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 24 July 2023 at 4.30pm

James Miller CHIEF EXECUTIVE OFFICER

INDEX

	Page Number
1	ACKNOWLEDGEMENT OF COUNTRY4
2	ATTENDANCE RECORD
3	CONFIRMATION OF COUNCIL MEETING MINUTES
3.1	Confirmation of Minutes - Ordinary Council Meeting held 26 June 2023
3.2	Confirmation of Minutes - Special Council Meeting held 26 June 2023
3.3	Confirmation of Minutes - Special Council Meeting held 10 July 2023
4	BUSINESS ARISING
5	DECLARATION OF MEMBERS' INTEREST
6	ADJOURNED BUSINESS
	Nil
7	MAYOR'S REPORT
7.1	Mayor's Report
8	REQUESTED DOCUMENTS/CORRESPONDENCE TO BE TABLED
9	DEPUTATIONS
	Nil
10	PRESENTATIONS/BRIEFINGS
	Nil
11	PETITIONS
	Nil
12	COMMITTEE MEETING MINUTES
12.1	Minutes of the Adelaide Plains Council Historical Committee Meeting held 4 May 2023 39
12.2	Minutes of the Adelaide Plains Council Historical Committee Meeting held 1 June 202347
12.3	Minutes of the Adelaide Plains Council Historical Committee Meeting held 6 July 2023 55
12.4	Minutes of the Audit Committee Meeting held 3 July 202361
13	SUBSIDIARY MEETINGS
	Nil
14	REPORTS FOR DECISION
14.1	Adoption of Draft 2023/2024 Annual Business Plan, Budget and Declaration of Rates for 2023/2024 Financial Year
14.2	Consideration of Projects to be Carried Forward from 2022/2023 to 2023/2024 Financial Year
1⊿ २	Community and Civic Hub Investigation - Completion of Phase 1
	250 million of the street patient 250

14.4	Employee Behavioural Standards (s.120A Local Government Act 1999)	353
14.5	2023 Local Government Association Annual General Meeting – Proposed Items of Business	386
14.6	Deed of Extension and Variation of Lease – Adelaide Kerbing Pty Ltd	402
14.7	Renewal of Lease – Dublin History Group Incorporated	413
14.8	Renewal of Lease – Two Wells Equestrian and Pony Club Incorporated	442
14.9	Two Wells Walking Cycling Plan Consultation Outcomes	475
14.10Citizenship Ceremony Policy – Review and Update672		
15	REPORTS FOR INFORMATION	682
15.1	Council Resolutions - Status Report	682
15.2	Undergrounding of Power Lines at Old Port Wakefield Road, Two Wells	693
4.0		
16	QUESTIONS ON NOTICE	695
16	Nil	695
16		
	Nil	695
17	Nil QUESTIONS WITHOUT NOTICE	695
17	Nil QUESTIONS WITHOUT NOTICE	695 695
17 18	Nil QUESTIONS WITHOUT NOTICE MOTIONS ON NOTICE Nil	695 695 695
17 18 19	Nil QUESTIONS WITHOUT NOTICE MOTIONS ON NOTICE Nil MOTIONS WITHOUT NOTICE	695 695 695 695
17 18 19 20	Nil QUESTIONS WITHOUT NOTICE MOTIONS ON NOTICE Nil MOTIONS WITHOUT NOTICE URGENT BUSINESS CONFIDENTIAL ITEMS	695 695 695 695 696
17 18 19 20 21 21.1	Nil QUESTIONS WITHOUT NOTICE MOTIONS ON NOTICE Nil MOTIONS WITHOUT NOTICE URGENT BUSINESS	695 695 695 695 696 698

1 ACKNOWLEDGEMENT OF COUNTRY

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.

2 ATTENDANCE RECORD

3 CONFIRMATION OF COUNCIL MEETING MINUTES

3.1 Confirmation of Minutes - Ordinary Council Meeting - 26 June 2023

"that the minutes of the Ordinary Council Meeting held on 26 June 2023 (MB Folios 17809 to 17824 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 26 June 2023 at 4.30pm

The Mayor formally declared the meeting open at 4.31pm

1 ACKNOWLEDGEMENT OF COUNTRY

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.

2 ATTENDANCE RECORD

Present:

Mayor Mark Wasley Councillor Alana Bombardieri Councillor Terry-Anne Keen Councillor John Lush Councillor Dante Mazzeo Councillor Margherita Panella Councillor David Paton Councillor Marcus Strudwicke

Staff in Attendance:

Chief Executive Officer Mr James Miller **Director Corporate Services** Ms Sheree Schenk Director Finance Mr Rajith Udugampola Director Growth and Investment Mr Darren Starr **Director Infrastructure and Environment** Mr Thomas Jones Group Manager – Development and Community Mr Michael Ravno Executive Assistant to the CEO and Mayor Ms Susan Cook Governance Administration Officer/Minute Taker Ms Stacie Shrubsole Information Technology Officer Mr Sean Murphy Marketing and Communications Officer **Clarisse Semler-Hanlon** Administration Support Officer – Infrastructure and Ms Lauren Bywaters Environment

Apologies:

Councillor Eddie Stubing Councillor Kay Boon

3 MINUTES

3.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING – 22 MAY 2023

RESOLUTION 2023/140

Moved: Councillor Mazzeo Seconded: Councillor Keen

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

CARRIED

3.2 CONFIRMATION OF MINUTES – SPECIAL COUNCIL MEETING – 22 MAY 2023

RESOLUTION 2023/141

Moved: Councillor Lush Seconded: Councillor Bombardieri

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

CARRIED

4 BUSINESS ARISING

Nil

5 DECLARATION OF MEMBERS' INTEREST

Nil

6 ADJOURNED BUSINESS

Nil

7 MAYOR'S REPORT

7.1 ACTING MAYOR'S REPORT – JUNE 2023

RESOLUTION 2023/142

Moved: Councillor Panella Seconded: Councillor Keen

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

CARRIED

7.2 MAYOR'S REPORT – JUNE 2023

RESOLUTION 2023/143

Moved: Councillor Panella Seconded: Councillor Strudwicke

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

CARRIED

8	REQUESTED DOCUMENTS/CORRESPONDENCE TO BE TABLED		
Nil			
9	DEPUTATIONS		
Nil			
10	PRESENTATIONS/BRIEFINGS		
Nil			
11	PETITIONS		
Nil			
12	COMMITTEE MEETING MINUTES		
Nil			
13	SUBSIDIARY MEETINGS		
13.1	LEGATUS GROUP ORDINARY MEETING HELD 19 MAY 2023		
RESOLUTION 2023/144			
Moved:	Councillor Panella		

Seconded: Councillor Lush

"that Council receives and notes the Minutes of the Legatus Group Ordinary Meeting held on 19 May 2023."

CARRIED

13.2 LEGATUS GROUP SPECIAL MEETING HELD 2 JUNE 2023

RESOLUTION 2023/145

Moved: Councillor Panella Seconded: Councillor Paton

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

CARRIED

13.3 GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY – BOARD MEETING HELD ON 15 JUNE 2023

RESOLUTION 2023/146

Moved: Councillor Lush Seconded: Councillor Keen

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

CARRIED

14 REPORTS FOR DECISION

14.1 POLICY REVIEW – CODE OF PRACTICE – MEETING PROCEDURES

RESOLUTION 2023/147

Moved: Councillor Strudwicke Seconded: Councillor Lush

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

• the deletion of Clause 15, Sub Clauses 10, 11 and 12."

CARRIED UNANIMOUSLY

14.2 REVIEW OF DELEGATIONS

RESOLUTION 2023/148

Moved: Councillor Keen Seconded: Councillor Paton

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

CARRIED

RESOLUTION 2023/149

Moved: Councillor Strudwicke Seconded: Councillor Mazzeo

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

That Council in exercise of the power contained in s44 of the *Local Government Act 1999*, the powers and functions under the following acts and specified in the proposed Instruments of Delegation contained in attachments to this report are hereby delegated on 23 July 2023 to the person occupying the office of Chief Executive Officer (and anyone acting in that position) subject to the conditions and/or limitations specified herein or in the Schedule of Conditions in each such proposed Instrument of Delegation.

- Adelaide Plains Council By-laws 1-5 (inclusive)
- Burial and Cremation Act 2013
- Burial and Cremation Regulations 2014
- Community Titles Act 1996
- Cost of Living Concessions Act 1986
- Crown Land Management Act 2009
- Disability Inclusion Act 2018
- Disability inclusion Regulations 2019
- Dog and Cat Management Act 1995
- Dog and Cat Management Regulations 2017
- Electricity (Principles of Vegetation Clearance) Regulations 2021
- Environment Protection Act 1993
- Environment Protection Regulations 2009
- Environment Protection (Air Quality) Policy 2016

- Environment Protection (Noise) Policy 2007
- Environment Protection (Used Packaging Materials) Policy 2012
- Environment Protection (Waste to Resources) Policy 2010
- Electricity Act 1996
- Expiation of Offences Act 1996
- Fines Enforcement and Debt Recovery Act 2017
- Freedom of Information Act 1991
- Freedom of Information (fees and charges) Regulations 2018
- Gas Act 1997
- Fire and Emergency Services Act 2005
- Fire and Emergency Services Regulations 2021
- Joint Criminal Rules 2022
- Heavy Vehicle (Mass Dimension and Loading) National Regulation (NSW)
- Independent Commissioner Against Corruption Act 2012
- Labour Hire Licensing Act 2017
- Land and Business (Sale and Conveyancing) Act 1994
- Landscape South Australia (General) Regulations 2020
- Landscape South Australia (Water Management) Regulations 2020
- Landscape South Australia Act 2019
- Liquor Licensing Act 1997
- Local Government (Financial Management) Regulations 2011
- Local Government (Forestry Reserves) Act 1944
- Local Government (General) Regulations 2013
- Local Government (Members Allowances and Benefits) Regulations 2010
- Local Government (Procedures at Meetings) Regulations 2013
- Local Government (Building Upgrade Agreements) Regulations 2017
- Local Government (Elections) Act 1999
- Local Government Act 1999
- Mining Act 1971

- Mining Regulations 2020
- Ombudsman Act 1972
- Private Parking Areas Act 1986
- Real Property Act 1886
- Road Traffic Act 1961
- Road Traffic Act 1961, Road Traffic (Miscellaneous) Regulations 2014
- Road Traffic (Road Rules Ancillary and Miscellaneous Provisions) Regulations 2014
- Roads (Opening & Closing) Act 1991
- South Australian Public Health (General) Regulations 2013
- South Australian Public Health (Legionella) Regulations 2013
- South Australian Public Health (Wastewater) Regulations 2013
- South Australian Public Health Act 2011
- Safe Drinking Water Regulations 2012
- State Records Act 1997
- Strata Titles Act 1988
- Water Industry Act 2012
- Water Industry Regulations 2012
- 1. Delegations made under *Planning, Development and Infrastructure Act 2016,* Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council, a Designated Authority; a Designated Entity – (Instrument A)

In exercise of the power contained in s44 of the *Local Government Act 1999*, and Section 100 of the *Planning, Development and Infrastructure Act 2016*, the powers and functions under the Planning, Development and Infrastructure Act 2016 Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council, a Designated Authority; a Designated Entity – (Instrument A), are hereby delegated effective from 23 July 2023 to the person occupying or acting in the Office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions.

2. Delegations made under Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Relevant Authority – (Instrument B)

In exercise of the power contained in s44 of the *Local Government Act 1999*, and Section 100 of the *Planning, Development and Infrastructure Act 2016*, the powers and functions under the *Planning, Development and Infrastructure Act 2016* Regulations, Planning &

Design Code and Practice Directions of Powers of a Council as a Relevant Authority– (Instrument B), are hereby delegated effective from 23 July 2023 to the person occupying or acting in the Office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions.

3. Delegation to Fire Protection Officers under the Fire and Emergency Services Act 2005

As set out in Division 8, Part 4 of the *Fire and Emergency Services Act 2005* the powers and functions pursuant to Section 93 of the *Fire and Emergency Services Act 2005* are hereby delegated effective from 23 July 2023 to the person/s occupying the position(s) of Fire Protection Officer (and anyone acting in that position) subject to the conditions and/or limitations specified herein or in the Schedule of Conditions

4. Delegations made under Food Act 2001

In exercise of the powers contained in s91 of the *Food Act 2001*, the powers and functions under the *Food Act 2001* and Food Regulations 2017 contained in the proposed Instrument of Delegation, are hereby delegated effective from 23 July 2023 to the person occupying the office of the Chief Executive Officer ('the head of the enforcement agency' for the purposes of the *Food Act 2001*) and anyone acting in that position. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation, unless otherwise indicated herein or in the Schedule of Conditions contained in each such proposed Instrument of Delegation.

