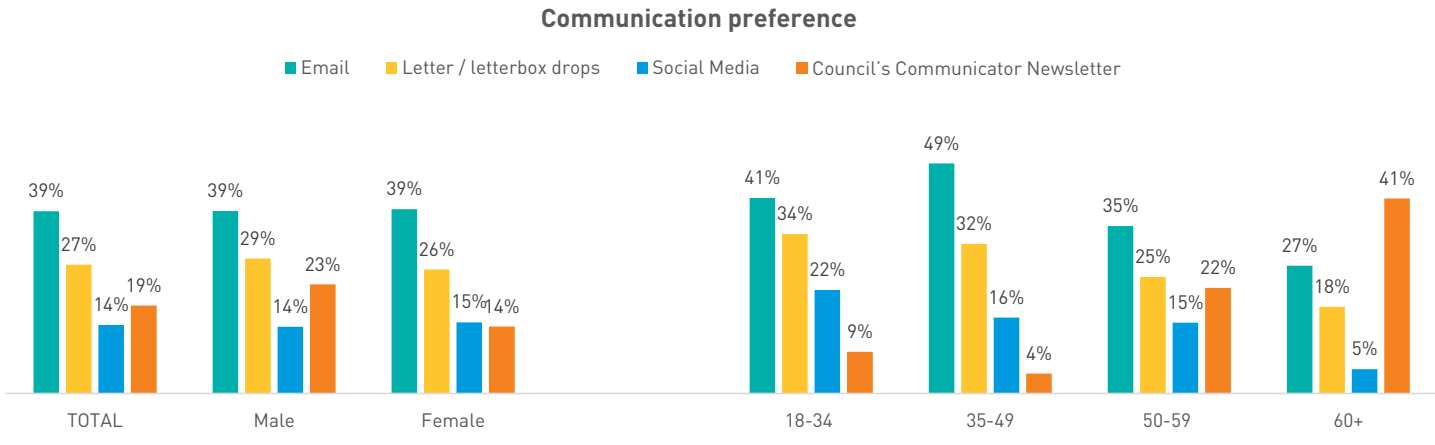
Communication preferences by demographic

The only difference between gender was for the Communicator newsletter – preferred more by males.

Preference for email and social media drops off as residents age.

Surprisingly, preference for letter/ letterbox drop is higher among those under 50.

Those 60+ preferred the newsletter most.



Communication preferences by location

	Number of respondents			
	Email	Letter / letterbox drops	Social Media	Council's Communicator Newsletter
TOTAL NUMBER OF RESPONDENTS	116	82	43	56
Larger Township (n=252): Two Wells + Lewiston + Mallala + Dublin	102	71	36	51
Coastal* (n=16): Middle Beach + Parham / Port Parham + Thompson Beach + Port Gawler + Webb Beach	3	5	2	3
Rural* (n=32): Redbanks + Lower Light + Korunye + Reeves Plains + Barabba + Fischer + Grace Plains + Wild Horse Plains + Windsor + Calomba + Long Plains	10	6	5	2

*Caution small sample size



CONCERNS - Verbatim

Improve/ more - Roads/ paths/ cycle paths etc.

Would like to see more safe walking or running tracks areas, too dangerous to walk on side of roads in Lewiston.

Very high lack of maintenance to roads and verges.

Lack of provision of town bypass for local and transit heavy grain traffic to local and terminal sites.

Consultation of all affected parties before presenting proposals to the public should take place first i.e., the plan to put a median strip through the middle of Old Port Wakefield Rd caused much consternation to local residents.

Maintenance on the edge of the road. There needs to be some consideration of the numbers of horse riders and bikes who use the road and there should be an effort made to ensure there are no obstacles for them like trees and such. Improve accessibility in general. There is no demarcation on the edge of roads given the lack of footpaths. It must be safer for horse and bike riders.

After heavy rain the silt and dirt of the road ends up in front of my house. The council did come and clean this upon a direct complaint. However, this is a recurring situation in part exacerbated by the cover over the neighbor's drain and unless that is fixed the situation will keep happening. Please be proactive and find a solution rather than waiting for repeat complaints. The regular street sweeping is ineffective due to trees.

Footpaths and pathways for safety reasons and not having to walk on the road.

Frost North Road needs to be maintained (roads).

Traffic issues in and out of Liberty Estate, lack of communication regarding the hold up in fixing this issue.

Future planning, council should consider a bypass as there have been a massive increase of heavy trucks travelling down Balaklava Road and Dublin Road.

ROADS!!!

The roads in a lot of areas because of heavy transport, council can't help that I understand, they provide work in the area which is great. BUT. Roadworks really needs to be done properly the first time as the loads along these roads is quite intense. Especially because of a lack of stormwater drains in a lot of areas reduces the quality of the road as it tends to flood. A lot of roads being organised for cars only and now carrying very heavy loads (v doubles and that) the potholes are atrocious. e.g. because I have a bad back there are times travelling along these roads wherein these potholes and broken bits of road (along the edge) create a large amount of pain for myself. I can imagine this affects a lot of people in similar situations to myself.

Pests like Foxes, road kill littering the streets, people speeding down Ruskin Road, rubbish lining the roads, pot holes and poorly maintained roads around the Dublin shops, overflowing bins around Dublin shops, no yellow or green waste bins around Dublin shops/parks, toilets at the Dublin park are missing soap half the time, school kids walking down Ruskin road are walking in dangerous conditions as there is uneven ground and 80km zone.

Improve/ more - Roads/ paths/ cycle paths etc.

Potholes, general road maintenance. Access to main road like port Wakefield, needs to be a longer merging lane. Make it safer. There are so many accidents within that strip. Especially with Two Wells getting busier, issues like this need to be get on top of ASAP.

Fix the pot holes in the roads, trucks speeding though the township next to schools and childcare on Gawler Road.

Pot holes and poor road maintenance. Every road in Lewiston has substantial pot holes and pooling of water over roads. It is very dangerous and not maintained.

Pedestrian and cycling links from new developments to township (two wells) - misuse of 'dry weather only roads' after rain for 4WDing occurs on a large scale and ruins roads at council cost to repair.

Some Councillors especially those from Two Wells, would like to see Mallala offices closed and Two Wells be the only Adelaide Plains Council Office.

Tar sealing of dirt roads.

Heavy truck transport through the Main Street, vibrating exhaust breaks and speeding.

All access/arterial roads to the main townships are death traps, especially the road from Two Wells to Gawler.

Street lighting throughout two wells and footpath condition. Dangerous when running at night. Dog parks.

Poor roads . Sooo many trucks n sooo little maintenance.

The state of our dirt roads and over grown trees on roads.

Growth of road transport especially with the tomato farm and hoon drivers. To much housing growth.

Trails though Lewiston not kept clear and maintained to a usable standard. Drains off roads not maintained. No clear walking access on most roads around Lewiston.

Lack of maintenance on roads and nature strips/verges.

Road quality More street lighting Mallala oval grass needs to be more looked after since council took it back over.

Far to much development of housing in the area and trying to change our peaceful town into the suburbs. Then streets and roads can't keep up with the heavy traffic.

Lack of support for new businesses and the conditions of the roads.

Speed limits need to be lower.

The poor state of roads, many are dangerous, poorly maintained. New houses going everywhere and the roads are narrow and full of holes.

Improve/ more - Roads/ paths/ cycle paths etc.

Some town roads are in appalling condition the bakery corner is especially difficult to see past cars parked in front of the bakery and getting around the corner is a nightmare the parking around the bakery is dangerous and the oval roadways are a mess the bakery needs to move to bigger place.

Reduction in speed limits. Due to more people moving in spoiling the quite life style. They then expect to get what they had in Adelaide suburbs.

The dirt/muddy sidewalks that cars school buses park drive on causing damage to ground and potentially household fences. The amount of water that is constantly on the roads through winter just not enough ditches or run off. Two wells to Gawler Road needs attention on the 80km/hr bend.

Road disrepair.

Main Street upgrades and area expanding too quickly.

The roundabout at the end of the Main Street should have been constructed before the Liberty housing development. poor town planning.

Uneven footpath paving.

The sporting bodies at the Long Plains recreation ground are not assisted in a practical way i.e. maintenance, road grading or recyclable waste.

Poorly maintained roads.

Rates too high

Better consultation with the rate payers and lower rates as they provide little services.

Fortnightly rubbish situation, it should be weekly. As well as ridiculous rates for what we are receiving in return.

The amount in which we pay our rates where other areas receive a lot more. It is disappointing.

Pricing of council rates is ridiculous, get nothing for your money. Fortnightly bins..... No street-sweep..... Lack of transparency regarding rates.

Exorbitant rates for primary produces... Rates are way too high for what you receive....

High rates.

Some of the rates here in Mallala are believed to be higher than some of the suburbs in Adelaide.

Price of council rates as opposed to what gets done in our area. E.g. In the middle of Tangari Estate is the stormwater catchment and it is just a swamp, the weeds grow. That would be an ideal location to put a skate park, play ground, entertainment for kids/youth, etc. Plenty of opportunity to use this area instead of let it go to waste.

Need to pull finger out and do something. Need to lower rates to allow growth. The only thing you have is the football oval and that's like it.

Rural areas like Mallala pay huge rates but most infrastructure, playgrounds, parks, recreation, health services go to bigger hubs like Gawler.

The crazy expensive rates.

Poor communication, spending money on stuff that's not needed. Paying high rates for fortnightly bin pick up and a road sweep 2 times a year.

The amount of homes and people moving into the area and our town not coping with the build up. This proved me right on Election day when it took hours and hours of lining up to vote, it showed you how many people have come to the area. The main street is a real hazard also with cars just driving in all directions around the IGA and post office. Also I bring up the fact of the fortnight rubbish pick up again to. For large families this is just not ok. For the amount of rates we pay in the area they could at least do weekly.

Bin collection and high council rates.

They do not know what ratepayers and residents want.

Cost of living here, rates go up and services reduce.