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

In exercise of powers under s10 of the *Local Nuisance and Litter Control Act 2016*, the powers and functions under the *Local Nuisance and Litter Control Act 2016* and Local Nuisance and Litter Control Regulations 2017 contained in the proposed Instrument of Delegation are hereby delegated effective from 23 July 2023 to the person occupying the office of Chief Executive Officer and anyone acting in that position.

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

6. Delegations under Supported Residential Facilities Act 1992

In exercise of the power contained in s9 of the *Supported Residential Facilities Act 1992*, the powers and functions under the *Supported Residential Facilities Act 1992* and Supported Residential Facilities Regulations 2009 contained in the proposed Instrument of Delegation are hereby delegated effective from 23 July 2023 to the person occupying the office of the Chief Executive Officer and anyone acting in that position.

Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation, unless otherwise indicated herein or in the Schedule of Conditions contained in each such proposed Instrument of Delegation 7. Delegations under the Heavy Vehicle National Law (South Australia) Act 2013

In exercise of the powers contained in s44 of the *Local Government Act 1999* and s22B of the *Heavy Vehicle National Law (South Australia) Act 2013* (as relevant) the powers and functions under the *Heavy Vehicle National Law (South Australia) Act 2013* contained in the proposed Instrument of Delegation are hereby delegated effective from 23 July 2023 to the person occupying the office of the Chief Executive Officer and anyone acting in that position.

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

8. Delegations under the Safe Drinking Water Act 2011

In exercise of the powers contained in s43 of the *Safe Drinking Water Act 2011* the powers and functions under the *Safe Drinking Water Act 2011 and Safe Drinking Water Regulations 2012* contained in the proposed Instrument of Delegation are hereby delegated effective from 23 July 2023 to the person occupying the office of the Chief Executive Officer and anyone acting in that position.

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

CARRIED

RESOLUTION 2023/150

Moved: Councillor Strudwicke Seconded: Councillor Keen

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

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

That the Council resolves to grant the sub-delegation of powers under the *Road Traffic Act* as provided for in accordance with the Instrument of General Approval and Delegation to Council (dated 22 August 2013) from the Minister for Infrastructure and Transport (General Approval) the council authorises the following person(s) pursuant to Clause A.7 of the General Approval to endorse Traffic Impact Statements for the purposes of Clause A of the General approval provided that such person(s) shall take into account the matters specified in Clause A.7 of the General Approval in respect of Traffic Impact Statements:

Director, Infrastructure and Environment – Thomas Jones

Manager Operations – Scott Woodcock Manager Engineering – Michael Ravno In accordance with Clause A.7 of the General Approval, the council is of the opinion that the following person(s) is/are experienced traffic engineering practitioner(s) for the purposes of preparing a Traffic Impact Statement as required by Clause A.7 of the General Approval: Director, Infrastructure and Environment – Thomas Jones Manager Operations – Scott Woodcock Manager Engineering – Michael Ravno In accordance with Clause E.2 of the General Approval, the council is of the opinion that the following person(s) has (have) an appropriate level of knowledge and expertise in the preparation of Traffic Management Plans: Director, Infrastructure and Environment – Thomas Jones Manager Operations – Scott Woodcock Manager Operations – Scott Woodcock

CARRIED UNANIMOUSLY

14.3 CONSULTATION – DRAFT SAROC ANNUAL BUSINESS PLAN 2023-2024

RESOLUTION 2023/151

Moved: Councillor Paton Seconded: Councillor Lush

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

CARRIED UNANIMOUSLY

RESOLUTION 2023/152

Moved: Councillor Panella Seconded: Councillor Keen

"that Council, having considered Item 14.3 – *Consultation – Draft SAROC Annual Business Plan 2023-2024*, dated 26 June 2023 instructs the Chief Executive Officer to provide feedback to SAROC in relation to the Draft SAROC Annual Business Plan 2023-2024 to include advocacy for aged care services in the list of SAROC priorities."

CARRIED UNANIMOUSLY

14.4 APPROVAL OF EXPENDITURE PRIOR TO THE ADOPTION OF THE 2023/2024 ANNUAL BUDGET

RESOLUTION 2023/153

Moved: Councillor Keen

Seconded: Councillor Paton

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

- 1. Acknowledges that the 2023/2024 Annual Business Plan and Budget of Council is not proposed to be adopted until 10 July 2023;
- 2. Pending the adoption of the 2023/2024 Annual Business Plan and Budget, approves the expenditure of Council funds on the works, services and operations of the Council as follows:
 - a. Employee costs
 - b. Materials, contractors and other
 - c. Loan repayments and short-term borrowings
 - d. Interest expenses
- 3. Authorises the Chief Executive Officer to expend the Council's funds approved in paragraph 2 of this resolution; and
- 4. Acknowledges that the Chief Executive Officer may authorise such other employees of the Council to expend the funds approved in paragraph 2 of this resolution."

CARRIED UNANIMOUSLY

14.5 PROPOSED DISCRETIONARY FEES & CHARGES FOR 2023/2024 - TWO WELLS WASTE TRANSFER STATION

RESOLUTION 2023/154

Moved: Councillor Strudwicke Seconded: Councillor Keen

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

CARRIED UNANIMOUSLY

14.6 DOGS ON LEASH – LEWISTON WETLANDS AND RESERVES TRAILS

RESOLUTION 2023/155

Moved: Councillor Strudwicke Seconded: Councillor Keen

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

- 1. Endorses undertaking public consultation in relation to a proposal that dogs be on-leash in the Lewiston Wetlands and Reserves Trails to inform a Council resolution under the *Dogs By-Law 2019*.
- 2. Notes the Background Paper Proposed Dogs On Leash in Lewiston Wetlands and Reserves Trails as outlined in Attachment 2 will be used to inform the public consultation process.
- 3. Authorises the Chief Executive Officer to undertake editorial changes to finalise the Background Paper for consultation."

CARRIED UNANIMOUSLY

15 REPORTS FOR INFORMATION

15.1 COUNCIL RESOLUTIONS - STATUS REPORT

RESOLUTION 2023/156

Moved: Councillor Bombardieri Seconded: Councillor Mazzeo

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

CARRIED UNANIMOUSLY

15.2 CAPITAL WORKS AND OPERATING PROGRAM MONTHLY UPDATE – JUNE 2023

RESOLUTION 2023/157

Moved: Councillor Lush Seconded: Councillor Panella

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

CARRIED UNANIMOUSLY

15.3 REGIONAL REFORM ROUNDTABLE – MEMBER FOR LIGHT MEETING INVITATION

RESOLUTION 2023/158

Moved: Councillor Panella Seconded: Councillor Paton

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

CARRIED UNANIMOUSLY

RESOLUTION 2023/159

Moved: Councillor Strudwicke

Seconded: Councillor Panella

"that resolution 2019/416 be amended to delete Clause 3."

CARRIED UNANIMOUSLY

15.4 PROJECTS EXPECTED TO BE CARRY OVER TO 2023/2024 FINANCIAL YEAR

RESOLUTION 2023/160

Moved: Councillor Keen Seconded: Councillor Panella

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

CARRIED UNANIMOUSLY

15.5 MARKETING AND COMMUNICATIONS STRATEGY 2023-2024

Councillor Mazzeo left the meeting at 5.56 pm.

Councillor Mazzeo returned to the meeting at 5.59 pm.

RESOLUTION 2023/161

Moved: Councillor Keen Seconded: Councillor Paton

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

CARRIED UNANIMOUSLY

15.6 TWO WELLS COMMUNITY FUND – SEVENTH ROUND OUTCOMES

RESOLUTION 2023/162

Moved: Councillor Keen Seconded: Councillor Bombardieri

"that Council, having considered Item 15.6 – *Two Wells Community Fund* – *Seventh Round Outcomes*, dated 26 June 2023, receives and notes the report."

CARRIED UNANIMOUSLY

16 QUESTIONS ON NOTICE

Nil

17 QUESTIONS WITHOUT NOTICE

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

18 MOTIONS ON NOTICE

18.1 NOTICE OF MOTION – MAYOR MARK WASLEY – PARTIALLY RESCIND RESOLUTION 2023/048 – GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY, DEW BUSINESS CASE

RESOLUTION 2023/163

Moved: Mayor Wasley Seconded: Councillor Strudwicke

"that part 1 of resolution 2023/048, namely Council's conditional support for the DEW Business Case, be formally rescinded."

CARRIED UNANIMOUSLY

19 MOTIONS WITHOUT NOTICE

Nil

20 URGENT BUSINESS

Mayor Wasley presented Councillor Keen with an award from the Local Government Assiociation of South Australia, recognising Councillor Keen's 20-years of service to Local Government.

21 CONFIDENTIAL ITEMS

Nil

22 CLOSURE

There being no further business, the Mayor declared the meeting closed at 6.13pm.

Confirmed as a true record.

Mayor:....

Date: ____/___/

3.2 Confirmation of Minutes - Special Council Meeting - 26 June 2023

"that the minutes of the Special Council Meeting held on 26 June 2023 (MB Folios 17825 to 17831 inclusive) be accepted as read and confirmed."

CONFIDENTIAL

MINUTES

of the

Special Council Meeting



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

Council Chamber Redbanks Road Mallala

on

Monday 26 June 2023 at 7.00pm

The Mayor formally declared the meeting open at 7.00pm.

1 ACKNOWLEDGEMENT OF COUNTRY

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.

2 ATTENDANCE RECORD

Present:

Mayor Mark Wasley Councillor Alana Bombardieri Councillor Terry-Anne Keen Councillor John Lush Councillor Dante Mazzeo Councillor Margherita Panella Councillor David Paton Councillor Marcus Strudwicke

Staff in Attendance:

Chief Executive Officer	Mr James Miller
Director Corporate Services	Ms Sheree Schenk
Director Growth and Investment	Mr Darren Starr
Director Infrastructure and Environment	Mr Thomas Jones
Group Manager – Development and Community	Mr Michael Ravno
Executive Assistant to the CEO and Mayor	Ms Susan Cook
Governance Administration Officer/Minute Taker	Ms Stacie Shrubsole
Information Technology Officer	Mr Sean Murphy
Administration Support Officer – Infrastructure Environment	and Ms Lauren Bywaters

Apologies:

Councillor Kay Boon Councillor Eddie Stubing

Invited Guests:

Chair of the Board, Norman Waterhouse LawyersNPrincipal, Alinea GroupNDirector, BRM AdvisoryN

Mr Sean Keenihan Mr Ben Koop Mr Mark Booth

3 DECLARATION OF MEMBERS' INTEREST

Nil

4 CONFIDENTIAL ITEMS

4.1 TWO WELLS TOWN CENTRE MARKET ENGAGEMENT – SELECTION OF PREFERRED TENDER

RESOLUTION 2023/164

Moved: Councillor Keen Seconded: Councillor Lush

"that:

- 1. Pursuant to section 90(2) of the Local Government Act 1999, Council orders that all members of the public, except Chief Executive Officer, Director Corporate Service, Director Growth and Investment, Director Infrastructure and Environment, Group Manager Development and Community, Executive Assistant to the Mayor and CEO, Governance Administration Officer/Minute Taker, Administration Support Officer Infrastructure and Environment, Information Technology Officer, Mr Sean Keenihan of Norman Waterhouse Lawyers, Mr Ben Koop of Alinea Group and Mr Mark Booth of BRM Advisory be excluded from attendance at the meeting of Council for Agenda Item 4.1 Two Wells Town Centre Market Engagement Selection of Preferred Tender;
- 2. That 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 Selection of Preferred Tender concerns commercial information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting business, or to prejudice the commercial position of Council, being information relating to ongoing negotiations, and would on balance be contrary to the public interest;
- 3. That Council is satisfied that the principle that Council meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential."

CARRIED UNANIMOUSLY

RESOLUTION 2023/173

Moved: Councillor Keen Seconded: Councillor Lush

"that Council, having considered the matter of Item 4.1 – *Two Wells Town Centre Market Engagement* – *Selection of Preferred Tender* in confidence under sections 90(2) and 90(3)(b) of the *Local Government Act 1999*, resolves that:

- The staff report, minutes, Attachment 1, Attachment 2, Attachment 3, Attachment 4, Attachment 5 and Attachment 6 pertaining to Item 4.1 Two Wells Town Centre Market Engagement - Selection of Preferred Tender 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 UNANIMOUSLY

5 CLOSURE

There being no further business, the Mayor declared the meeting closed at 7.29pm.

Confirmed as a true record.

Mayor:....

Date: ____/___/____

3.3 Confirmation of Minutes - Special Council Meeting - 10 July 2023

"that the minutes of the Special Council Meeting held on 10 July 2023 (MB Folios 17832 to 17835 inclusive) be accepted as read and confirmed."

MINUTES

of the

Special Council Meeting



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

Council Chamber Redbanks Road Mallala

on

Monday 10 July 2023 at 4.30pm

The Mayor formally declared the meeting open at 4.32pm.

1 ACKNOWLEDGEMENT OF COUNTRY

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.

2 ATTENDANCE RECORD

Present:

Mayor Mark Wasley

Councillor Alana Bombardieri

Councillor Terry-Anne Keen

Councillor John Lush

Councillor Dante Mazzeo

Councillor David Paton

Councillor Marcus Strudwicke

Councillor Eddie Stubing

Staff in Attendance:

Chief Executive Officer Director Corporate Services Director Infrastructure and Environment Acting Director Growth and Investment Group Manager – Development and Community Executive Assistant to the CEO and Mayor Accountant Governance Administration Officer/Minute Taker Information Technology Officer

Apologies:

Councillor Kay Boon Councillor Margherita Panella Mr James Miller Ms Sheree Schenk Mr Thomas Jones Mr David Bailey Mr Michael Ravno Ms Susan Cook Ms Carmel Vandermolen Ms Stacie Shrubsole Mr Sean Murphy

3 DECLARATION OF MEMBERS' INTEREST

Nil

4 COMMITTEE MEETING MINUTES

4.1 MINUTES OF THE AUDIT COMMITTEE MEETING HELD 3 JULY 2023

RESOLUTION 2023/174

Moved: Councillor Strudwicke Seconded: Councillor Bombardieri

"that Council receives and notes the minutes of the Minutes of the Audit Committee Meeting held 3 July 2023 as presented as Attachment 1 to this report."

CARRIED

5 REPORTS FOR DECISION

5.1 PUBLIC SUBMISSIONS RECEIVED ON THE DRAFT 2023/2024 ANNUAL BUSINESS PLAN, BUDGET AND REVISED LONG TERM FINANCIAL PLAN 2024-2033

RESOLUTION 2023/175

Moved: Councillor Keen Seconded: Councillor Strudwicke

"that Council, having considered Item 5.1 – Public Submissions Received on the Draft 2023/2024 Annual Business Plan, Budget and Revised Long Term Financial Plan 2024-2033, dated 10 July 2023, receives and notes the report and in doing so acknowledges the three (3) written submissions on the draft 2023/2024 Annual Business, Budget and the Revised Long Term Financial Plan 2024-2033 of the Adelaide Plains Council."

CARRIED

5.2 ADOPTION OF DRAFT 2023/2024 ANNUAL BUSINESS PLAN, BUDGET AND REVISED LONG TERM FINANCIAL PLAN 2024-2033 AND DECLARATION OF RATES FOR 2023/2024 FINANCIAL YEAR

The Mayor sought leave of the meeting to suspend meeting procedures pursuant to *Regulation 20(1)* of the Local Government (Procedures at Meetings) Regulations 2013 for a period of time sufficient to facilitate informal discussions in relation to Item 5.2 – Adoption of Draft 2023/2024 Annual Business Plan, Budget and Revised Long Term Financial Plan 2024-2033 and Declaration of Rates for 2023/2024 Financial Year.

Leave was granted.

The meeting was suspended at 4.53pm.

The meeting resumed at 6.06pm.

RESOLUTION 2023/176

Moved: Councillor Strudwicke Seconded: Councillor Stubing

"that the Chief Executive Officer coordinate a workshop on the Annual Business Plan as soon as possible with a view of reducing the rate increase from 7% to 6% and with a view of further reducing the operating expenditure, including a focus on employee costs."

CARRIED

Councillor Paton called for a division.

The Mayor declared the vote set aside.

Members voting in the Affirmative: Councillors Strudwicke, Mazzeo, Stubing, Bombardieri, Lush and Keen

Members voting in the Negative: Councillor Paton

The Mayor declared the motion **CARRIED**.

6 CLOSURE

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

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

Record Number: D23/30872

Prepared for: Mayor Mark Wasley

Reporting Period - Thursday 22 June 2023 to Wednesday 19 July 2023

Thursday 22 June 2023

Mayor and Chief Executive Officer (CEO) Meeting – Various Matters

Monday 26 June 2023

Pre-Council Meeting – Mayor and Executive Management Team

Ordinary Council Meeting

Special Council Meeting

Wednesday 28 June 2023

Meeting – Mayor, CEO, Councillor Lush and John Drexel, President, Friends of Middle Beach Inc – Boat ramp discussions

Meeting – Mayor, CEO, Director Growth and Investment and Tony Lutfi – Private enterprise confidential proposal

Friday 30 June 2023

Meeting with ratepayers regarding matters concerning the Webb Beach area

<u>Monday 3 July 2023</u> Mayor and CEO Meeting – Various Matters Audit Committee Meeting

Wednesday 5 July 2023

Legatus Group hosted Workshop, 'Preparing your community for disasters and emergencies', Two Wells

Thursday 6 July 2023

Local Government Association SA, Mayor and CEO Annual Forum, Barossa Valley

Monday 10 July 2023

Citizenship Ceremony

Mayor and CEO Meeting – Various Matters

Special Council Meeting

Thursday 13 July 2023

Mayor and CEO Meeting – Various Matters

<u>Monday 17 July 2023</u>

Mayor and CEO Meeting – Various Matters

Council Member Workshop - 2023/2024 Annual Business Plan and Budget and Long-Term Financial Plan 2024-2033

Wednesday 19 July 2023

Legatus Group Waste Management Advisory Committee Meeting

RECOMMENDATION

"that Council, having considered Item 7.1 – *Mayor's Report – July 2023*, dated 24 July 2023, receives and notes the report."

8 **REQUESTED DOCUMENTS/CORRESPONDENCE TO BE TABLED**

9 **DEPUTATIONS**

Nil

10 PRESENTATIONS/BRIEFINGS

Nil

11 **PETITIONS**

Nil

12 COMMITTEE MEETING MINUTES

12.1 MINUTES OF THE ADELAIDE PLAINS COUNCIL HISTORICAL COMMITTEE MEETING HELD 4 MAY 2023

Record Number:	D23/29784
Author:	Manager Library and Community
Authoriser:	Group Manager - Development and Community
Attachments:	1. Minutes of the Adelaide Plains Council Historical Committee Meeting held 4 May 2023
	2. Minutes of the Minutes of the Adelaide Plains Council Historical Committee

OVERVIEW

As the Committee were unable to form a quorum on 4 May 2023, due to insufficient number of members in attendance, the meeting was adjourned and rescheduled to Friday 12 May 2023.

Meeting held 12 May 2023

Six members were present at the 12 May 2023 meeting and the adjourned business focused on the preparations for the forthcoming official opening of the Museum's Transport Gallery on Sunday afternoon 28 May 2023.

Members considered and voted on a submitted Motion on Notice regards revising the date and time the APCHC meetings are held. Members agreed their monthly meeting are now to be scheduled on the first Thursday of the month, instead of the first Tuesday, commencing at 11.00am as from 1 June 2023.

The Manager Library and Community was also authorised to purchase a compactus, up to the value of \$6,650. Mr Don Tiller had kindly donated \$5,000 towards the storage of records kept in the front office, and the remaining cost was funded through the Museum's operational budget.

RECOMMENDATION 1

"that Council receives and notes the minutes of the Adelaide Plains Council Historical Committee Meeting held 4 May 2023 as presented as Attachment 1 to this Report."

RECOMMENDATION 2

"that Council receives and notes the minutes of the Adelaide Plains Council Historical Committee Meeting held 12 May 2023 as presented as Attachment 2 to this Report."

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

Thursday 4 May 2023 at 11:00am

Thursday

Adelaide Plains Council Historical Committee



The Presiding Member formally declared the meeting open at 11.00 am.

1. ATTENDANCE

1.1 Present

Mr S M Strudwicke (Presiding Member) Mr P Angus Ms L Parsons Mrs C Young Also in Attendance: Manager Library and Community

Ms A Sawtell

1.2 Apologies

Mr B Bevan Mr J Franks

1.3 Not Present / Leave of Absence Mr V Chenoweth Mr G Tucker

2. <u>CLOSURE</u>

Due to a lack of quorum, the Presiding Member declared the meeting closed at 11.32 am.

3. <u>NEXT MEETING</u>

Friday 12 May 2023

Confirmed as a true record.

Presiding Member:

Date: <u>15 | 6 | 2</u>3

Adelaide Plains Council Historical Committee

Thursday 4 May 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

Friday 12 May 2023 at 11:00am

Adelaide Plains Council Historical Committee



Friday 12 May 2023

The Presiding Member formally declared the meeting open at 11.04 am.

1. ACKNOWLEDGEMENT OF COUNTRY

We acknowledge that we are meeting on traditional Country of the Kaurna 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 Kaurna people living today.

2. <u>ATTENDANCE</u>

2.1 Present

Mr S M Strudwicke (Presiding Member)

Mr P Angus Mr R Bevan Mr V Chenoweth Ms L Parsons Mrs C Young

Also in Attendance:

Manager Library and Community

Ms A Sawtell

2.2 Apologies

Mr J Franks Mr G Tucker

2.3 Not Present / Leave of Absence Nil

3. <u>CONFIRMATION OF MINUTES</u>

Commit	tee Resolution			2023/ 20
Moved	Mrs Young	Seconded	Mr Angus	
held on	e minutes of Adel Tuesday 4 April 20 and confirmed."			
				CARRIED
BUSINES	S ARISING			

Nil

Adelaide Plains Council Historical Committee Adelaide Plains Council

Friday 12 M

24 July 2023

215

5. <u>DECLARATION OF MEMBERS INTEREST (Material, actual, perceived)</u>

Nil

6. ADJOURNED BUSINESS

6.1 Committee Resolution

Moved Mr Chenoweth Seconded Mr Bevan

"that the Adelaide Plains Historical Committee, having considered Item 7.1 – *Resolution Actions Report – March 2023,* 4 April 2023, receives and notes the report."

CARRIED

2023/21

6.2 Monthly Financial Report – March 2023

Committee Resolution2023/22MovedMr ChenowethSeconded Mrs Young"that the Adelaide Plains Council Historical Committee, having consideredItem 7.2 – Monthly Financial Report – March 2023, dated 4 April 2023,receives and notes the report."CARRIED

6.3Monthly Correspondence, School & Group Visits Report - March 2023Committee Resolution2023/23

Moved Ms Parsons Seconded Mrs Young "that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – Monthly Correspondence, School and Group Visits Report – March 2023, dated 4 April 2023, receives and notes the report." CARRIED

6.4 Transport Gallery – Official Opening – April 2023 Update Report

Commit	tee Resolution			2023/	24
Moved	Mr Angus	Seconded	Ms Parsons		
Item 7.4	– Transport Gal		ning – April 202	having considere 23 Update Report	
				CARR	IED

Adelaide Plains Council Historical Committee





7. <u>REPORTS FOR INFORMATION</u>

Nil

8. <u>REPORTS FOR DECISION</u> Nil

9. QUESTIONS ON NOTICE

Nil

10. QUESTIONS WITHOUT NOTICE

Nil

11. MOTIONS ON NOTICE

11.1 Adelaide Plains Council Historical Committee – revised meeting date

Committe	ee Resolution		2023/ 25
Moved	Mr Bevan	Seconded Mr Angus	
are held o	on the first Thu	ns Council Historical Committee month ursday of the month, instead of the firs g at 11 am as from 1 June 2023."	
			CARRIED

12. MOTIONS WITHOUT NOTICE

12.1 Mallala Museum's front office – purchase of compactus

Committee Resolution2023/26MovedMr AngusSeconded Ms Parsons"that the Adelaide Plains Council Historical Committee, authorises the
Manager Library and Community to purchase a compacts for the sum of
\$6,650, accepting a donation of \$5,000 from Mr Don Tiller and the
remaining cost is funded with the Museum's operational budget."
CARRIED

Adelaide Plains Council Historical Committee



Friday 12 May 2023

Mallala Museum's office computer -- purchase of backup hard drive 12.2

Committee	Resolution			2023/	27
Moved Mr	Strudwicke	Seconded	Mrs Young		
	ember to expe			authorises the ackup hard drive	for
				CARR	IFD

13. **URGENT BUSINESS**

Nil

- 14. **CONFIDENTIAL ITEMS** Nil
- 15. **NEXT MEETING**

Thursday 4 May 2023

16. **CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 11.56 am.