Better waste collection

Residents burning off other than green waste during burning season.

It comes down to finance too. Unequitable spending based on rate payer numbers, as well as the bin situation. Council has had many issues with collecting rubbish, families need larger bins and end up having to fight with the council even though they are not supported by management.

Fortnightly rubbish situation, it should be weekly. As well as ridiculous rates for what we are receiving in return.

Pricing of council rates is ridiculous, get nothing for your money. Fortnightly bins..... No street sweep..... Lack of transparency regarding rates.

The bin schedule is a joke. General waste bins should be picked up weekly not fortnightly.

Pests like Foxes, road kill littering the streets, people speeding down Ruskin Road, rubbish lining the roads, pot holes and poorly maintained roads around the Dublin shops, overflowing bins around Dublin shops, no yellow or green waste bins around Dublin shops/parks, toilets at the Dublin park are missing soap half the time, school kids walking down Ruskin road are walking in dangerous conditions as there is uneven ground and 80km zone.

General rubbish only picked up fortnightly And lighting at the oval needs attention. Training nights and future night games would be awesome.

Rubbish collection is not frequent enough. Need a postal service.

Poor communication, spending money of stuff that's not needed. Paying high rates for fortnightly bin pick up and a road sweep 2 times a year.

Bin collection and high council rates.

Horses & livestock regularly running loose. Management of Fencing regulations. More accessibility to the dump to inhibit illegal dumping.

The bin is only collected fortnightly whereas we have a need for a weekly collection especially in Summer for the sake of hygiene and the problem with insects.

The sporting bodies at the Long Plains recreation ground are not assisted in a practical way i.e. maintenance, road grading or recyclable waste.

Two wells dog park More infrastructure needed Need the bigger red bins Lights in and around parks public spaces.

Lack of facilities

A lack of retirement living results in many long-term residents having to leave the area for suitable accommodation, which results, in some cases, also a loss of long term volunteers in the region.

Pricing of council rates is ridiculous, get nothing for your money. Fortnightly bins..... No street sweep..... Lack of transparency regarding rates.

I am concerned that there is nothing here for the aged and that I will have to leave the town if I have to go into Aged Care.

Police services troubled youths and vandalism.

Make sure the growth of the population matches the services available.

Infrastructure. No facilities for increased traffic congestion round schools.

A better variety of interests available for older children e.g. teenagers and also pre-teens.

A decent skatepark for kids - have asked for years. See prior issue re postal delivery. Better lighting at the far end of old port Wakefield Rd in Two Wells.

A decent shopping centre area is required in two wells. When the IGA changed hands it has become more expensive.

There need to be more monitoring of public use areas e.g. CCTV Youth engagement activities are lacking.

The skate park that was proposed about 10 years ago that still doesn't exist. The black pump track really doesn't suit youth (but the small kids like it).

Lack of health services (including decent Drs, dental, nutrition, mental health, fitness).

Rubbish collection is not frequent enough. Need a postal service.

Need more police presence as the towns are getting bigger more brake an entry are happening.

Opportunity for living in township for older people who want to downsize but not the new areas.

Two Wells needs an Ambulance.

Building planning/ redevelopment

Communication of proposed developments etc. is currently done via the local newspaper which, while in accordance with the legislation/guidelines, is not reaching all members of the community. Sometimes the newspaper is not readable as it has been thrown into a paddock and only been found weeks later, has got wet, etc. It would be much more appropriate to also include this information on a Facebook page and to communicate it via direct email.

Less subdivisions, stay minimum of 1 hectare.

Spread development around the whole area, not just the major townships. Smaller areas like Windsor and Wild Horse Plains need some development done Whereas the bigger townships seem to be getting everything/ Two Wells, Mallala etc.

There needs to be an equal focus on the outlying regional townships of the council so they are not left behind. Please do not ignore us!

A more centralised community development so as to unify the Adelaide Plains Community as a whole.

Too much development

The size of the blocks are too small with houses that are too small with no room for a backyard.

Encroachment on our farming area by residential development. The planning of industrial development which will open up employment opportunities for the future.

The rapid rate of subdivision into smaller blocks is very concerning.

Lack of development. Lack of locals employed by council.

When housing estates are developed, services and retail shops need to be developed at the same time. There are 3 estates near Two Wells but there's not a large enough supermarket to cater for the population's needs. The populace must travel to either Angle Vale, Virginia or Gawler for groceries and fruit and veg.

The right to be able to subdivide if you want to.

Lower the size of land personal owners can subdivide. Australia needs housing, so why restrict us that have land to give to only 2 Acres in subdivide.

Construction of new homes not meeting the criteria of the building codes and not being finished before moving in to much removal of native vegetation.

The roundabout at the end of the Main Street should have been constructed before the Liberty housing development. poor town planning.

Animal husbandry areas

The amount of motorbikes moving in with all the new houses when we moved out here for animal husbandry, not to have our horses continually scared of idiots on motorbikes 8 hours a day, 7 days a week.

Better animal management in particular the control of feral cats, and foxes.

In animal control, attention should be given to registered dog breeders and the welfare of the dogs, noise pollution and smells and odours.

Animal husbandry needs to consider property size and not have uniform roles, you need restrictions for average quarter acre blocks versus 2.5 hectares. Have been requesting council for 5 years to bitumen the Esplanade, have promised and reneged on delivery of this before. There was a proposal for a flood feature on the middle beach causeway which was not realistic (one way valve pipeline) and there has been no real consultation with the locals who are directly affected by this. Talk to people on the ground directly. Just to reiterate signage concerns as mentioned. Please focus on ecotourism along the coast it is a great idea.

Land divisions that they put in and allow people to put in as many animals as they want in there. People moving out here for peace and quiet and there's 400 dogs next door barking. Issues with breeders etc.... Need to be away from residential areas....

Animal management, sewer issues. Fire management.

Local hooks lack of dog and cat management dogs of lead everywhere and cats running everywhere.

Horses & livestock regularly running loose. Management of Fencing regulations. More accessibility to the dump to inhibit illegal dumping.

Dog breeding - large scale puppy farms. Hundreds of crossbred designer dogs. This should be prohibited.

More/ better maintain - Parks/ verges/ trees etc.

Very high lack of maintenance to roads and verges.

Street lighting throughout two wells and footpath condition. Dangerous when running at night. Dog parks.

The state of our dirt roads and overgrown trees on roads.

Lack of maintenance on roads and nature strips/verges.

Lack of maintenance in coastal towns, walkways in coastal towns.

Drainage on roads and around residential driveways. Potential vegetation fire risks in reserves.

Two wells dog park More infrastructure needed Need the bigger red bins Lights in and around parks public spaces.

Need a more stable council - work together

People in the council engaged in a particular role are not necessarily qualified for that role.

They need to do some work to build trust in general after my poor experience with advice.

wake up and smell the roses. They get in office and paid so much that they just roll along, no shakers and movers because they're too frightened to do anything. Need some action!

The council is top heavy, too many personnel in management.

Too much focus on the southern portion of the council area. Over administrated struct in the council by non-locals by people who do not have a passion for the area.

Afraid one day the council will shut down/ run out of employees and subcontract all the work out which results in biased viewpoints.

Most council staff do not live in the APC council. Therefore, perhaps not fully committed and concerned about outcomes within APC.

Too many office staff and not enough workers.

More/ better infrastructure

After heavy rain the silt and dirt of the road ends up in front of my house. The council did come and clean this upon a direct complaint. However, this is a recurring situation in part exacerbated by the cover over the neighbor's drain and unless that is fixed the situation will keep happening. Please be proactive and find a solution rather than waiting for repeat complaints. The regular street sweeping is ineffective due to trees.

Lack of coastal development for tourism. And for local residents by way of infrastructure. Lack of encouragement for new business to open. AKA be business friendly.

Drainage on Chapman Street is a disgrace.

The roads in a lot of areas because of heavy transport, council can't help that I understand, they provide work in the area which is great. BUT. Roadworks really needs to be done properly the first time as the loads a long these roads is quite intense. Especially because of a lack of stormwater drains in a lot of areas reduces the quality of the road as it tends to flood. A lot of roads being organised for cars only and now carrying very heavy loads (v doubles and that) the potholes are atrocious. e.g. because I have a bad back there are times travelling along these roads wherein these potholes and broken bits of road (along the edge) create a large amount of pain for myself. I can imagine this affects a lot of people in similar situations to myself.

Animal management, sewer issues. Fire management.

Bi-cycle water - the ground isn't suitable (clay backfill) but there was no other option available. The ground doesn't drain.

Infrastructure. No facilities for increased traffic congestion around schools.

Trails though Lewiston not kept clear and maintained to a usable standard. Drains off roads not maintained. No clear walking access on most roads around Lewiston.

The dirt/muddy sidewalks that cars school buses park drive on causing damage to ground and potentially household fences. The amount of water that is constantly on the roads through winter just not enough ditches or run off. Two wells to Gawler Road needs attention on the 80km/hr bend.

Drainage on roads and around residential driveways. Potential vegetation fire risks in reserves.

Lighting - improve

General rubbish only picked up fortnightly And lighting at the oval needs attention. Training nights and future night games would be awesome.

Street lighting throughout two wells and footpath condition. Dangerous when running at night. Dog parks.

A decent skatepark for kids - have asked for years. See prior issue re postal delivery. Better lighting at the far end of old port Wakefield Rd in Two Wells.

Road quality More street lighting Mallala oval grass needs to be more looked after since council took it back over.

The netball courts are dangerous and need to be resurfaced build new ones as kids (and adults) are getting injured playing on the sub par surface. Also the oval needs better lights to enable more people to be able to use it as it gets dark early in winter.

Two Wells dog park More infrastructure needed Need the bigger red bins Lights in and around parks public spaces.

Public Transport

Removal of the food bowl & lack of public transport.

Youth and age affairs, e.g. transport for the aged, community bus services to be improved.

Public transport.

Regular access to public transport.

Ideally a connector bus to join up Elizabeth via angle vale to two wells. Visiting in the hour would be enough.