Confirmed as a true record.

Presiding Member: <u>Multiple Market Ma</u>

Adelaide Plains Council **Historical Committee**



Friday 12 May 2023

12.2 MINUTES OF THE ADELAIDE PLAINS COUNCIL HISTORICAL COMMITTEE MEETING HELD 1 JUNE 2023

Record Number:	D23/29838
Author:	Manager Library and Community
Authoriser:	Group Manager - Development and Community
Attachments:	1. Minutes of the Adelaide Plains Council Historical Committee Meeting held 1 June 2023
	2. Minutes of the Adelaide Plains Council Historical Committee Meeting held 15 June 2023

OVERVIEW

With only four Committee members in attendance at the scheduled monthly APCHC meeting on 1 June 2023, another meeting date was set for Thursday 15 June 2023.

Members reflected on the opening of the Transport Gallery, held on Sunday 28 May 2023. The wintry weather did not deter over 100 people who attended the ceremony. Council's Manager Library and Community performed the role of MC on the day. Mr Dale Wilden, Manager Major Events from the History Trust of South Australia was the key speaker and he spoke about the History Festival and its particular significance in rural and regional areas during the month of May in South Australia. Mr Glen Dix, member of the Australian Speedway Hall of Fame, officially 'waved' the flag before afternoon tea was served in the Museum's school room.

Work on enclosing the Museum's Agricultural Shed has begun in earnest.

RECOMMENDATION 1

"that Council receives and notes the minutes of the Adelaide Plains Council Historical Committee Meeting held 1 June 2023 as presented as Attachment 1 to this Report."

RECOMMENDATION 2

"that Council receives and notes the minutes of the Adelaide Plains Council Historical Committee Meeting held 15 June 2023 as presented as Attachment 2 to this Report."

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

Thursday 1 June 2023 at 11:00am

Adelaide Plains Council Historical Committee



1. ATTENDANCE

1.1 Present

Mr S M Strudwicke (Presiding Member) Mr R Bevan Mr J Franks Ms L Parsons

Also in Attendance:

Manager Library and Community

Ms A Sawtell

1.2 Apologies

Mr P Angus Mr V Chenoweth Mr G Tucker Mrs C Young

2. <u>CLOSURE</u>

Due to a lack of quorum, the meeting was adjourned.

3. NEXT MEETING

Thursday 15 June 2023

Confirmed as a true record.

Presiding Member:

Date: 6/7/23

Adelaide Plains Council Historical Committee



XXX

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

Thursday 15 June 2023 at 11:00am



Adelaide Plains Council Historical Committee



The Presiding Member formally declared the meeting open at 11.03 am.

1. <u>ACKNOWLEDGEMENT OF COUNTRY</u>

We acknowledge that we are meeting on traditional Country of the Kaurna 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 Kaurna people living today.

2. <u>ATTENDANCE</u>

2.1 Present

Mr S M Strudwicke (Presiding Member) Mr R Bevan Ms L Parsons Mr P Angus Mr V Chenoweth Mr G Tucker Mrs C Young Also in Attendance:

Manager Library and Community

Ms A Sawtell

2.2 Apologies

Mr J Franks

2.3 Not Present / Leave of Absence Nil

3. CONFIRMATION OF MINUTES

.1	Commit	tee Resolution			2023/ 28
	Moved	Mrs Young	Seconded	Mr Angus	
	held on				l Committee meeting clusive), be accepted CARRIED
		Tea Pa			Ň
	ains Counci ommittee	I	Adelaide Plains Council		Thursday 15 June 2023

Committ	ee Resolution			2023/ 29
Moved	Mr Angus	Seconded	Mr Bevan	
held on 1				ommittee meeting sive), be accepted

4. <u>BUSINESS ARISING</u>

Nil

5. <u>DECLARATION OF MEMBERS INTEREST (Material, actual, perceived)</u>

Nil

6. ADJOURNED BUSINESS

6.1 Resolutions Actions Report – May 2023

Committee Resolution

Moved Mrs Young Seconded Ms Parsons

"that the Adelaide Plains Historical Committee, having considered Item 7.1 – Resolution Actions Report – May 2023, dated 1 June 2023 receives and notes the report."

CARRIED

2023/ 30

6.2 Monthly Financial Report – May 2023

Commit	tee Resolution	202	3/	31
Moved	Mr Bevan	Seconded Mrs Young		
Item 7.2		ns Council Historical Committee, having cons Incial Report – May 2023, dated 1 June 2023, re		
		C/	۱RR	IED

6.3 Monthly Correspondence, School & Group Visits Report – May 2023

 Committee Resolution
 2023/32

 Moved Ms Parsons
 Seconded Mrs Young

 "that the Adelaide Plains Council Historical Committee, having considered

 Item 7.3 – Monthly Correspondence, School and Group Visits Report – May

 2023, dated 1 June 2023, receives and notes the report."

 Adelaide Plains Council

Item 12.3

Historical Committee

Commi	ttee Resolution		2023/	33
Moved	Ms Parsons	Seconded Mr Bevan		
		Council Historical Committee, have ery Official Opening – May 2023 –		
	June 2023, receiv	ves and notes the report."		

7. <u>REPORTS FOR INFORMATION</u>

Nil

- 8. <u>REPORTS FOR DECISION</u> Nil
- 9. QUESTIONS ON NOTICE Nil
- 10. QUESTIONS WITHOUT NOTICE Nil
- 11. <u>MOTIONS ON NOTICE</u> Nil
- 12. <u>MOTIONS WITHOUT NOTICE</u> Nil
- 13. URGENT BUSINESS
 - Nil
- 14. <u>CONFIDENTIAL ITEMS</u>

Nil

Thursday 15 June 2023

Adelaide Plains Council Historical Committee



15. **NEXT MEETING**

6 July 2023

16. **CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 11.41 am.

Confirmed as a true record.

Presiding Member: A.M.M.M.M. Date: <u>617123</u>

Adelaide Plains Council **Historical Committee**



Thursday 15 June 2023

12.3 MINUTES OF THE ADELAIDE PLAINS COUNCIL HISTORICAL COMMITTEE MEETING HELD 6 JULY 2023

Record Number:	D23/29870
Author:	Manager Library and Community
Authoriser:	Group Manager - Development and Community
Attachments:	 Draft Minutes of the Adelaide Plains Counciil Historical Committee held July 2023 J T

OVERVIEW

Six (6) members were present at the 6 July 2023 Adelaide Plains Council Historical Committee meeting.

The new office compactus arrived on Monday, 3 July 2023 and was duly installed. As all the paperwork had to be boxed up prior to the delivery, volunteers now have the task to unpack and assemble various files.

Members agreed to set a standard price for group visits, which included the provision of morning or afternoon tea, as \$12 per head.

RECOMMENDATION

"that Council receives and notes the minutes of the Adelaide Plains Council Historical Committee Meeting held 6 July 2023 as presented as Attachment 1 to this Report."

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

Thursday 6 July 2023 at 11:00am

Adelaide Plains Council Historical Committee



Thursday 6 July 2023

The Presiding Member formally declared the meeting open at 11.05 am.

1. ACKNOWLEDGEMENT OF COUNTRY

We acknowledge that we are meeting on traditional Country of the Kaurna 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 Kaurna people living today.

2. <u>ATTENDANCE</u>

2.1 Present

Mr S M Strudwicke (Presiding Member)

Mr R Bevan

Mr V Chenoweth

Mr J Frank

Ms L Parsons

Mrs C Young

Also in Attendance:

Manager Library and Community

Ms A Sawtell

2.2 Apologies

Mr P Angus Mr G Tucker

2.3 Not Present / Leave of Absence

Nil

3. <u>CONFIRMATION OF MINUTES</u>

3.1	Commit	tee Resolution			2023/ 34
	Moved	Mrs Young	Seconded	Ms Parsons	
	held on		2023 (MB Folio		Committee meeting clusive), be accepted
					CARRIED

Adelaide Plains Council Historical Committee



Thursday 6 July 2023

CARRIED

Commit	tee Resolution		2023/ 35
Moved	Mr Chenoweth	Seconded	Mrs Young
			-
	Moved "that th		

4. BUSINESS ARISING

as read and confirmed."

Nil

5. <u>DECLARATION OF MEMBERS INTEREST (Material, actual, perceived)</u> Nil

6. ADJOURNED BUSINESS

Nil

7. <u>REPORTS FOR INFORMATION</u>

7.1 Resolutions Actions Report – June 2023

Committee Resolution2023/36MovedMr BevanSeconded Mrs Young"that the Adelaide Plains Historical Committee, having considered Item 7.1- Resolution Actions Report - June 2023, dated 6 July 2023 receives and
notes the report."

CARRIED

7.2 Monthly Financial Report – June 2023

 Committee Resolution
 2023/ 37

 Moved
 Mr Bevan
 Seconded
 Mr Chenoweth

 "that the Adelaide Plains Council Historical Committee, having considered

 Item 7.2 – Monthly Financial Report – June 2023, dated 6 July 2023, receives

 and notes the report."

 CARRIED

Adelaide Plains Council Historical Committee



Thursday 6 July 2023

Item 12.3 - Attachment 1

7.3	Monthly	Correspondence	, School & Group Visits R	leport – May 2023
	Commit	ee Resolution		2023/ 38
	Moved	Ms Parsons	Seconded Mr Fran	k
	Item 7.3	– Monthly Corre		mittee, having considered Group Visits Report – May eport." CARRIED
8.	<u>REPORTS</u> Nil	FOR DECISION		ail ^{on}
9.	<u>QUESTIO</u> Nil	<u>NS ON NOTICE</u>		
10.	<u>QUESTIO</u> Nil	<u>NS WITHOUT NO</u>		
11.	MOTION: Nil	<u>S ON NOTICE</u>		
12.	MOTION	S WITHOUT NOTI	<u>CE</u>	
12.1	Group vi	sits to the Mallala	a Museum – set charge	
	Commit	ee Resolution		2023/ 39
C	Moved	Mr Bevan	Seconded Mrs You	ing
5				ommittee, endorses a set acludes morning/afternoon
				CARRIED
13.	URGENT	<u>BUSINESS</u>		
	Nil			
	Plains Council Committee		Adelaide Plains Council	Thursday 6 July 2023

Historical Committee

14. <u>CONFIDENTIAL ITEMS</u>

Nil

15. <u>NEXT MEETING</u>

3 August 2023

16. <u>CLOSURE</u>

There being no further business, the Presiding Member declared the meeting closed at 11.39 am.

Confirmed as a true record.

Presiding Member:

Date: ____/___/___

Adelaide Plains Council Historical Committee



Thursday 6 July 2023

12.4 MINUTES OF THE AUDIT COMMITTEE MEETING HELD 3 JULY 2023

Record Number:	D23/30699	
Author:	Director Finance	
Authoriser:	Chief Executive Officer	
Attachments:	 Draft Minutes of the Audit Committee Meeting held 3 July 2023 J 2 Mark-up version of the Treasury Management Policy Reviewed in June 2023 J 2 	
	3. Mark-up version of the Assets Management Policy Reviewed in June	

OVERVIEW

The purpose of this report is for Council to consider the Audit Committee's recommendations, made at its meeting on 3 July 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 Draft 2023/2024 Annual Business Plan, Budget and Revised Long Term Financial Plan 2024-2033;
- Item 6.2 Update on Audit Committee Annual Work Program 2022/2023;
- Item 6.5 Policy Review Treasury Management Policy;

2023 🕂 🜃

- Item 6.6 Policy Review Asset Management Policy; and
- Item 6.7 Risk Management Framework Update.

Click Agenda here to view the <u>Agenda</u> for the Audit Committee Meeting on 3 July 2023.

Note:

 Item 6.1 – 2023/2024 Draft Annual Business Plan, Budget and Revised Long Term Financial Plan 2024-2033 has been included as a separate decision report under Agenda item 14.1

RECOMMENDATION 1 - UPDATE ON AUDIT COMMITTEE ANNUAL WORK PROGRAM 2022/2023

"that Council endorses resolution 2023/040 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 2 - REVISED TREASURY MANAGEMENT POLICY

"that Council endorses resolution 2023/043 of the Audit Committee and in doing so adopts the revised Treasury Management Policy as presented at Attachment 2 to this Report."

RECOMMENDATION 3 – REVISED ASSET MANAGEMENT POLICY

"that Council endorses resolution 2023/044 of the Audit Committee and in doing so adopts the revised Asset Management Policy as presented at Attachment 3 to this Report."

RECOMMENDATION 4

"that Council endorses resolution 2023/045 of the Audit Committee and in doing so instruct the Chief Executive Officer to organise a Risk Management workshops facilitated by Bentleys in August 2023"

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 3 July 2023 at 4.30pm

	266
Audit Committee Meeting Minutes	3 July 2023

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 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.

2 ATTENDANCE RECORD

2.1 Present

Mr Alan Rushbrook (Chairperson)

Mr Peter Fairlie-Jones (Independent Member)

Mayor Mark Wasley

Deputy Mayor Marcus Strudwicke (by electronic means)

Also in Attendance

Chief Executive Officer	Mr James Miller
Director, Corporate Services	Ms Sheree Schenk
Director, Finance	Mr Rajith Udugampola
Director, Infrastructure and Environment	Mr Thomas Jones
Director, Growth and Investment	Mr Darren Starr
Group Manager, Development and Community	Mr Michael Ravno
Accountant	Ms Carmel Vandermolen
Executive Assistant to the Mayor and Chief Executive Officer	Ms Susan Cook
People and Culture Advisor	Ms Angie-Marie Ross
Governance Administration Officer/Minute Taker	Ms Stacie Shrubsole

Apologies

2.2

Councillor Margherita Panella

Audit Committee Meeting Minutes

3 July 2023

3 MINUTES

3.1 **CONFIRMATION OF MINUTES – AUDIT COMMITTEE MEETING HELD 3 APRIL 2023**

COMMITTEE RESOLUTION 2023/035

Moved: **Mayor Wasley** Seconded: Mr Fairlie-Jones

"that the minutes of the Audit Committee Meeting held on Monday 3 April 2023 (MB Folios 252 to 258, inclusive), be accepted as read and confirmed."

CARRIED

CONFIRMATION OF MINUTES - SPECIAL AUDIT COMMITTEE MEETING HELD 21 JUNE 2023 3.2

COMMITTEE RESOLUTION 2023/036

Moved: **Mr Fairlie-Jones** Seconded: Deputy Mayor Strudwicke

"that the minutes of the Special Audit Committee Meeting held on Wednesday 21 June 2023 (MB Folios 259 to 264, inclusive), be accepted as read and confirmed."

CARRIED

4 **BUSINESS ARISING**

Nil

DECLARATION OF MEMBERS' INTEREST 5

Nil

6 **REPORTS FOR DECISION**

DRAFT 2023/2024 ANNUAL BUSINESS PLAN, BUDGET AND REVISED LONG TERM FINANCIAL 6.1 PLAN 2024-2033

The Chief Executive Officer gave a 45-minute presentation to the Audit Committee titled, 'Growth, Productivity and Labour Resourcing', including answering questions of Members.

Audit Committee Meeting Minutes

268

3 July 2023

COMMITTEE RESOLUTION 2023/037

Moved: Deputy Mayor Strudwicke Seconded: Mayor Wasley

"that the Audit Committee, having considered Item 6.1 – *Draft 2023/2024 Annual Business Plan, Budget and Revised Long Term Financial Plan 2024-2033*, dated 3 July 2023, receives and notes the report and in doing so recommends to Council that it adopts consulted Draft 2023/2024 Annual Business Plan and Budget as contained in the Attachment 1, subject to the following changes:-

- 1. Changes to the draft budget post-public consultation as identified in Table 1 of this report;
- 2. Updated final valuation reports from the Valuer General; and
- 3. Adjustments to reflect the adoption of the 2023/2024 Annual Business Plan and Budget."

CARRIED

COMMITTEE RESOLUTION 2023/038

Moved: Mayor Wasley Seconded: Deputy Mayor Strudwicke

"that the Audit Committee, having considered Item 6.1 – *Draft 2023/2024 Annual Business Plan, Budget and Revised Long Term Financial Plan 2024-2033*, dated 3 July 2023, receives and notes the report and in doing so recommends to Council that it adopts consulted *Revised Long Term Financial Plan 2024-2033* as contained in the Attachment 2, subject to the following changes:-

- 1. Changes to the revised long term financial plan post-public consultation as identified in Table 1 of this report; and
- 2. Updated final valuation reports from the Valuer General."

CARRIED

COMMITTEE RESOLUTION 2023/039

Moved: Deputy Mayor Strudwicke Seconded: Mr Fairlie-Jones

"that the Audit Committee receive and note the presentation by the Chief Executive Officer titled 'Growth, Productivity and Labour Resourcing'."

CARRIED

Audit Committee Meeting Minutes

3 July 2023

6.2 UPDATE ON AUDIT COMMITTEE ANNUAL WORK PROGRAM 2022/2023

COMMITTEE RESOLUTION 2023/040

Moved: **Mayor Wasley** Seconded: Deputy Mayor Strudwicke

"that the Audit Committee, having considered Item 6.2 – Update on Audit Committee Annual Work Program 2022/2023, dated 3 July 2023, receives and notes the report and in doing so recommends to Council that Council acknowledge the progress made to complete the activities identified for the Audit Committee during the 2022/2023 Financial Year."

CARRIED

The Chairperson sought leave of the meeting pursuant to Regulation 20(1) of the Local Government (Procedures at Meetings) Regulations 2013 to bring forward item 6.4 – Review of Audit Committee Terms of Reference. Leave was granted.

6.4 **REVIEW OF AUDIT COMMITTEE TERMS OF REFERENCE**

COMMITTEE RESOLUTION 2023/041

Moved: **Mr Fairlie-Jones** Seconded: Mayor Wasley

"that the Audit Committee, having considered Item 6.4 - Review of Audit Committee Terms of Reference, dated 3 July 2023, receives and notes the report and request a further report be brought back to the next meeting of the Audit Committee."

CARRIED

6.3 DRAFT ANNUAL WORK PROGRAM FOR 2023/2024 FINANCIAL YEAR

COMMITTEE RESOLUTION 2023/042

Moved: Mayor Wasley Seconded: Mr Fairlie-Jones

"that the Audit Committee, having considered Item 6.3 – Draft Annual Work Program for 2023/2024 Financial Year, dated 3 July 2023, receives and notes the report and request a further report be brought back to the next meeting of the Audit Committee."

CARRIED

Audit Committee Meeting Minutes

270

3 July 2023

6.5 POLICY REVIEW – TREASURY MANAGEMENT POLICY

COMMITTEE RESOLUTION 2023/043

Moved: Mr Fairlie-Jones Seconded: Deputy Mayor Strudwicke

"that Audit Committee, having considered Item 6.5 – *Policy Review* – *Treasury Management Policy*, dated 3 July 2023, receives and notes the report and in doing so recommends to the Council that the updated Treasury Management Policy as presented in Attachment 1 to this report be adopted."

CARRIED

6.6 POLICY REVIEW – ASSET MANAGEMENT POLICY

COMMITTEE RESOLUTION 2023/044

Moved: Mayor Wasley Seconded: Deputy Mayor Strudwicke

"that Council, having considered Item 6.6 – *Policy Review* – *Asset Management Policy*, dated 3 July 2023, receives and notes the report and in doing so recommends to the Council that the updated Assets Management Policy as presented in Attachment 1 to this report be adopted."

CARRIED

6.7 RISK MANAGEMENT FRAMEWORK UPDATE

COMMITTEE RESOLUTION 2023/045

Moved: Deputy Mayor Strudwicke Seconded: Mayor Wasley

"that Council, having considered Item 6.7 – *Risk Management Framework Update*, dated 3 July 2023, receives and notes the report and in doing so recommends to Council that the Risk Management workshops facilitated by Bentleys occur in August 2023, and encourage full support and participation by the Elected Members."

CARRIED

Audit Committee Meeting Minutes

3 July 2023

7 **REPORTS FOR INFORMATION**

7.1 COMMITTEE RESOLUTIONS

COMMITTEE RESOLUTION 2023/046

Moved: **Deputy Mayor Strudwicke** Seconded: Mr Fairlie-Jones

"that the Audit Committee, having considered Item 7.1 – Committee Resolutions, dated 3 July 2023, receives and notes the report."

CARRIED

7.2 **INTERIM AUDIT 2022/2023 – MANAGEMENT REPORT**

COMMITTEE RESOLUTION 2023/047

Moved: Mayor Wasley Seconded: Mr Fairlie-Jones

"that the Audit Committee, having considered Item 7.2 – Interim Audit 2022/2023 – Management Report, dated 3 July 2023, receives and notes the report."

CARRIED

7.3 **BUSINESS CONTINUITY PLAN**

COMMITTEE RESOLUTION 2023/048

Deputy Mayor Strudwicke Moved: Seconded: Mr Fairlie-Jones

"that the Audit Committee, having considered Item 7.3 – Business Continuity Plan, dated 3 July 2023, receives and notes the report."

CARRIED

8 **QUESTIONS WITHOUT NOTICE**

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

Audit Committee Meeting Minutes

3 July 2023

9 MOTIONS WITHOUT NOTICE

COMMITTEE RESOLUTION 2023/049

Moved: **Mr Fairlie-Jones** Seconded: Deputy Mayor Strudwicke

"that the Chief Executive Officer bring back a report for consideration by the Audit Committee at its next meeting to be held September 2023 on the accounting treatment of the recently acquired Two Wells Town Centre land."

CARRIED

10 **URGENT BUSINESS**

Nil

11 NEXT MEETING

Monday, 4 September 2023 at 4.30pm.

12 CLOSURE

There being no further business, the Chairperson declared the meeting closed at 6.27pm.

Confirmed as a true record.

Chairparcar	n:	
Champerson	41	

Date: ____/___/

	Treasury Management Policy		
	Version Adoption by Council: <u>26 April 2022TBC</u> Resolution Number: <u>2022/091TBC</u> Current Version: <u>V1.7V1.8</u>		
Adelaide			
Plains			
Council	Administered by:	Last Review Date:	
\sim	General Manager -	2022 2023	
	Finance and	Next Review Date:	
	BusinessDirector -	202 4 <u>2025</u>	
	<u>Finance</u>		
	Strategic Objective:	·	
	Proactive Leadership		
Document No: D22/6650D23/18426	Strategic and sustainable financial management		

1. Objective

Council is committed to adopting and maintaining a Long Term Financial Plan and operating in a financially sustainable manner.

This Policy establishes a decision framework to ensure that:

- funds are available as required to support approved outlays;
- interest rate and other risks (e.g. liquidity and investment credit risks) are acknowledged and responsibly managed; and
- the net interest costs associated with borrowing and investing are reasonably likely to be minimised on average over the longer term.

2. Scope

This Policy provides clear direction to Council and staff in relation to the treasury function of Council. It underpins Council's decision-making regarding the financing of its operations as documented in its Annual Budget and Long Term Financial Plan and associated projected and actual cash flow receipts and outlays.

3. Specific Provisions/Responsibilities

3.1 Treasury Management Strategy

Council's operating and capital expenditure decisions are made on the basis of:

- identified community need and benefit relative to other expenditure options;
- cost effectiveness of the proposed means of service delivery; and

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

1

 affordability of proposals having regard to Council's long-term financial sustainability (including consideration of the cost of capital and the impact of the proposal on Council's Net Financial Liabilities and Interest Cover ratios).