Help for our aging population and availability of transport for everyone. Public transport is very limited. More horse trails, less unregistered motorcycles on public land. Noise control of people using motorbikes on their properties. Who wants to hear it every school holidays all day.

It has been mentioned, but as the growth in the local area has increased, the fact that there is no public transport is a disgrace.

Need to address flood/ irrigation/ flood plain

The amount of building being approved in flood plains. Council are looking to make money while not considering the long-term ramifications.

The roads in a lot of areas because of heavy transport, council can't help that I understand, they provide work in the area which is great. BUT. Roadworks really needs to be done properly the first time as the loads along these roads is quite intense. Especially because of a lack of stormwater drains in a lot of areas reduces the quality of the road as it tends to flood. A lot of roads being organised for cars only and now carrying very heavy loads (v doubles and that) the potholes are atrocious. e.g. because I have a bad back there are times travelling along these roads wherein these potholes and broken bits of road (along the edge) create a large amount of pain for myself. I can imagine this affects a lot of people in similar situations to myself.

That the new development was allowed to process without proper storm water plan, the plan to just send it under port Wakefield road and flood a private property every time there is significant rain is not acceptable

In 24 years I've have been driving through water at the end of street never even been looked at.

The flood levy bank has still not been built. The new housing has blocked the drainage in the original Two Wells township, meaning that it will now flood.

Better communication/ consultation

Communication of proposed developments etc. is currently done via the local newspaper which, while in accordance with the legislation/guidelines, is not reaching all members of the community. Sometimes the newspaper is not readable as it has been thrown into a paddock and only been found weeks later, has got wet, etc. It would be much more appropriate to also include this information on a Facebook page and to communicate it via direct email.

Consultation of all affected parties before presenting proposals to the public should take place first i.e., the plan to put a median strip through the middle of Old Port Wakefield Rd caused much consternation to local residents.

Traffic issues in and out of Liberty Estate, lack of communication regarding the hold up in fixing this issue.

Consultation with ratepayers are poor e.g. bridge on Eastslip Road changes were made blocking the old bridge's access and parking without advising local ratepayers.

Need to address Council budget/ debt / not waste money

It comes down to finance too. Unequitable spending based on rate payer numbers, as well as the bin situation. Council has had many issues with collecting rubbish, families need larger bins and end up having to fight with the council even though they are not supported by management.

Getting into projects that they don't need to be.

The cost of the effluent system which appears to have cost more than expected.

The issue concerning me most is about the principal office of the Adelaide Plains Council being in Mallala when the majority of the council area's population is based in Two Wells, with projected growth for the township expected to more than triple in the next 30 years.

Tidy up area

After heavy rain the silt and dirt of the road ends up in front of my house. The council did come and clean this upon a direct complaint. However, this is a recurring situation in part exacerbated by the cover over the neighbor's drain and unless that is fixed the situation will keep happening. Please be proactive and find a solution rather than waiting for repeat complaints. The regular street sweeping is ineffective due to trees.

I'd like to see the graffiti removed from the "welcome to Mallala" signs....

Other

Rubbish collection changes.

Involvement in Parham.

People that have lived in this area for many years are now being criticised and abused because newcomers wish to change the way of life that they have always lived.

The moving of council offices in Mallala to Two Wells.

1. Up to 4 light planes fly over our house every day without a break. These planes fly lower than 40m above our property and neighbours. The noise frequently wakes up our 16 month old daughter. Why are they low flying over houses when in suburbs they are not permitted to fly that low? 2. The speed limit from 80km/h to 50km/h is not practical. As our neighbours also, have a young son then the speed limit should drop from 70 to 50km/h before our properties, in fact before the row of homes along Ruskin Road before reaching town speed limit. 3. Vehicles regularly speed past our house and fail to slow down appropriately when they reach the 50km/h zone. 4. The expansion of the IWS dump, the awful stench and poor management of this area must be addressed. We can often smell the dump from our property and this is not acceptable having so much organic waste being disposed of. All organic products should be turned into commercial compost. We could then pay a fee to have it delivered to properties to help permaculture thrive. This simply lacks vision.

Rapid growth in Two Wells. The impact on surrounding areas.

The amount of dogs on the loose and attacks and nothing being done about it. I witnessed a gruesome attack and council didn't even make the dog owners pay the vet bills.

regulate businesses not residents.



INDEPTH INTERVIEWS

MCGREGOR **TAN**
RESEARCH. STRATEGY. SOLUTIONS.

Summary of in-depth interviews

5 interviews with APC residents who were not satisfied with the Council overall, Stormwater, Footpaths, Roads and Waste collection (scores: 1- not at all satisfied and 2- not satisfied).

Roads, footpaths, stormwater:

- Major issues with road maintenance, footpaths and stormwater infrastructure
- Only two residents noticed improvements in the last 1-2 years (main roads only)
- A couple felt there is more done in the new developments and other areas are left behind
- Most very dissatisfied with verge maintenance

"We have rang the Council multiple times about our road and they said it is not their problem to fix."

"We rang the Council when we first moved here (2013) about an issue with our storm water and they told us it was our responsibility to fix, although it is on Council land."

"They got about 8 people doing maintenance and 60 people in the office."

Waste collection:

- Bins are only picked up fortnightly – agreement that collections should be weekly or larger bins should be supplied

Summary of in-depth interviews

Rates:

- Council rates have gone up significantly recently and residents feel that rates don't match the level of council services provided

"If they are charging so much for rates, I expect that more should be done, not just in new developments."

"I pay over \$700 a quarter; it went up recently. I understand that house prices went up but I get nothing for my money."

Communication:

- Communication with council should be easier
- Some felt the Council is unapproachable and patronizing
- Residents want more proactivity
- Frustrating if ringing the Council with issues and nothing gets done (or it takes too long for requests to get actioned)

"They should really listen to ratepayers and find out what they need."

"I have raised those issues with council several times and nothing ever happens. I just feel like they are not listening."

"Every time you ring it feels like it is an inconvenience for them."

Summary of in-depth interviews

Further comments:

- Development applications take a long time to be approved
- One person mentioned the lack of a PT network, which is urgently needed
- Some sporting facilities are outdated and need updating

"We have been here for 25 years and footpaths, lighting and public transport are atrocious. There is no fight for our community."

Interview 1 - Female

1. You rated your overall level of satisfaction with the council a 2 –

What is the main reason you have that score? (reason for overall satisfaction)

When first moved had to jump through hoops, shed was difficult - approval process.

Don't do anything, don't mow verge etc.

Went to council meetings, a lot of old Italian people part of the chambers and not a flood zone according to map but shed needed to be built up - no one will ever come up and do developments because too hard for people

Have land and horses and needed to pay for permit to have horses in the backyard.

Bins picked up fortnightly - weekly would be preferred.

Council rates have gone up.

2. Have you noticed any improvements in the area in the last 1-2 years?

None (maybe in new developments only).

3. I can also see that you are dissatisfied with roads and footpaths –

Could you discuss why? What do you think about the roads and footpath

PROBE - Reasons for dissatisfaction

To get down to our street when wet, road maintenance is needed.

Have rang council and said it is not their problem, have not referred.

Rank about illegal burning of toxic materials - said go there and investigate but no change.

Interview 1 - Female

4. What about stormwater/drainage and waste collection?

No stormwater - rang council when moved and told us our responsible to fix it privately although it is on council (2013).

5. In your opinion, what is the number 1 thing that Council should focus on?

If charge so much for rates expect more done - not just new subdevelopments (moving verges - make it easier to communicate/ should be easier to ring up and get results (road maintenance etc.)).

Want to build new office - who is paying for that?

Interview 2 - Female

1. You rated your overall level of satisfaction with the council a 2 –

What is the main reason you have that score? (reason for overall satisfaction)

Don't know the council, who works there etc. (streaming council meetings is good), don't know them as a person (could be meet and greet, listen to people at the footy club etc.).

Things don't get done - roads, sewerage system had to switch but not everyone is on it.

Not approachable.

2. Have you noticed any improvements in the area in the last 1-2 years?

No - do more towards Two Wells (new developments).

3. I can also see that you are dissatisfied with roads and footpaths –

Could you discuss why? What do you think about the roads and footpath

PROBE - Reasons for dissatisfaction

Roads are shocking.

Some get the nice bricks, but not on the back roads.

Road maintenance not good - roads have been patched up and when it rains it wears off.

Interview 2 - Female

4. What about stormwater/drainage and waste collection?

Don't mind waste collection fortnightly - but need a bigger bin if it is fortnightly.

Around Christmas time, they should pick up bins weekly - flies and smell in summer.

5. In your opinion, what is the number 1 thing that Council should focus on?

Listening to ratepayers - find out what we need.

Rates are ridiculous, have gone up and services have not improved.

High rates based on valuation but no growth in Mallala.

Should be centralised council workers.

Local CEO apparently built new office on his house so he can work from home and does add no value for community.

Everyone is doing it tough - should be met halfway.

Nothing for young people.

We are completely different to Two Wells. Mallala is a community town.

Need to get more people into our town, need nice parks etc.

Interview 3 - Male

1. You rated your overall level of satisfaction with the council a 1 –
What is the main reason you have that score? (reason for overall satisfaction)

Got about 8 people doing maintenance and 60 people in the office.

Looked at doing a subdivision took them over a year to get back with an answer.

2. Have you noticed any improvements in the area in the last 1-2 years?

Nothing.

3. I can also see that you are dissatisfied with roads and footpaths –
Could you discuss why? What do you think about the roads and footpath
PROBE - Reasons for dissatisfaction

Verges of most roads are so high you can't see past intersections.

Flooding issues.

4. What about stormwater/drainage and waste collection?

Not much stormwater infrastructure - too many bosses and not enough chiefs.

Waste collection is inadequate - only every 2 weeks and extra \$.

5. In your opinion, what is the number 1 thing that Council should focus on?

Road maintenance.

Interview 4 - Female

1. You rated your overall level of satisfaction with the council a 2 –

What is the main reason you have that score? (reason for overall satisfaction)

Have been here for 25 years, footpaths and lighting and PT are omissions - no fight for our community.

Can build all new estates but families out here are not supported.

Sporting facilities are outdated and have not been updated.

Paths need maintenance - broken and uneven pavers - have to walk on the road most of the time.

Have massive drainage issues.

Have raised with council several times -nothing ever happens, just feel like they are not listening.

Don't have hard rubbish collection.

Have been advocating for PT for ages and nothing happens.

Street lighting is terrible.

Mainly issues in the Two Wells area.

2. Have you noticed any improvements in the area in the last 1-2 years?

Yes - have started street scaping main streets - you see some stuff happening park around library.

"Is it just a token or ongoing?"

Interview 4 - Female

3. I can also see that you are dissatisfied with roads and footpaths –
Could you discuss why? What do you think about the roads and footpath
PROBE - Reasons for dissatisfaction

NA

4. What about stormwater/drainage and waste collection?

NA

5. In your opinion, what is the number 1 thing that Council should focus on?

Right now, transport because our community is growing – need public transport network/ coverage.

Has been raised with council – understand it is a larger issue but need advocacy.

Interview 5 - Female

1. You rated your overall level of satisfaction with the council a 2 –

What is the main reason you have that score? (reason for overall satisfaction)

In my op, not very proactive because lived in this house since 2005 and when I came it was pretty good but in 2016 after bushfires got the neighbours from hell (burned fires outside at night, filled up the house with smoke etc.) - went to the council several times to see where we stood with this person.

Got a fire person that was no use.

Environmental guy that was no use - said to ring the police if after 5pm.

Not proactive in anything at all - only rang them a couple of times.

Don't listen to anything you say - missed due date for rates because worked remote for a while, spoken to someone but got no results "they are not interested in anything - they are just money grabbing" I pay over \$700 a quarter, went up recently "I understand that house prices went up but I get nothing for my money."

A couple of things I asked for help for.

"They just flog it off to somebody else".

2. Have you noticed any improvements in the area in the last 1-2 years?

Across the road is a big sports complex, lovely area and you see the council people around a bit more.

"Every time you ring it feels like it is an inconvenience for them."

They don't act on anything instantly enough (rake up leaves, fix pavers).

Interview 5 - Female

3. I can also see that you are dissatisfied with roads and footpaths –
Could you discuss why? What do you think about the roads and footpath
PROBE - Reasons for dissatisfaction

You see more of the council people around.

Street sweeping used to be regular, and you see it very rarely now.

Patronizing when you talk to them.

4. What about stormwater/drainage and waste collection?

NA

5. In your opinion, what is the number 1 thing that Council should focus on?

Should be more proactive with the important issues in town. They are too busy with other stuff that means nothing to other people. When I ring, and I hardly ever ring, nothing happens.



More proactive - send out a glossy expensive newsletter which I think is unnecessary (put it on ordinary paper).

MC GREGOR TAN
RESEARCH. STRATEGY. SOLUTIONS.

THANK YOU

15.4 THOMPSON BEACH VEHICLE ACCESS**Record Number: D23/6749****Author: Manager Regulatory****Authoriser: General Manager - Development and Community**

Attachments:

1. **Report to Infrastructure and Environment Committee Meeting – 15 June 2021** [↓](#) 
2. **Local Government Land By-Law 2019** [↓](#) 

RECOMMENDATION

“that Council, having considered Item 15.4 – *Thompson Beach Vehicle Access*, dated 27 February 2023, receives and notes the report.”

Purpose

The purpose of this report is to provide Council with options and information regarding the potential restriction of motor vehicle access on the foreshore at Thompson Beach.

Background

At the Ordinary Meeting held 19 December 2022 Council resolved the following:

Motion Without Notice

Moved Councillor Keen Seconded Councillor Paton 2022/417

“that the Chief Executive Officer bring back a report regarding options to restrict vehicle access with appropriate exemptions, including jinkers, on Thompson Beach.”

CARRIED

This resolution is similar to the below resolution by Council of 28 June 2021:

12.3 *Moved Councillor Keen Seconded Councillor Parker 2021/223*

“that Council endorses resolution 2021/012 of the Infrastructure and Environment Committee and in doing so instructs the Chief Executive Officer to bring back a report to Council with options to restrict vehicle access to Thompson Beach.”

CARRIED UNANIMOUSLY

The June 2021 resolution followed a report to the Infrastructure and Environment Committee Meeting of 15 June 2021 (**Attachment 1**) which provided information on the trial closure of Thompson Beach and Prime Beach to motor vehicles between 5 October 2020 and 30 May 2021.

That report recommended the undertaking of public consultation in relation to vehicles being prohibited on the foreshore at Thompson Beach, with the exception of emergency services, Council and Department of Environment and Water service vehicles or those launching and/or retrieving boats, and locally owned and registered jinkers.

In July 2021 Council considered an information report outlining options and information regarding the potential restriction of motor vehicle access to the Thompson Beach foreshore.

Vehicle access to the foreshore remains permitted, however concerns regarding this access have again been raised with Council staff. These include:

- Ensuring one of the key functions of Council outlined in Section 7 of the *Local Government Act 1999* is achieved, i.e. to manage, develop, protect, restore, enhance and conserve the environment in an ecologically sustainable manner, and to improve amenity.
- If access continues, consideration of additional Council resources to monitor and manage beach driving, and its consequences.
- Vehicles accessing the Adelaide International Bird Sanctuary National Park - Winaityinaityi Pangkara, from Council controlled coastal land.
- Potential damage to dunes and associated reduction in settlement protection.
- Potential impact on shorebird conservation.

Foreshore land directly south west of The Esplanade at Thompson Beach is Crown Land under Council's Care and Control. (see Image – Foreshore Land Tenure)



*Image – Foreshore Land Tenure***Discussion**

Council's *Local Government Land By-Law 2019* (the By-Law) (**Attachment 2**) came into operation on 10 February 2020. The By-Law was introduced *"For the management and regulation of the use of and access to all land vested in or under the control of the Council including the prohibition and regulation of particular activities on local government land."*

The current By-Law does not prohibit motor vehicles from driving on the foreshore and tidal flats adjoining Thompson Beach. The foreshore beach area is predominantly Crown Land under the care and control of Council, identified as Lot 102, CR 6219/115. It contains a significant amount of native vegetation, 17 pedestrian access points, and two dedicated car parks located opposite the Ruskin Road intersection and at the southern end of the settlement, which also provide vehicle access to the beach.

The foreshore and associated mud flats provide critical habitat for migratory shorebirds which are protected under the *Environmental Protection and Biodiversity Act 1999* and align to Australia's commitments under international treaties such as the Bon Convention, Japan- Australia Migratory Bird Agreement, China-Australia Migratory Bird Agreement, and Republic of Korea-Australia Migratory Bird Agreement. The Australian Government has an adopted Wildlife Conservation Management Plan for Migratory Shorebirds¹. This is relevant for Adelaide Plain's coastal areas.

The tidal flats adjoining Thompson Beach are contained in Crown Land under the care and control of Council to low tide mark.

Clause 4.32 of the By-Law relates to vehicles, with Clause 4.32.2 allowing Council to make resolutions restricting motor vehicle movement on "any part of the land". Such resolutions require no change to the By-Law.

Prior to making any resolution, Council should first consider the following:

- Non-mandatory community consultation undertaken in accordance with Council's Public Consultation Policy. Clause 9 of the Policy is about non-mandatory consultation which 'may include specific matters of interest to the community or specific stakeholder groups'. Whilst it may be legally possible for Council to resolve without undertaking consultation, resident, visitor, and bird groups interest in vehicles on the foreshore highlights that it would be prudent for Council to consult on proposals to restrict foreshore vehicle access.
- If there is to be consultation about vehicles on the foreshore, it could be modelled on the approach of a discussion paper with background and facts, comparable jurisdictions, and options. Interested stakeholders include residents, visitors, bird interests, DEW, and

¹ dcceew.gov.au/environment/biodiversity/publications/wildlife-conservation-plan-migratory-shorebirds-2016

regular beach users. The intent is an informed consultation process to enable key stakeholders to consider the question and to provide an informed response.

- Council's monitoring and enforcement capability - Community Safety staff currently work Monday to Friday with one Authorised Officer 'on call' after hours and weekends. On-call means for emergency call outs e.g. dog attacks and does not provide for beach patrols. In relation to weekends, Council has a resource sharing arrangement with Light Regional Council. A single officer covers weekend call outs for both Councils on an alternating roster arrangement.

After hours service has traditionally been limited to responding to animal related emergencies only. Extending the service to conduct beach patrols and associated compliance enforcement after hours and on weekends (likely a community expectation and when most non-compliance e.g. vehicles access to the beach would occur) would require additional resourcing.

- Need for permanent signage at car parks at southern end of Thompson Beach and opposite the Ruskin Road intersection, and at the entrance to the settlement, noting that signage may be vandalised
- Need for supporting educational material and/or a media campaign
- Need for monitoring and reporting to ensure intended benefits are occurring
- Emergency Service, Police, Council or Council Contractor motor vehicles are already exempted from the By-Law pursuant to Clause 8.1, and therefore would not need to be excluded in any resolution made by Council
- Likely impacts of retaining status quo or making a change on the conservation of the sensitive coastal environment
- Impacts on the coastal community who currently access the beach using vehicles
- Impacts on visitors who currently access the beach using vehicles
- Whether similar resolutions should apply to foreshore areas of other coastal settlements.

Any resolution adopted would need to contain the following:

- Specific reference to the *Local Government Land By-Law 2019* Clause 4.32.2
- Specific reference to the subject land to which the exclusion applies, i.e. Lot 102, CR 6219/115 and Crown Land to low tide mark adjoining Thompson Beach
- Exemption of motor vehicles being driven or propelled in the dedicated car parks contained in Lot 102, CR 6219/115
- Exemption for specific motor vehicles, e.g. government department vehicles, vehicles launching and/or retrieving boats, registered jinkers, etc.