Council will manage its finances in accordance with its overall financial sustainability strategies and targets. This means Council will:

- maintain target ranges for its Net Financial Liabilities;
- not retain and quarantine money for particular future purposes unless required by legislation or agreement with other parties;
- borrow funds in accordance with the requirements set out in its Long Term Financial Plan; and
- apply any funds that are not immediately required to meet approved expenditure (including funds that are required to be expended for specific purposes but are not required to be kept in separate bank accounts) to reduce its level of borrowings or to defer and/or reduce the level of new borrowings that would otherwise be required.

3.2 Interest Rate Risk Exposures

Council has set range limits for both fixed and variable interest rate borrowings in order to minimise net interest costs on average over the longer term and at the same time manage interest rate movement risks within acceptable limits.

3.3 Fixed Interest Rate Borrowings

To ensure an adequate mix of interest rate exposures, Council will restructure its portfolio of borrowings, as old borrowings mature and new ones are raised, to progressively achieve and thereafter maintain on average in any year, of not less than 30% of its gross debt in the form of fixed interest rate borrowings.

In order to spread its exposure to interest rate movements, Council will aim to have a variety of maturity dates on its fixed interest rate borrowings over the available maturity spectrum.

In circumstances where Council needs to raise new fixed interest rate borrowings it will consider using medium to long term borrowings (3 years or more duration) that:

- have a fixed interest rate;
- require interest payments only; and
- allow the full amount of principal to be repaid (or rolled over) at maturity.

Council will ensure that no more than 25% of its fixed interest rate borrowings mature in any year.

3.4 Variable Interest Rate Borrowings

Council will restructure its portfolio of borrowings, as old borrowings mature and new ones are raised, to progressively achieve, and then maintain, not less than 30% of its gross debt on average in any year in the form of variable interest rate borrowings.

Note: Electronic version in Council's EDRMS is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version. Council will establish, and make extensive use of, a long term variable interest rate borrowing facility/<u>LGFA</u>'s Cash Advance Debenture facility, that requires interest payments only and that enables any amount of principal to be repaid or redrawn at call. The redraw facility will provide Council with access to liquidity when needed.

3.5 Borrowing for Council or Local Community/Sporting Organisations

No officer of the Council is authorised to undertake the establishment of a new loan facility without the authorisation of the Council.

<u>Council will also not raise loan funds</u> Loans funds may be raised on behalf of local community and sporting organisation. that are situated within the Council area, the purpose of which should be for capital items or infrastructure.

Before providing loans to local organisation, the Council shall take into account:

the ability of the organisation to satisfactorily meet loan repayments

• provision of security in the event that repayments cannot be met

• a financial assessment must occur which shall include provision of the organisations' last three financial years activities and its projected activity following the provision of the loan funds

Each application made by a community or sporting organisation will be treated on a case by case basis. If approved, the Council shall disburse the funds to the organisation which shall provide an acquittal statement of use at the conclusion of the project being undertaken.

3.6 Investments

Council funds that are not immediately required for operational needs and cannot be applied to either reduce existing borrowings or avoid the raising of new borrowings will be invested. The balance of funds held in any operating bank account that does not provide investment returns at least consistent with 'at call' market rates shall be kept at a level that is no greater than is required to meet immediate working capital requirements.

Council funds available for investment will be lodged 'at call' or, having regard to differences in interest rates for fixed term investments of varying maturity dates, may be invested for a fixed term. In the case of fixed term investments the term should not exceed a point in time where the funds otherwise could be applied to cost-effectively either defer the need to raise a new borrowing or reduce the level of Council's variable interest rate borrowing facility.

When investing funds Council will select the investment type that delivers the best value having regard to investment returns, transaction costs and other relevant and objectively quantifiable factors.

Staff may from time to time invest surplus funds in:

- deposits with the Local Government Financing Authority; and/or
- Interest bearing deposits with authorised Deposit-taking Institutions (ADIs) such as banks, building societies or credit unions where the Australian Government guarantees deposits up to \$250,000.

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

Any other investment requires the specific approval of Council. Where Council authorises any investments of a type outside of those specified above, the amount so invested will be cumulatively limited to no more than 20% of the average level of funds expected to be available for investment by Council over the duration of the specific authorised investments.

3.7 Reporting

At least once a year Council shall receive a specific report regarding treasury management performance relative to this Policy. The report shall highlight:

- for each Council borrowing and investment the quantum of funds, its interest rate and maturity date, and changes in the quantum since the previous report; and
- the proportion of fixed interest rate and variable interest rate borrowings at the end date of the reporting period and an estimate of the average of these proportions across this period along with key reasons for significant variances compared with the targets specified in this Policy.

3.8 Reserves

Reserves are an allocation of Council's accumulated surplus. Council may establish various equity accounts called 'Reserves' to identify accumulated surpluses that will be used for specific future purposes. Separate bank accounts will not be established for reserves unless legally required to do so.

4. Related Documents

Annual Budget Funding Policy Long Term Financial Plan Strategic Plan

5. Records Management

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

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.

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

7. References

Local Government Act 1999

LGA's Financial Sustainability Information Paper 15: Treasury Management (Revised February 2015)

8. Further Information

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

2a Wasleys Rd, 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 General Manager – Finance and Business Director - Finance.

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

	Asset Management Policy Version Adoption by Council: <u>23 August 2021TBC</u> Resolution Number: <u>2021/316TBC</u> Current Version: <u>V1TBC</u>		
Adelaide Plains			
Council	Administered by:	Last Review Date: 20212023	
	General Manager <u>Director</u> – Infrastructure and Environment	Next Review Date: 20232025	
DOCUMENT NO:	Strategic Outcome		
D20/40631 D23/18401	Enviable Lifestyle and Proactive Leadership Strategic Objective:		
	Proactive Leadership		
	Strategic and sustainable financial management		

1. Objective

This Policy has been developed to establish a framework of broad principles relating to the management of Council's assets to strategically manage assets to meet the long term needs of the Community.

Asset management practices impact directly on the core business of Council and responsible asset management is required to achieve Council's strategic direction. A strategic approach to asset management will ensure that Council delivers the highest appropriate level of service and will assist in ensuring a consistent, fair and transparent approach regarding Council's asset management.

2. Scope

This policy applies to all Council activities; it provides the overall framework to guide the sustainable management of Council's asset portfolio as a platform for service delivery and guidelines for implementing consistent asset management processes throughout the Council.

3. Definitions

Asset - property, plant and equipment including infrastructure and other assets (such as furniture and fittings) with benefits expected to last more than twelve (12) months;

Asset Management - the combination of management, financial, economic, and engineering and other practices applied to physical assets with the objective of providing the required service level in the most cost effective manner;

Levels of Service - service levels are a combination of functional criteria related to quality,

1

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.

quantity, reliability, responsiveness, environmental acceptability and cost, derived in consultation with clients, and used to measure an asset's performance;

Lifecycle Cost - the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs;

New Asset - the construction/purchase of an asset that is not currently part of Councils asset base;

Renewal - works required to upgrade, refurbish or replace existing assets with assets of equivalent capacity or performance capability.

4. Policy Statement

This Policy aims to ensure that adequate provision is made for the long-term replacement or renewal of assets by:

- ensuring that Council's services and infrastructure are provided in a sustainable and serviceable manner, with the appropriate levels of service to the community and environment;
- safeguarding Council's physical assets, including human resources, through the implementation of effective asset management strategies and the allocation of financial resources;
- creating an environment of awareness where Council employees take an integral part in the overall management of Council's assets;
- meeting legislative requirements for asset management;
- ensuring adequate resources are maintained and responsibility assigned for asset management; and
- demonstrating open, transparent and responsible asset management practices that align with best practice and Council's strategic direction.

5. Specific Provisions / Responsibilities

5.1 Background

Council is committed to implementing a systematic asset management framework, applying best practice principles across all areas of Council, ensuring that assets are planned, created, operated, maintained and renewed in accordance with Council's priorities for service delivery and legislative requirements.

Council's assets include:

- Buildings and Land;
- Community Waste Water Management Schemes (CWMS);
- Storm water and associated infrastructure;
- Transport and associated Infrastructure; and

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. • Open Space Assets

A strategic approach to asset management will ensure Council delivers the highest appropriate level of service through its assets providing a positive impact on:

- the community, elected members and staff;
- Council's financial management;
- the ability of Council to deliver the expected level of service and infrastructure;
- the political environment in which Council operates; and
- Council legislative requirements.

5.2 Principles

- 5.2.1 A consistent Asset Management Strategy, inclusive of relevant legislative requirements, together with political, social and economic considerations must be taken in to account in the development of Council's asset management practices.
- 5.2.2 Asset management principles will be integrated within existing financial, planning and operational practices, this will include an inspection schedule ensuring agreed service levels are maintained and to identify asset renewal priorities.
- 5.2.3 Asset renewals, required to meet agreed service levels, and identified in the Asset Management Plans and Long Term Financial Plans will be fully funded in the annual budget estimates. Service levels defined in Asset Management Plans will be fully funded in the annual budget estimates. Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- 5.2.4 Systematic and cyclic reviews will be applied to all asset classes ensuring that assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- 5.2.5 Future life cycle costs will be assessed and reported with all decisions relating to new services and assets, and the upgrading of existing services and assets. Future service levels will be determined in consultation with the community and in accordance with Council's Public Consultation Policy.

5.5 Responsibility

The following key roles and responsibilities are identified in the management of this Policy:

- 5.5.1 Council
 - to act as custodians of community assets; and
 - to ensure sufficient resources are applied to manage the assets to legislative requirements.

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

- 5.5.2 Chief Executive Officer
 - to monitor and review the performance of employees in achieving the requirements of Council's Asset Management Strategy and associated plans; and
 - to ensure sufficient resources are applied to manage the assets to legislative requirements.
- 5.5.3 Executive Management Team
 - responsible for the development, management and review of an Asset Management Strategy, associated plans, practices and reporting on the status and effectiveness of Council's asset management;
 - to monitor and review the performance of employees in achieving the asset management strategy, plans and practices;
 - to ensure sufficient resources are applied to manage the assets to legislative requirements; and
 - accountable for the management of assets within their areas of responsibility.

6. Related Documents

Fixed Assets Accounting Policy

Infrastructure and Asset Management Plans

Long Term Financial Plan

Residents Contributions to Road Sealing Policy

Strategic Plan 2017-2020Strategic Plan 2021-2024

Public Consultation Policy

Disposal of Land & Assets Policy

Procurement Policy

Light Fleet, Plant and Heavy Vehicles Replacement Policy

7. Records Management

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

8. 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.

9. References

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. Local Government Act 1999

10. Further Information

Members of the public may inspect this Policy free of charge on Council's website at <u>www.apc.sa.gov.au</u> 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 ManagerDirector --Infrastructure and Environment.

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

13 SUBSIDIARY MEETINGS

Nil

14 **REPORTS FOR DECISION**

14.1 ADOPTION OF DRAFT 2023/2024 ANNUAL BUSINESS PLAN, BUDGET AND DECLARATION OF RATES FOR 2023/2024 FINANCIAL YEAR

Record Number:	D23/30033		
Author:	Director Finance		
Authoriser:	Chief Executive Officer		
Attachments:	 Draft 2023/2024 Annual Business Plan and Budget for Adoption J 2 CEO Presentation to the budget workshop held on 17 July 2023 J 2 		

EXECUTIVE SUMMARY

- The purpose of this report is to provide for Council's consideration and adoption of draft 2023/2024 Annual Business Plan (the ABP) and the Budget (the draft Budget) and to declare various rates and charges needed to fund Council's 2023/2024 annual budget.
- At a Special Council meeting held on 1 May 2023, Council resolved that the draft ABP, draft Budget and the revised LTFP be released for public consultation. It forecast an operating deficit of \$1.200m which consists of recurrent budget deficit of \$0.429m and operating project budget of \$0.771m.
- In addition, draft documents also identified: -
 - Capital project budget of \$4.827m;
 - Average rate increase of 7% plus growth of 2.55%;
 - Increase in fixed charge from \$123 to \$185;
 - New borrowings of \$2.229m; and
 - Break-even budget in 2027/2028 (Year 5) of the revised LTFP.
- Kerbside waste collection levy was expected to increase by 20%, mainly due to increase in collection and disposal costs.
- Annual CWMS service charges have been estimated based on a 7% increase for Mallala and Middle Beach respectively (**Table 8**).
- During the public consultation period, Council received three (3) submissions on the draft ABP, Budget and the revised LTFP which were presented to the Special Council meeting held on 10 July 2023.
- The discussion section of this report has been prepared based on an average rate increase of 7% plus development growth of 3.82% and the changes identified in **Table 1** of the report post public consultation.
- Accordingly, the updated budget position is as follows: -
 - Operating deficit of \$0.896m (Table 2) which consists of recurrent budget deficit of \$0.110m and operating project budget of \$0.786m (Table 3);
 - Capital project budget of \$4.627m (Table 4);
 - Increase in fixed charge from \$123 to \$185, new borrowings of \$1.709m (Table 9); and

- Break-even budget in 2027/2028 (Year 5) of the revised LTFP.
- However, at an information briefing session held with Elected Members on 17 July 2023, further options (Table 10) were presented to the Elected Members, primarily around the budget impact of;
 - ✓ reducing the average rate increase to either around 5% or 6% which would result in a loss of forecast rate income of \$0.224m and \$0.112m respectively;
 - ✓ following changes to the draft budget;
 - Reduce new labour by \$0.152m to \$0.089m;
 - Delete/defer three (3) <u>operating projects</u> (Salt damp treatment at the Two Wells library, new cemetery management system and Two Wells cemetery landscaping projects) with a combined budget reduction of \$0.124m; and
 - Delete/defer four (4) <u>capital expenditures</u> (new township entrance signs, replacement of one fleet vehicle, new kerbing and streetscape at South Terrace Dublin and Intersection upgrade Gawler River Road) with a combined budget reduction of \$0.655m;
- Therefore, below set of recommendations have been drafted in consultation with Norman Waterhouse Lawyers based on budget changes identified in **Table 1** and **Table 10**, giving the Elected Members the opportunity to choose between average rate increase *(exclusive of growth)* of 6% or 5%.
- Given the significant changes proposed to be made to the draft budget, updated LTFP will be presented to the Ordinary Council meeting in August once the draft 2023/2024 budget is adopted and its long-term financial implications are properly assessed.

RECOMMENDATION 1 - ADOPTION OF ANNUAL BUSINESS PLAN

"that the Council, having considered Item 14.1 – Adoption of Draft 2023/2024 Annual Business Plan, Budget and Declaration of Rates for 2023/2024 Financial Year, dated 24 July 2023:

- 1. for the Financial Year ending 30 June 2024, pursuant to Section 123 of the Local Government Act 1999 and Regulation 6 of the Local Government (Financial Management) Regulations 2011, having considered all submissions in accordance with Section 123(6) of the Local Government Act 1999, adopts the Annual Business Plan as presented in Attachment 1, subject to following changes and minor editorial changes which the Chief Executive Officer is authorised to make);
 - a. average rate increase of 5.00% or 6.00% excluding growth which would result in a loss of forecast rate income of \$0.224m or \$0.112m;
 - b. changes to the draft operating project program with a combined budget reduction of \$0.276m;
 - Reduce new labour by \$0.152m from \$0.241m to \$0.089m;
 - **Delete/defer** three (3) operating projects that are listed below;
 - Salt damp treatment at the Two Wells library (\$0.050m);
 - New cemetery management system (\$0.054m); and

- Two Wells cemetery landscaping projects (\$0.020m); and
- c. changes to the draft capital project program with a combined budget reduction of \$0.655m;
 - Defer replacement of one (1) fleet vehicle, being the CEO's vehicle (\$0.055m); and
 - **Delete/defer** three (3) capital projects that are listed below with a combined budget reduction of \$0.571m;
 - New township entrance signs (\$0.140m);
 - New/upgraded kerbing and streetscape at South Terrace Dublin (\$0.331m); and
 - Intersection upgrade Gawler River Road (\$0.100m);
- d. resolved that changes identified above and in the Table 1 of this report have been made post-public consultation due to:-
 - -----;
 - ------and
- 2. authorises and directs the Chief Executive Officer to prepare an abridged or summary version of the Annual Business Plan for distribution to the ratepayers with the first quarterly rate notice in accordance with section 123(9) of the *Local Government Act 1999.*"

RECOMMENDATION 2 - ADOPTION OF BUDGET

"that the Council, having considered Item 14.1 – Adoption of Draft 2023/2024 Annual Business Plan, Budget and Declaration of Rates for 2023/2024 Financial Year, dated 24 July 2023:

- 1. in accordance with section 123(7) of the *Local Government Act 1999* and Regulation 7 of the *Local Government (Financial Management) Regulations 2011* having considered the budget in conjunction with, and having determined it to be consistent with, Council's adopted Annual Business Plan, adopts the budget for the Financial Year ending 30 June 2024 comprising;
 - a) Budgeted Statement of Comprehensive Income; Budgeted Statement of Financial Position;
 - b) Budgeted Statement Cash Flows; Budgeted Statement of Changes in Equity;
 - c) Budgeted Uniform Presentation of Finances and Budgeted Financial Indicators,
 - involving
 - (1) an estimated operating expenditure of \$18,082,078 inclusive of an estimated depreciation expense of \$3,516,540;
 - (2) an estimated operating income from sources other than rates of \$3,523,205; and;
 - (3) a total amount required to be raised from rates of \$13,723,053 (5%) or \$13,835,897 (6%) comprising –

General rate

\$12,227,145 (5%) or \$12,339,989 (6%)

Annual Services Charges:

Kerbside Waste Collection
 \$896,019

• Community Wastewater Management Systems

Northern and Yorke Regional Landscape Levy



(and subject to necessary modifications to give effect to the amendments to the Annual Business Plan outlined in Resolution 2023/xxx above (if any))."

RECOMMENDATION 3 - ADOPTION OF VALUATION

"that the Council, having considered Item 14.1 – Adoption of Draft 2023/2024 Annual Business Plan, Budget and Declaration of Rates for 2023/2024 Financial Year, dated 24 July 2023, for the Financial Year ending 30 June 2024, pursuant to Section 167(2)(a) of the Local Government Act 1999, adopts the most recent valuations of the Valuer-General of South Australia that are available to the Council of the capital value of land in the Council area for rating purposes and that will govern the assessment of rates in the Council area for the financial year ending 30 June 2024, and totalling \$2,947,302,260, of which \$2,915,203,330 relates to the valuations for rateable land."

RECOMMENDATION 4 - DECLARATION OF GENERAL RATES

"that the Council, having considered Item 14.1 – Adoption of Draft 2023/2024 Annual Business Plan, Budget and Declaration of Rates for 2023/2024 Financial Year, dated 24 July 2023, for the financial year ending 30 June 2024, having taken into account the general principles of rating outlined in section 150 of the Local Government Act 1999 and the requirements of sections 151, 152 and 153(2) of the Local Government Act 1999, and pursuant to sections 152(1)(c), 153(1)(b) and 156(1)(a) of the Act, declares general rates consisting of two components, the first being a fixed charge (to be specified in a subsequent resolution), and the second being a differential rate based on the capital value of rateable land varying according to the land use category as provided for in Regulation 14 of the Local Government (General) Regulations 2013:

- on all rateable land attributed Land Use Category (a) Residential, a rate of 0.382163 (5%) or 0.385999 (6%) cents in the dollar;
- on all rateable land attributed Land Use Category (b) Commercial Shop, Land Use Category (c) Commercial Office, Land Use Category (d) Commercial Other, Land Use Category (e) Industry Light, or Land Use Category (f) Industry Other, a rate of 0.554136 (5%) or 0.559699 (6%) cents in the dollar;
- on all rateable land attributed Land Use Category (g) Primary Production, a rate of 0.374520 (5%) or 0.378279 (6%) cents in the dollar;
- on all rateable land attributed Land Use Category (h) Vacant Land, a rate of 0.458595
 (5%) or 0.463199 (6%) cents in the dollar; and
- on all rateable land attributed Land Use Category (i) Other, a rate of 0.382163 (5%) or 0.385999 (6%) cents in the dollar."

RECOMMENDATION 5 - ADOPTION OF FIXED CHARGE

"that the Council, having considered Item 14.1 – Adoption of Draft 2023/2024 Annual Business Plan, Budget and Declaration of Rates for 2023/2024 Financial Year, dated 24 July 2023, pursuant to Sections 151 and 152(1)(c) of the Local Government Act 1999, for the Financial Year ending 30 June 2024, sets the fixed charge component of the general rate of \$185.00 on all rateable land within its area."

RECOMMENDATION 6 - APPLICATION OF RATE CAPPING

"that the Council, having considered Item 14.1 – Adoption of Draft 2023/2024 Annual Business Plan, Budget and Declaration of Rates for 2023/2024 Financial Year, dated 24 July 2023 determines not to fix a maximum increase in the general rate to be charged on rateable land within its area that constitutes the principal place of residence of a principal ratepayer in accordance with Section 153(3) of the Local Government Act 1999 for the Financial Year ending 30 June 2024."

RECOMMENDATION 7 - COMMUNITY WASTEWATER MANAGEMENT SYSTEMS (CWMS) ANNUAL SERVICE CHARGE

"that the Council, having considered Item 14.1 – Adoption of Draft 2023/2024 Annual Business Plan, Budget and Declaration of Rates for 2023/2024 Financial Year, dated 24 July 2023 for the Financial Year ending 30 June 2024, pursuant to Section 155 of the Local Government Act 1999, imposes the following annual service charges based on the nature of the service on each assessment in respect of all land, whether vacant or occupied, to which the Council provides or makes available the prescribed service of the collection, treatment or disposal of waste as part of a Community Wastewater Management Systems (CWMS) service.

CWMS Service	Annual Service Charge (\$)
Middle Beach	<mark>488</mark>
Mallala	<mark>740</mark> ."

RECOMMENDATION 8 - KERBSIDE WASTE COLLECTION ANNUAL SERVICE CHARGE

"that the Council, having considered Item 14.1 – Adoption of Draft 2023/2024 Annual Business Plan, Budget and Declaration of Rates for 2023/2024 Financial Year, dated 24 July 2023 for the Financial Year ending 30 June 2024:

- pursuant to Section 155 of the Local Government Act 1999, imposes an annual service charge of \$206.00 per assessment in respect of all occupied land to which Council provides or makes available the prescribed service of kerbside waste collection 3-bin service (noting that this service is provided within the townships of Mallala, Two Wells and Dublin).
- 2. invites ratepayers of properties attributed with the land use category of Commercial Shop, Commercial Office, Commercial Other, Industry Light, and Industry Other within the townships of Mallala, Two Wells and Dublin to apply to have the Kerbside Waste Collection Annual Service Charge rebated provided they supply written documentation to the council detailing how they will dispose of their waste in an environmentally sustainable manner.
- 3. pursuant to Section 155 of the *Local Government Act 1999*, imposes an annual service charge of **\$206.00** per assessment in respect of all occupied land to which Council provides the prescribed service of kerbside waste collection 2-bin service (noting that this service is provided outside the townships of Mallala, Two Wells and Dublin), upon the (existing or future) application to participate in such service by the ratepayer, on the basis that the

sliding scale provided for in Regulation 13 of the *Local Government (General) Regulations* 2013 will apply to reduce the service charge payable, as prescribed.

4. pursuant to Section 188(1)(b) of the *Local Government Act 1999*, imposes following fees and charges for additional bin services:

Additional Bin Service	Fees & Charges (\$)
Additional Organic Bin	<mark>87.00</mark>
Additional Recycle Bin	<mark>64.00</mark>
Additional General Waste Bin	<mark>100.00."</mark>

RECOMMENDATION 9 – REGIONAL LANDSCAPE LEVY

"that the Council, having considered Item 14.1 – Adoption of Draft 2023/2024 Annual Business Plan, Budget and Declaration of Rates for 2023/2024 Financial Year, dated 24 July 2023, for the financial year ending 30 June 2024 in exercise of the powers contained in the Landscape South Australia Act 2019, and Section 154 of the Local Government Act 1999, and in order to reimburse the Council for the amount contributed to the Northern and Yorke Landscape Board, being \$319,213, declares a separate rate of 0.011019 cents in the dollar of the capital value of land, in respect of all rateable land in the Council's area and in the area of that Board the capital value of such land totalling \$2,897,056,201."