- Specific time periods if only a partial closure is proposed, e.g. from October to May each year

Summary

Council's *Local Government Land By-Law 2019* does not currently prohibit motor vehicles from driving on the foreshore and tidal flats adjoining Thompson Beach. Issues surrounding this access have again been recently raised with Council including damage to the coastal environment.

Clause 4.32 of the By-Law relates to vehicles, with Clause 4.32.2 allowing Council to make resolutions restricting motor vehicle movement on "any part of the land".

Prior to making any resolution to restrict motor vehicle access, Council should take into account a number of considerations around use of the beach and resources required to enforce any change. Any resolution made would also need to incorporate specific requirements, i.e. relating to By-Law referencing, subject land identification, exemptions and time periods (if applicable).


ReferencesLegislation

Local Government Act 1999

Local Government Land By-Law 2019

Policies

Public Consultation Policy

 Adelaide Plains Council	7.1	Thompson Beach, Seasonal Closure of Beach to Vehicles	
	Department:	Infrastructure and Environment	
	Report Author:	Coastal Conservation Officer	
Date:	15 June 2021	Document Ref:	D21/25841

EXECUTIVE SUMMARY

- The purpose of this report is to provide the Infrastructure and Environment Committee (the Committee) information on the trial closure of Thompson Beach from motor vehicles between October 2020 and May 2021 with the view to extend the seasonal closure.
- On 11 November 2019 Management were approached by the Senior Ranger for the Adelaide International Bird Sanctuary, who requested a seasonal restriction on motor vehicles at Thompson Beach between September and May annually.
- Council, at its Ordinary Meeting on 26 October 2020, resolved to trial prohibiting vehicles on the beach at Thompson Beach and Prime Beach between 5 October 2020 and 30 May 2021.
- Migratory shorebirds utilise our coastal areas over the summer months to feed and fatten up in preparation for their annual migration to the northern hemisphere to breed. Disturbance by off road vehicles has been identified threat to migratory shorebirds.
- Migratory Shorebirds are protected under the Environmental Protection and Biodiversity Act 1999. Some of the species utilising Council's coastal areas are classified as critically endangered.
- Minimising human induced threats to migratory shorebirds in Australia is a key objective in Birdlife Australia's Migratory Shorebird Conservation Action Plan. This is supported by Council's Natural and Coastal Areas Management Plan which was developed to guide the management of the natural and coastal areas to ensure these lands remain a valuable natural resource for existing and future generations
- The closure has improved beach safety for migratory and residents birds, pedestrians, and recreational fishers. At the same time, reducing vehicle use and damage to vegetation and the sensitive mudflat from compaction and damage from vehicles getting bogged.
- It is recommended that vehicles be prohibited on the beach at Thompson Beach with the exception of emergency services, Council and Department of Environment and Water service vehicles or those launching and/or retrieving boats, and locally owned and registered jinkers to access the beach.
- The recommendation is support by Friends of the International Bird Sanctuary, Friends of Parks, Bird Life, Birds SA, National Parks and Wildlife and presented as **Attachment 1** to this report.
- Access management is important for recreational and environmental outcomes and the proposed recommendation seeks to balance visitor use whilst seeking to reduce the impact caused by off road vehicles.

RECOMMENDATION

“that the Infrastructure and Environment Committee, having considered Item 7.1 – *Thompson Beach, Seasonal Closure of Beach to Vehicles*, dated 15 June 2021, receives and notes the report and in doing so, recommends to Council that public consultations is undertaken in relation to vehicles being prohibited on the beach at Thompson Beach with the exception of emergency services, Council and Department of Environment and Water service vehicles or those launching and/or retrieving boats, and locally owned and registered jinkers to access the beach.”

BUDGET IMPACT

Estimated Cost:	\$1000 (signage installation at vehicle access points within Thompson Beach)
Future ongoing operating costs:	\$500 (signage replacement)
Is this Budgeted?	Yes

RISK ASSESSMENT

The recommendation will improve beach safety for pedestrians, fishers and crabbers. Reduced vehicle use will also lessen risk of damage to vegetation and levees surrounding the township. The proposed resolution and long term adoption of the recommendation would benefit natural assets and provide an improved visitor attraction to the region for bird tourism.

Attachments

1. Support letters - Friends of the International Bird Sanctuary, Friends of Parks, Bird Life, Birds SA, National Parks and Wildlife.

DETAILED REPORT

Purpose

The purpose of this report is to provide the Infrastructure and Environment Committee (the Committee) information on the trial closure of Thompson Beach from motor vehicles between October 2020 and May 2021 with the view to extend the seasonal closure.

Background/History

Council, at its Ordinary Meeting on 28 September 2020, resolved as follows:-

12.2 *Infrastructure and Environment Committee Meeting – 3 September 2020*

Moved Councillor Keen Seconded Councillor Parker 2020/ 300

“that Council endorses resolution 2020/022 of the Infrastructure and Environment Committee and in doing so resolves to trial prohibiting vehicles on the beach at Thompson Beach and Prime Beach between 5 October 2020 and 30 May 2021, with the exception of emergency services, Council and Department of Environment and Water service vehicles or those launching and/or retrieving boats.

CARRIED

Additionally Council, at its Ordinary Meeting on 26 October 2020, resolved as follows:-

18.1 *Amend Resolution 2020/300 – Thompson Beach, Seasonal Closure of Beach to Vehicles*

Moved Councillor Keen Seconded Councillor 2020/ 372
Strudwicke

“that Council resolves that resolution 2020/300, in relation to the trial prohibiting vehicles on the beach at Thompson Beach and Prime Beach between 5 October 2020 and 30 May 2021 with the exception of emergency services, Council and Department of Environment and Water service vehicles or those launching and/or retrieving boats, be amended to also permit locally owned and registered jinkers to access the beach at Thompson Beach during the trial prohibition period.”

CARRIED

Discussion

As a land manager Council has a responsibility to manage its land in line with its relevant Community Land Management plan. Council's Natural and Coastal Management plan objectives have a focus on strengthening biodiversity and habitat value and allowing for the management of access to protect natural values.

Migratory shorebirds have seen dramatic population declines and face a number of threats along their flyway. Thompson Beach is a terminal feeding site for many species, some of which are considered critically endangered. Management actions which reduce disturbance whilst the birds are present will assist in maintaining habitat condition within our local area.

Thompson Beach is a popular destination for fishers and crabbers with seasonal visitation over the summer months increasing. Maintaining legitimate access whilst reducing impacts from disturbance and habitat decline would be a desired outcome.

Thompson Beach currently has 2 vehicle access points and 17 pedestrian access points within a 3km stretch of coastline. This level of access provides multiple options for people to access the beach without the need to drive onto the sand. There are a small number of residents and visitors who launch a boats from Thompson Beach. By limiting vehicle access to those who launch and retrieve a vessel, the proposed restriction will still maintain legitimate activity whilst discouraging the north and south movement of vehicles. It is the north and south traffic which results in vehicles regularly becoming bogged, leading to the wide spread disturbance and compaction of soils.

The Department of Environment have installed infrastructure at the northern end of Thompson Beach to restrict vehicles accessing the beach area north of the township and infrastructure at Pt Prime to limit access from the south. When on the beach there are limited natural features which provide clear guidance to know when you are on Council Managed Land or National Park.

The proposed recommendation would provide clarity for visitors and residents regarding vehicle use on the beach and maintain access that provides for the recreational activities of fishing, crabbing and bird watching.

Closure Results

The closure has improved beach safety for migratory and residents birds, pedestrians, and recreational fishers. At the same time, reducing vehicle use and damage to vegetation and the sensitive mudflat from compaction and damage from vehicles getting bogged.

- During the high peak period of Summer School holidays, 2020/2021 vehicles were observed in large numbers on the beach, 30 in one day. Once more prominent signs were installed and coastal officer education was implemented, including removing vehicles from the beach, a sharp decline was noted
- Positive impacts on shorebirds and resident birds cannot be fully proven at this stage. Longer observations of 1-2 years is needed to see if seasonal counts have increased as a result of less disturbance on the beach by vehicles.
- Personal Communication with residents with Coastal Conservation Officer:
 - "Once larger signs were installed (no car and motorbike signs) in September 2020, noticeable change in beach usage by vehicles was observed."
 - "Rubbish on the beach has reduced dramatically, with noticeable decline and in many cases not finding toilet paper, baby wipes and nappies anymore."
 - "Decline in vehicles getting bogged during the period only observed two cars bogged in the early stages of the trial while signage was limited."

- “Regular Bird watchers noted an increase in bird observations since vehicle access to the beach was stopped.”
- “Unruly Motorbikes behaviour on the beach noted reduction.”

Next Steps

It is recommended to continue the closure with two methods of closure available, they are;

1. Permanent Closure (recommended) and supported by Friends of the International Bird Sanctuary, Friends of Parks, Bird Life, Birds SA, National Parks and Wildlife and presented as **Attachment 1** to this report.
 - Vehicles be prohibited on the beach at Thompson Beach with the exception of emergency services, Council and Department of Environment and Water service vehicles or those launching and/or retrieving boats, and locally owned and registered jinkers to access the beach.
 - Implementing of compliance (New signage)
2. Partial Closure during shorebird season February to October
 - Vehicles be prohibited on the beach at Thompson Beach with the exception of emergency services, Council and Department of Environment and Water service vehicles or those launching and/or retrieving boats, and locally owned and registered jinkers to access the beach.
 - Implementing of compliance and signage

Conclusion

As a responsible land manager, Council has a duty to manage its land for all user groups and to do so in accordance with relevant management plans. Access management is important for recreational and environmental outcomes and the proposed recommendation seeks to balance visitor use whilst seeking to reduce the impact caused by off road vehicles.]

References

Legislation

Environmental Protection and Biodiversity Act 1999

Council Policies/Plans

Council's Natural and Coastal Areas Management Plan



President: Mr Duncan MacKenzie OAM
4 Edinburgh Avenue, Stonyfell SA 5066
Telephone: 8332 1204
<http://www.friendsofparksa.org.au/home>
ABN 32 457 858 155

Patrons: Dr. Barbara Hardy, AO; Mrs. Jean M^cLaren;
Hon. David Wotton AM; Mr Dene Cordes, PSM

24th of May 2021

Mr James Miller
CEO, Adelaide Plains Council
Po Box 18, Mallala SA 5502

Dear James,

Re: Support for permanent closure of Thompson Beach for vehicles post- trial.

The Friends of Parks Inc. and Adelaide International Bird Sanctuary would like to express our support for the continuation or permanent closure of Thompson Beach post the trial completed on May 31st 2021.

A continued closure would provide the added protection and reduce vehicle damage to fragile mudflats and shorelines where the migratory birds and resident birds feed and roost. Vehicles assessing the beach provide disturbance and an increased risk to the safety and welfare of the birds and other coastal species. A continued closure would also protect the assets of the Adelaide International Bird Sanctuary.

The Adelaide International Bird Sanctuary is one of the key feeding and roosting sites for migratory birds using the East-Asian Australasian Flyway. Many, including Red-necked Stints, Sharp-tailed Sandpipers and Pacific Golden Plovers, fly from as far away as Siberia and Alaska, passing through 22 countries. The flyway is a vital migratory route used by more than 5 million birds a year. Every summer, up to 25,000 shorebirds gather across the Sanctuary, and particularly at Thompson Beach, which is one of the most important feeding sites in the Sanctuary. More than 50 different species of migratory birds have been recorded across the Sanctuary, with many of these listed as threatened under the Australian Government EPBC Act 1999.

In addition, the beaches of the Sanctuary provide prime roosting areas and breeding sites for a number of shorebird species, so it is vital that vehicles are kept off beaches – such as Thompson's Beach – during the feeding and breeding season. During April 2021, a motorist driving on a Kangaroo Island beach where cars are banned, ran over and killed 20 Red-necked Stints.

We very much appreciate your efforts in closing off Thompsons Beach to protect the shorebirds and their food sources, and more than welcome continued closure, preferably on a permanent basis.

Yours Sincerely

Duncan MacKenzie OAM
Chairman, Adelaide International Bird Sanctuary
President, Friends of Parks Inc. SA
Board member, BirdLife Australia

May 27th 2021

Dear Mr. Miller and Elected Members,

On behalf of BirdLife Australia I am writing to congratulate Council on it's positive decision to support the seasonal (Oct – May) closure of off-road vehicles on the foreshore and sabkha areas of Thompson Beach this past summer.

As you may be aware the tidal flats and backing clay-pans/sabkhas are critically important feeding and resting sites for our migratory shorebirds from early spring through summer and into April/May when the flocks depart for their northern hemisphere breeding grounds. This time on our shores and within the Adelaide International Bird Sanctuary and upper Gulf St Vincent is a crucial stage where they must rest and put on the weight needed to make their migrations to breed and thus continue to sustain their populations. Some of these birds are flying **non-stop for 7-10 days covering distances of 12,000 kms.**

Vehicles that drive on the beach cause great disturbance and can even in some instances cause death to shorebirds that are resting at the high tide. Vehicles on beaches can also have detrimental effects to the shorebirds food by crushing and compacting the mudflats where their prey inhabit.

The step Council has taken to close these areas off to motor vehicles has shown leadership and resolute action for the conservation of migratory shorebirds within your Council area. It is our hope that this has set a positive example and precedence for other Local Governments with a duty of care to manage important shorebird habitats in their areas.

We encourage Council to continue this leadership and positive momentum by establishing a **permanent closure** to all vehicles (Jinkers exempt) on the Thompson Beach foreshore.

BirdLife Australia's Sharing our Shores Project will continue to support and work alongside the Council and local community, including the Thompson Beach Progress Association, AIBS National Park, Friends of AIBS, and the

broader Community to deliver great outcomes for the Sanctuary, local residents, and the birds.

Kind regards,



Aleisa Lamanna
Sharing our Shores with Coastal Wildlife Project Coordinator
BirdLife Australia

Email: aleisa.lamanna@birdlife.org.au
Phone: 0435 544 939



The South Australian Ornithological Association Inc
Founded 1899

ABN: 76 339 976 789

Postal Address:

C/o South Australian Museum
North Terrace
ADELAIDE SA 5000
2 June 2021

To: James Miller – CEO Adelaide Plains Council

Re: Vehicle Restrictions – Thompson Beach

Dear James,

I am writing to you on behalf of the South Australian Ornithological Association (operating as Birds SA). Our membership is close to 1,000 strong. We are affiliated with the national birding organisation, BirdLife Australia.

Support for Vehicle Restrictions on Thompson Beach

Birds SA strongly supported the implementation of the trial ban for vehicles on Thompson Beach between 5 October 2020 and 30 May 2021. We also strongly support the continuation of a vehicle ban on Thompson Beach in future years.

Success of the Trial Ban

It is our view that the trial has been a success and we congratulate the Adelaide Plains Council for this initiative. Although we witnessed several transgressions throughout the trial period, anecdotal reports indicate that education and clear signage had a positive effect in reducing such incidents.

Positive Benefits of the Trial Ban

- There was far less disturbance to feeding birds. This is critically important for migratory birds that are fattening up for their return journey to the northern hemisphere.
- Sea grasses were not squashed by vehicles. This is particularly important for migratory birds such as the Ruddy Turnstone that seek food in the sea grass as well as using it for safe roosting.
- Pied Oystercatcher numbers recorded at Thompson Beach were higher than in any of the past six years with 31 recorded in January, 25 in March and 16 in April. This provides some confidence that there may be successful breeding of Oystercatchers on the beach in future years.
- Great Egrets and Little Egrets were seen in numbers greater than bird observers could ever remember at this site. These elegant birds can be easily disturbed by motor vehicles. On 6 May 2021, 65 Great Egret and 40 Little Egret were observed at Thompson Beach, a sight which would impress any tourist or expert birder alike.

Importance of Thompson Beach for Birdlife

Thompson Beach is an important terminal for migratory shorebirds utilising the East Asian - Australasian Flyway. It is a resource of international significance, hosting birds which are globally threatened including Eastern Curlew, Bar-tailed Godwit, Great Knot and Curlew Sandpiper. Thompson Beach also plays an important role in hosting local shorebirds such as the Pied Oystercatcher, Sooty Oystercatcher and Red-capped Plover. These birds breed on the beach between the months of August and February and their eggs and chicks can be destroyed by vehicle traffic on the beach.

Vehicles Destroy Important Bird Food Resources

The ban has not enabled us to fully evaluate the impact on molluscs and bi-valves, food resources upon which many of the shorebirds rely. We have plenty of evidence of the reverse occurring where highly abundant areas of molluscs have been decimated by vehicle traffic resulting in the birds being forced to leave those areas permanently.

Banning of Vehicles for the Whole Year

It is our hope that in the long-term, vehicles will be banned for the whole year, similar to what has been done in other Council areas and interstate, with exceptions for boat launching and emergency service vehicles.

Documentary Video on Off-road Vehicle Impact

Birds SA has produced a documentary on the impact of off-road vehicles in coastal areas. This will be released publicly within the next few months and we look forward to sharing it with you.

I sense that there is a genuine enthusiasm within your Council, within DEW, within Friends of the Adelaide International Bird Sanctuary and within birding organisations such as Birds SA to do everything within our power to give the birds at Thompson Beach the best chance of survival long-term. Birds SA looks forward to working with you to achieve this.

For reference I have attached Birds SA's bird list for Thompson Beach which demonstrates just what an impressive site this is for bird diversity.

Yours sincerely,



Jeff Groves
Vice-President, Birds SA
jeff.groves@birdssa.asn.au
Ph 0401 125 510

**Attached :** Thompson Beach Bird List

www.birdssa.asn.au	Checklist for THOMPSON BEACH	
Black Swan	Lesser Sand Plover	White-winged Fairywren
Australian Shelduck	Greater Sand Plover	New Holland Honeyeater
Pacific Black Duck	Oriental Plover	White-fronted Chat
Grey Teal	Bar-tailed Godwit	Spiny-cheeked Honeyeater
Chestnut Teal	Black-tailed Godwit	Red Wattlebird
Stubble Quail	Whimbrel	Singing Honeyeater
Brown Quail	Far Eastern Curlew	White-browed Scrubwren
Hoary-headed Grebe	Marsh Sandpiper	Weebill
Australian White Ibis	Common Greenshank	White-browed Babbler
Royal Spoonbill	Terek Sandpiper	Black-faced Cuckooshrike
Nankeen Night Heron	Ruddy Turnstone	Gilbert's Whistler
Eastern Great Egret (Great Egret)	Great Knot	Grey Butcherbird
White-faced Heron	Red Knot	Australian Magpie
Little Egret	Red-necked Stint	Grey Shrike-thrush
Australian Pelican	Sharp-tailed Sandpiper	Willie Wagtail
Australasian Gannet	Curlew Sandpiper	Grey Fantail
Little Pied Cormorant	Silver Gull	Magpie-lark
Black-faced Cormorant	Pacific Gull	Little Raven
Little Black Cormorant	Gull-billed Tern	Australian Raven
Pied Cormorant	Caspian Tern	*Eurasian Skylark
Osprey	Greater Crested Tern	Welcome Swallow
Black-shouldered Kite	Fairy Tern	Fairy Martin
Swamp Harrier	Whiskered Tern	Tree Martin
Spotted Harrier	*Feral Pigeon	Brown Songlark
Black Kite	*Spotted Dove	Silvereye
Whistling Kite	Brush Bronzewing	*Common Starling
White-bellied Sea Eagle	Crested Pigeon	*Common Blackbird
Australian Crane	Horsfield's Bronze Cuckoo	*House Sparrow
Black-tailed Nativehen	Pacific Swift	Australian Pipit
Painted Buttonquail	Sacred Kingfisher	
White-headed Stilt	Nankeen Kestrel	
Banded Stilt	Australian Hobby	
Red-necked Avocet	Brown Falcon	
Pied Oystercatcher	Black Falcon	
Sooty Oystercatcher	Peregrine Falcon	
Spur-winged Plover (Masked Lapwing)	Galah	
Red-kneed Dotterel	Eastern Bluebonnet	
Pacific Golden Plover	Elegant Parrot	
Grey Plover	Blue-winged Parrot	
Red-capped Plover	Rock Parrot	
Double-banded Plover	Purple-crowned Lorikeet	

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

Dear Mr Miller and Elected Members

I write on behalf of the Department of Environment to thank the Adelaide Plains Council for its trial closure prohibiting vehicles onto Thompson Beach.

We commend the Adelaide Plains Council for the leadership you have displayed in helping to protect this internationally important area and we support the continuation of seasonal closures to vehicles in the future.

Facilitating a safe and seamless transition for people between the park and adjacent townships is a key objective within the Management Plan. The closure to vehicles to Thompson Beach, has helped improve public safety for pedestrians utilising the beach, reduced fire risk from bogged vehicles and is a key step in contributing to shorebird management goals and raising awareness of the areas significance.

As you are already aware Thompson Beach offers important habitat over the summer months for migratory shorebirds to feed and fatten up in preparation for their annual migration to the northern hemisphere to breed. Migratory shorebirds are protected under the Environmental Protection and Biodiversity Act 1999 and the Adelaide International Bird Sanctuary forms part of the East Asian-Australian Flyway.

Disturbance by vehicles driving on the beach has been identified as a threat to both migratory and resident shorebirds. Managing access to the areas of habitat that shorebirds depend on is an important step to reduce the impact caused by off road vehicles.

We look forward to continuing to work with you to help protect this area long into the future.

Yours sincerely



Craig Nixon
National Parks and Wildlife Manager
NPW - Regional Operations - Yorke and Mid North

25/5/2021

3458

THE SOUTH AUSTRALIAN GOVERNMENT GAZETTE

10 October 2019

ADELAIDE PLAINS COUNCIL

*By-law made under the Local Government Act 1999***LOCAL GOVERNMENT LAND BY-LAW 2019****By-law No. 2 of 2019**

For the management and regulation of the use of and access to all land vested in or under the control of the Council including the prohibition and regulation of particular activities on local government land.

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

This by-law may be cited as the *Local Government Land 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 **animal** includes birds, insects and fish;
- 3.2 **boat** includes a raft, canoe, personal watercraft or any other similar device;
- 3.3 **camping** means the occupation of a sleeping bag, tent, vehicle, caravan or other makeshift structure as temporary accommodation, but does not include a situation where a person is resting in a vehicle during a journey;
- 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 **community garden** means an area of land set aside by the Council for the purposes of being gardened collectively by a group of people;
- 3.6 **domestic animal** includes any duck, reptile or fish;
- 3.7 **E-Cigarette** means:

10 October 2019

THE SOUTH AUSTRALIAN GOVERNMENT GAZETTE

3459

- 3.7.1 a device that is designed to generate or release an aerosol or vapour for inhalation by its user in a manner similar to the inhalation of smoke from an ignited tobacco product; or
- 3.7.2 a device of a kind resolved by the Council and notified by notice in the *Gazette* to be an E-Cigarette;
- 3.8 **electoral matter** has the same meaning as in the *Electoral Act 1985* provided that such electoral matter is not capable of causing physical damage or injury to any person within its immediate vicinity;
- 3.9 **emergency worker** has the same meaning as in the *Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014*;
- 3.10 **funeral ceremony** means a ceremony only (i.e. a memorial service) and does not include a burial;
- 3.11 **inflatable castle** includes a bouncy castle, jumping castle and any other inflatable structure used for recreational purposes;
- 3.12 **liquor** has the same meaning as defined in the *Liquor Licensing Act 1997*;
- 3.13 **local government land** has the same meaning as in the *Local Government Act 1999*, but does not include any road;
- 3.14 **open container** means a container which:
 - 3.14.1 after the contents thereof have been sealed at the time of manufacture and:
 - 3.14.1.1 being a bottle, has had its cap, cork or top removed (whether or not it has since been replaced);
 - 3.14.1.2 being a can, it has been opened or punctured;
 - 3.14.1.3 being a cask, has had its tap placed in a position to allow it to be used;
 - 3.14.1.4 being any form of container, it has been opened, broken, punctured or manipulated in such a way as to allow access to the contents thereof; or
 - 3.14.2 is a flask, glass or mug or other container used for drinking purposes;
- 3.15 **organised competition or sport** does not include social play;
- 3.16 **personal watercraft** means a device that:
 - 3.16.1 is propelled by a motor; and
 - 3.16.2 has a fully enclosed hull; and
 - 3.16.3 is designed not to retain water if capsized; and

3.16.4 is designed to be operated by a person who sits astride, stands, or kneels on the device,

and includes the device commonly referred to as a jet ski;

3.17 **sand dune** means the sand dunes, coastal slopes, cliffs and other geomorphological coastal forms under the care, control, and management of the Council;

3.18 **smoke** means:

3.18.1 in relation to a tobacco product, smoke, hold, or otherwise have control over, an ignited tobacco product; or

3.18.2 in relation to an E-Cigarette, to inhale from, hold or otherwise have control over, an E-Cigarette that is in use;

3.19 **traffic control device** has the same meaning as in the *Road Traffic Act 1961*;

3.20 **variable message sign** includes a permanent, portable or vehicle mounted electronic sign (except when the sign is used as a traffic control device);

3.21 **waters** means any body of water including a pond, lake, river, creek or wetlands under the care, control and management of Council.

Part 2 – Management of Local Government Land

4. Activities Requiring Permission

A person must not on any local government land, without the permission of Council:

4.1 Access to Waters

subject to the provisions of the *Harbors and Navigation Act 1993*, enter any waters, or swim or use a boat in or on waters:

4.1.1 in an area where a nearby sign erected by the Council states that one or more of these activities is prohibited;

4.1.2 contrary to any condition or requirement stated on a nearby sign erected by the Council;

4.2 Advertising and Signage

4.2.1 display any sign for the purpose of commercial advertising, other than a moveable sign that is displayed in accordance with the *Moveable Signs By-law 2019*;

4.2.2 erect, install, place or display a variable message sign;

4.2.3 place or maintain any goods or sign on the road or park or stand a vehicle on the land for the purpose of:

4.2.3.1 soliciting any business from any person; or

10 October 2019

THE SOUTH AUSTRALIAN GOVERNMENT GAZETTE

3461

4.2.3.2 offering or exposing goods or services for sale.

provided that this subparagraph 4.2.3 shall not apply to a person who is simply travelling along an area or road on local government land set aside by the Council;

4.3 Aircraft

subject to the *Civil Aviation Act 1988*, land or take off any aircraft on or from the land;

4.4 Alteration to Local Government Land

make an alteration to the land, including:

- 4.4.1 altering the construction or arrangement of the land to permit or facilitate access from an adjacent property; or
- 4.4.2 erecting or installing a structure (including pipes, wires, cables, pavers, fixtures, fittings and other objects) in, on, across, under or over the land; or
- 4.4.3 changing or interfering with the construction, arrangement or materials of the land; or
- 4.4.4 changing, interfering with or removing a structure (including pipes, wires, cables, fixtures, fittings or other objects) associated with the land; or
- 4.4.5 planting a tree or other vegetation on the land, interfering with the vegetation on the land or removing vegetation from the land;

4.5 Amplification

use an amplifier or other device whether mechanical or electrical for the purpose of amplifying sound to the public;

4.6 Animals on Local Government Land

- 4.6.1 cause or allow any animal to stray onto, move over, graze or be left unattended;
- 4.6.2 ride, lead or drive any horse, cattle or sheep, except on any track or car park on local government land that the Council has set aside (through the erection of signage) for the use by, or in connection with that animal;
- 4.6.3 cause or allow any animal under his or her control to swim or bathe in any waters to which Council has resolved this subparagraph will apply;
- 4.6.4 allow an animal in that persons control, charge or ownership to damage Council property;
- 4.6.5 release or leave any domestic animal;

4.7 Attachments

attach anything to a tree, plant, structure or fixture on local government land;

4.8 Bees

place, or allow to remain, any bee hive;

4.9 Boats

subject to the provisions of the *Harbors and Navigation Act 1993* and the *Marine Safety (Domestic Commercial Vessel) National Law* and to which the Council has resolved the subparagraph shall apply:

4.9.1 hire, offer for hire or use for commercial purposes a boat, raft, pontoon or other watercraft;

4.9.2 launch or retrieve a boat, raft, pontoon or other watercraft to or from any waters;

4.9.3 propel, float or otherwise use any boat, raft, pontoon or other watercraft on any waters;

4.9.4 tie or affix a boat to any jetty or pontoon;

4.10 Bridge and Jetty Jumping

4.10.1 jump from or dive from any bridge;

4.10.2 jump or dive from any jetty or pontoon to which the Council has resolved this subparagraph applies;

4.11 Buildings and Structures

4.11.1 erect or install a building;

4.11.2 use a building or structure other than for its intended purpose;

4.12 Camping

camp or stay overnight or erect any tent, booth, marquee or other structure for the purpose of habitation for a period of 24 hours or more except on any local government land designated by resolution of the Council for the purpose and in accordance with any such resolution;

4.13 Cemeteries

comprising a cemetery:

4.13.1 bury or inter any human or animal remains;

4.13.2 erect any memorial;

10 October 2019

THE SOUTH AUSTRALIAN GOVERNMENT GAZETTE

3463

4.14 Closed Lands

enter or remain on any part of the land:

- 4.14.1 at any time during which the Council has declared that it shall be closed to the public, and which is indicated by a sign to that effect; or
- 4.14.2 where the land is enclosed with fences and/or walls and gates, at any time when the gates have been closed and locked; or
- 4.14.3 where admission charges are payable, without paying those charges;

4.15 Distribution

distribute anything to any bystander, passerby or other person;

4.16 Donations

ask for or receive or indicate that he or she desires a donation of money or any other thing;

4.17 Fires

light any fire except:

- 4.17.1 in a place provided by the Council for that purpose; or
- 4.17.2 in a portable barbeque, as long as the barbeque is used in an area that is clear of flammable material for a distance of at least four metres; and
- 4.17.3 in accordance with the *Fire and Emergency Services Act 2005*;

4.18 Fireworks

discharge any fireworks;

4.19 Fishing

- 4.19.1 fish in any waters on local government land to which the Council has resolved this subparagraph shall apply; or
- 4.19.2 fish from any bridge or other structure on local government land to which the Council has resolved this subparagraph shall apply;

4.20 Flora, Fauna and Other Living Things

subject to the *Native Vegetation Act 1991* and the *National Parks and Wildlife Act 1972*:

- 4.20.1 except in a community garden, damage, pick, or interfere with any plant, fungi or lichen thereon; or

3464

THE SOUTH AUSTRALIAN GOVERNMENT GAZETTE

10 October 2019

4.20.2 tease, remove or cause harm to any animal or bird or the eggs or young of any animal or bird or aquatic creature;

4.20.3 use, possess or have control of any device for the purpose of killing or capturing any animal or bird;

4.21 Funerals and Scattering Ashes

conduct or participate in a funeral ceremony, or scatter ashes on land to which the Council has resolved this subparagraph will apply;

4.22 Golf

play or practice golf;

4.23 Lighting

4.23.1 use or operate any fixed floodlight;

4.23.2 use or operate any portable floodlight on land to which this subparagraph applies;

4.24 Model Aircraft

subject to the *Civil Aviation Act 1988*, fly or operate a model aircraft or drone aircraft;

4.25 No Liquor

4.25.1 consume, carry or be in possession or charge of any liquor on any local government land constituting a park or reserve to which this subparagraph applies;

4.25.2 excepting sealed containers, consume, carry or be in possession or charge of any liquor in an open container on any local government land constituting a park or reserve to which this subparagraph applies;

4.26 Picking of Fruit, Nuts or Berries

except in any community garden, pick fruit, nuts, seeds or berries from any plant;

4.27 Preaching and Canvassing

preach, canvass, harangue or otherwise solicit for religious purposes except on any land or part thereof where the Council has, by resolution, determined this restriction shall not apply;

4.28 Public Exhibitions and Displays

4.28.1 sing, busk or play a musical instrument for the apparent purpose of either entertaining others or receiving money;

10 October 2019

THE SOUTH AUSTRALIAN GOVERNMENT GAZETTE

3465

4.28.2 conduct or hold any concert, festival, show, public gathering, circus, performance or any other similar activity;

4.28.3 erect or inflate any inflatable castle;

4.28.4 cause any public exhibitions or displays;

4.29 Removing

carry away or remove any earth, rocks, minerals, plant material (dead or living), animal remains (including shells and fossils) or any part of the land;

4.30 Selling

sell anything or display anything for sale;

4.31 Skateboards and Small Wheeled Devices

subject to the *Road Traffic Act 1961*, and the *Local Government Act 1999*, ride on a skateboard or use roller skates or roller blades on land to which the Council has resolved this subparagraph will apply;

4.32 Vehicles

4.32.1 drive or propel a motor vehicle thereon, unless on an area or road constructed or set aside by the Council for the parking or travelling of motor vehicles;

4.32.2 drive or propel a motor vehicle on any part of the land to which the Council has resolved this subparagraph applies;

4.32.3 except on an area properly constructed for the purpose, promote, organise or take part in any race, test or trial of any kind in which motor vehicles, motor cycles, motor scooters or bicycles take part;

4.33 Weddings

conduct or participate in a marriage ceremony on land to which the Council has resolved this subparagraph will apply;

4.34 Wetlands

subject to the *Natural Resources Management Act 2004*, where that land constitutes a wetland:

4.34.1 operate a model boat;

4.34.2 fish, or take any aquatic creature;

4.34.3 introduce any fish or aquatic creature;

4.34.4 take or draw water;

4.35 Working on Vehicles

perform the work of repairing, washing, painting, panel beating or other work of any nature on or to any vehicle, except for running repairs in the case of breakdown.

5. Prohibited Activities

A person must not, on any local government land:

5.1 Annoyances

unreasonably annoy or interfere with any other person:

5.1.1 using the land;

5.1.2 occupying nearby premises,

by making a noise or creating a disturbance that has not been authorised by the Council;

5.2 Children's Playgrounds

use any device, equipment or apparatus installed in a children's playground if that person is over the age indicated by sign or notice as the age limit for using such equipment, apparatus or other installed device;

5.3 Fishing

deposit or leave any dead fish (in part or whole) or offal;

5.4 Interference with Permitted Use

interrupt, disrupt or interfere with any other person's use of local government land which is permitted or for which permission has been granted;

5.5 Playing Games

5.5.1 play or practice a game in any area where a sign indicates that the game is prohibited;

5.5.2 promote, organise or take part in any organised competition or sport in any area to which this subparagraph applies;

10 October 2019

THE SOUTH AUSTRALIAN GOVERNMENT GAZETTE

3467

5.6 Sand Dunes

- 5.6.1 use a sand board or other item to slide down a sand dune, coastal slope or cliff;
- 5.6.2 destabilise sand on a sand dune, coastal slope or cliff so as to cause it to unnecessarily mass waste down slope;
- 5.6.3 destroy, remove or cause interference to live or dead vegetation within a sand dune, coastal slope or coastal cliff;
- 5.6.4 light or cause to be lit or permit to remain alight any fire within a sand dune or on a coastal slope or cliff;
- 5.6.5 introduce non-indigenous flora and fauna or dump any material in the sand dunes or down coastal slopes or coastal cliffs;
- 5.6.6 carry out any activity which may threaten the integrity of sand dunes, coastal slopes and cliffs in the area;

5.7 Smoking

smoke tobacco or any other substance:

- 5.7.1 in any building or part of any building; or
- 5.7.2 on any land to which this subparagraph applies;

5.8 Toilets

in any public convenience:

- 5.8.1 urinate other than in a urinal or pan or defecate other than in a pan provided for that purpose;
- 5.8.2 smoke tobacco or any other substance;
- 5.8.3 deposit anything in a pan, urinal or drain which is likely to cause a blockage;
- 5.8.4 use it for a purpose for which it was not designed or constructed;
- 5.8.5 enter any toilet that is set aside for use by the opposite sex except where:
 - 5.8.5.1 a child under the age of five years accompanied by an adult person of that other sex; and/or
 - 5.8.5.2 to provide assistance to a disabled person;

5.9 Use of Equipment

use any item of equipment or property belonging to the Council other than in the manner and for the purpose for which it was designed or set aside.

Part 3 – Miscellaneous**6. Directions**

A person must comply with any reasonable direction or request from an authorised person relating to:

- 6.1 that person's use of the land;
- 6.2 that person's conduct and behaviour on the land;
- 6.3 that person's safety on the land;
- 6.4 the safety and enjoyment of the land by other persons.

7. Removal of Animals and Exclusion of Persons

7.1 If any animal is found on local government land in breach of this by-law:

- 7.1.1 any person in charge of the animal shall forthwith remove it from that land on the request of an authorised person; and
- 7.1.2 any authorised person may remove any animal from the land if the person fails to comply with the request, or if no person is in charge of the animal.

7.2 An authorised person may direct any person who is considered to be committing, or has committed, a breach of this by-law to leave local government land and not return for a period of no longer than 24 hours.

8. Exemptions

8.1 The restrictions in this by-law do not apply to any Police Officer, Council Officer or Council employee acting in the course and within the scope of that person's normal duties, or to a contractor while performing work for the Council and while acting under the supervision of a Council Officer, or to an emergency worker performing emergency duties.

8.2 The restrictions in paragraph 4.2.2, 4.5, 4.7, 4.15, 4.27, 4.28.2 and 4.28.4 of this by-law do not apply to:

- 8.2.1 electoral matters authorised by a candidate and which relate to a Commonwealth or State election that occurs during the period commencing on the issue of the writ or writs for the election and ending at the close of polls on polling day; or
- 8.2.2 electoral matters authorised by a candidate and which relate to an election under the *Local Government Act 1999* or the *Local Government (Elections) Act 1999* that occurs during the period commencing four weeks immediately before the date that has been set (either by or under either Act) for polling day and ending at the close of voting on polling day; or

10 October 2019

THE SOUTH AUSTRALIAN GOVERNMENT GAZETTE

3469

- 8.2.3 matters which relate to, and occur during the course of and for the purpose of a referendum.

9. Application

Any of paragraphs 4.6.3, 4.9, 4.10.2, 4.12, 4.19, 4.21, 4.23.2, 4.25, 4.31, 4.32.2, 4.33, 5.5.2 and 5.7.2 of this by-law shall apply only in such portion or portions of the area as the Council may by resolution direct from time to time in accordance with Section 246(3)(e) of the *Local Government Act 1999*.

10. Revocation

Council's *By-law No. 2 – Local Government Land*, published in the *Gazette* on 10 January 2013, 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 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

16 QUESTIONS ON NOTICE

Nil

17 QUESTIONS WITHOUT NOTICE

18 MOTIONS ON NOTICE

18.1 MOTION ON NOTICE - COUNCILLOR LUSH - TOURISM WORKSHOP

Record Number: D23/7041

Submitted By: Councillor John Lush

Attachments: Nil

PREAMBLE

Nil

PROPOSED MOTION

“that the Chief Executive Officer facilitate a workshop for the information of Elected Members on the Tourism and Economic Development Strategy and the potential for a campground at Dublin.”

19 MOTIONS WITHOUT NOTICE

20 URGENT BUSINESS

21 CONFIDENTIAL ITEMS

Nil

22 CLOSURE