RECOMMENDATION 10 – REBATE OF GENERAL RATES

"that the Council, having considered Item 14.1 – Adoption of Draft 2023/2024 Annual Business Plan, Budget and Declaration of Rates for 2023/2024 Financial Year, dated 24 July 2023:

1. pursuant to and in accordance with Sections 161 (community services) of the *Local Government Act 1999*, grants a rebate of 75% of the rates imposed for the year ending 30 June 2024 on the following land (identified by assessment number):

Assessment No	Organisation		
13144	1) Junction Australia		
48181	2) Junction Australia		
48199	3) Junction Australia		

2. pursuant to and in accordance with Sections 162 (religious purposes), 163 (public cemeteries) and Section 165 (educational purposes) of the *Local Government Act 1999*, grants a rebate of 100% of the rates imposed for the year ending 30 June 2024 on the following land (identified by assessment number):

Assessment No		Organisation	Applicable Section of the LGA Act 1999
12948	1)	Uniting Church Cemetery, Lewiston	163
20164	2)	Catholic Cemetery, Mallala	163
20180	•	Grace Plains Cemetery	163
20230	4)	Barabba Cemetery	163
20495	•	Mallala Cemetery	163

30387	6) Dublin Cemetery	163
40295	7) Two Wells Cemetery	163
41855	8) Shannon Cemetery (Calomba)	163
20099	9) Anglican Church, Mallala	162
20123	10) Catholic Church, Mallala	162
20149	11) Uniting Church, Mallala	162
36947	12) Catholic Church, Two Wells	162
40303	13) Uniting Church, Two Wells - Church/Sunday School	162
40378	14) Anglican Church, Two Wells	162
43125	15) Catholic Church Endowment Society – Church Hall	162
43133	16) Catholic Church Endowment Society, TW – Church Land	162
43158	17) Catholic Church Endowment Society, TW – Car Park	162
13037	18) Mallala Primary School (Buildings/Classrooms)	165
40410	19) Two Wells Primary School	165
40675	20) University of Adelaide Storage Shed	165
41798	21) Mallala Primary School (School Oval)	165
44057	22) Two Wells Community Children Centre-Kindergarten	165

- 3. pursuant to and in accordance with Section 165 (educational purposes) of the *Local Government Act 1999,* grants a rebate of 75% of the rates imposed for the year ending 30 June 2024 on the land which is assessment number 58347 (Xavier College, Two Wells);
- 4. for the Financial Year ending 30 June 2024, in accordance with the discretionary powers given to Council under Section 166(1)(c) of the *Local Government Act 1999* in relation to the granting of rates rebates, grants a discretionary rebate of 100% of the rates imposed on the following land (identified by assessment number) to enable the preservation of buildings or places of historic significance:

Assessment No		Organisation
20206	1)	Moquet Le
30395	2)	Windsor Institute
30486	3)	Long Plains Memorial Hall

- 5. takes into account the following matters in the course of granting the rebates in the following paragraphs, in accordance with section 166(1a) of the *Local Government Act 1999:*
 - (a) the nature and extent of council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in its area; and
 - (b) the community need that is being met by activities carried out on the land for which the rebate is sought; and

- (c) the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons.
- 6. for the Financial Year ending 30 June 2024, in accordance with the discretionary powers given to Council under Section 166(1)(h) of the *Local Government Act 1999* in relation to the granting of rates rebates, grants a discretionary rebate of 100% of the rates imposed on the following land (identified by assessment number) on the basis that the land is being used to provide accommodation for aged persons:

Assessment No	Organisation	
20081	1) Adelaide Plains Council - Unit 1	
47662	2) Adelaide Plains Council - Chivell Street Unit	
47944	3) Adelaide Plains Council - Unit 2	
47951	4) Adelaide Plains Council - Unit 3	
47969	5) Adelaide Plains Council - Unit 4	
47977	6) Adelaide Plains Council - Unit 5	
47985	7) Adelaide Plains Council - Unit 6	
47993	8) Adelaide Plains Council - Unit 7	

7. for the Financial Year ending 30 June 2024, in accordance with the discretionary powers given to Council under Section 166(1)(j) of the *Local Government Act 1999* in relation to the granting of rates rebates, grants a discretionary rebate of 100% of the rates imposed on the following land (identified by assessment number) on the basis that the land is being used by an organisation which, in the opinion of the Council, provides a benefit or service to the local community:

Assessment No		Organisation
1784	1)	Two Wells Golf Club
12922	2)	Adelaide Plains Equestrian Club Inc
12971	3)	Two Wells Equestrian and Pony Club
13722	4)	Mallala Bowling Club
20263	5)	Redbank Community Hall
20289	6)	Mallala Netball Club
20362	7)	St John Ambulance Service Inc
21576	8)	Adelaide Pistol Club
22350	9)	SA Sport Parachute Club (Club House only)
23689	10)	SA Rifle Association Incorporated
29207	11)	Port Parham Social Club
30510	12)	Long Plains Recreation Oval
30668	13)	Dublin History Group, Dublin Institute

30833	14)	Dublin Cricket Club
38935	15)	United Pistol & Shooting Club
40337	16)	Two Wells Football Club
40345	17)	Two Wells Community Centre
40386	18)	Two Wells Bowling Club
40451	19)	Two Wells Golf Club
43059	20)	Mallala Football Club
43067	21)	Mallala RSL Club
43190	22)	Mallala CWA
43117	23)	Mallala Tennis Club
46268	24)	SA Rifle Association Incorporated
56192	25)	Mallala Men's Shed

8. for the Financial Year ending 30 June 2024, in accordance with the discretionary powers given to Council under Section 166(1) (c) and (j) of the *Local Government Act 1999*, grants a 100% discretionary rebate of CWMS Annual Service charges imposed on the following land (identified by assessment number):

Assessment No		Organisation	Cost of Rebate (\$)
20099	1)	Anglican Church, Mallala	740
13003	2)	Mallala Oval Ablution Block	1,480
16055	3)	Council Chamber, Mallala	740
20073	4)	Council Depot, Mallala	2,590
20313	5)	Council Office, Mallala	1,480
20370	6)	Mallala Museum	740

- 9. determines that the costs of the discretionary rebates of Mallala CWMS Annual Service charges granted above be funded from Council's general revenue (as distinct from the users of the service).
- 10. for the Financial Year ending 30 June 2024, in accordance with the discretionary powers given to Council under Section 166(1)(j) of the *Local Government Act 1999* in relation to the granting of rates rebates, grants a discretionary rebate of 100% of the Kerbside Waste Collection Annual Service Charge with respect to the land occupied by the following community groups in the following locations (and also with respect to the Council land listed below):

	Weekly		Fortnightly	/
Property Description	240L Waste	140L Waste	240L Recycle	240L Organic

Mallala

(1) Mallala Bowling Club, Joseph Street	-	1	2	-
(2) Mallala Institute, Dublin Road	-	1	1	-
(3) Council Office, Redbanks Road	-	3	3	1
(4) Council Depot, Aerodrome Road	-	4	2	1
(5) Uniting Church	-	1	1	-
(6) Mallala Oval Grandstand	9	1	2	-
(7) Mallala Oval - Secretary Building - RSL	1	-	-	-
(8) Catholic Church	1	-	-	-
(9) Mallala CWA	-	1	1	-
(10) Mallala CFS	-	1	1	-
(11) Mallala Men's Shed	-	1	1	1
(12) Mallala Museum	-	1	1	1

Two Wells

(1) Bowling Club, Old Port Wakefield Road	1	-	2	-
(2) Library, Old Port Wakefield Road	2	2	2	-
(3) Council Office, Old Port Wakefield Road	-	2	2	1
(4) Two Wells CFS	-	2	2	-
(5) Community Centre	-	4	-	-
(6) Club Rooms	-	12	-	-
(7) Dog Pound, Wells Road	-	1	-	-
(8) Uniting Church	-	2	2	1
(9) Catholic Church Society - Car Park	-	1	1	1
(10) Two Wells, Craft Shop	-	2	1	1
(11) Two Wells Golf Club	-	1	1	-
Dublin				
(1) Dublin Institute, First Street	1	1	1	-
(2) CFS, First Street	1	1	2	-
Thompson Beach				
(1) The Shed, Ruskin Road	-	1	1	-

Long Plains

Total Community and Council Bins	35	48	42	8
Parham (1) Parham Sports and Social Club	6	-	5	-
(3) Oval - Netball Club Rooms	2	-	4	-
(2) Oval - Behind and in front of Club Rooms	10	-	-	-
(1) Long Plains Hall	1	1	1	-

11. determines that the costs of the discretionary rebate of the Kerbside Waste Collection Annual Service Charge granted above be funded from Council's general revenue (as distinct from the users of the service)."

RECOMMENDATION 11 – DUE DATES FOR PAYMENT OF RATES

"that the Council, having considered Item 14.1 – Adoption of Draft 2023/2024 Annual Business Plan, Budget and Declaration of Rates for 2023/2024 Financial Year, dated 24 July 2023:

- 1. pursuant to section 181(2) of the *Local Government Act 1999*, resolves that rates and charges imposed in respect of the Financial Year ending 30 June 2024, shall be payable in four equal or approximately equal instalments, such instalments being due and payable by:
 - a) Friday, 15 September 2023 (first instalment)
 - b) Friday, 1 December, 2023 (second instalment)
 - c) Friday, 1 March, 2024 (third instalment) and
 - d) Friday, 7 June, 2024 (final instalment)
- 2. in exercise of the powers contained in section 44 of the *Local Government Act 1999*, delegates this 10th day of July 2023 to the Chief Executive Officer of the Council the power pursuant to Section 181(4)(b) (including, to avoid doubt, the power in Section 181(7a)) of the *Local Government Act 1999* to agree with a Principal Ratepayer that rates will be payable in such instalments falling due on such days as may be specified in the agreement (and in that event that ratepayer's rates will thereby be payable accordingly)."

RECOMMENDATION 12 – LOAN BORROWINGS

"that the Council, having considered Item 14.1 – Adoption of Draft 2023/2024 Annual Business Plan, Budget and Declaration of Rates for 2023/2024 Financial Year, dated 24 July 2023:

 pursuant to the provisions of Sections 134 and 135 of the Local Government Act 1999, resolves that the Council shall borrow by means of Convertible Cash Advance Debenture Loan, on the security of the general rate revenue of the Council, an amount up to the sum of \$1,002,000 or \$890,000 from the Local Government Finance Authority of South Australia on a floating variable/fixed rate for a maximum period of fifteen (15) years, the purpose of which is to finance Council's operations including its capital works programs; and

2. pursuant to Section 38 of the *Local Government Act 1999*, authorises the Mayor and the Chief Executive Officer to execute under the Common Seal of Council, documentation associated with the aforementioned loan borrowing facility."

BUDGET IMPACT

Estimated Cost:	\$ 0.896m (operating deficit) based on 7% increase in average rate. However, if the elected members decide to incorporate budget changes identified in <u>Table 10</u> and reduce average rate increase to 5% or 6%, the operating deficit would be \$1.002m and \$0.890m respectively
Future ongoing operating costs:	Interest expenses associated with new borrowings to finance capital expenditure
Is this Budgeted?	Yes (In the draft budget estimates)

RISK ASSESSMENT

Financial Risk

Council's current borrowing capacity with the Local Government Finance Association (LGFA) is \$14.9m. Therefore, proposed borrowings identified in this report will reduce the ability to borrow more funds for future activities of the Council.

LGFA has indicated recently that with the rapid population growth, a period of higher than 100% Non-Financial Liability Ratio may be acceptable as long as Council's long term financial planning justifies that it can handle the extra debt.

However, given the potential high debt level of the council and the projected operating deficits until 2027/2028, LGFA may place financial covenants on any new loans that aligns with projections in the LTFP to ensure that the Council commit to the LTFP projections.

Liquidity Risk

Overdue rates have increased significantly over the last few years. Council's current overdue rates balance is \$1.271m as of 16 June 2023, an increase of 38% when compared to the overdue rates balance of \$0.922m as of 30 June 2022. Therefore, any significant increase in overdue rates poses a considerable liquidity risk for the Council which may need to be funded via short-term borrowings in addition to the new borrowings estimated in this report.

Council already has commenced process under Section 184 of the Local Government Act 1999, to recover rates overdue for more than three (3) years. The total outstanding from these properties is \$0.208m recovery of which will provide a significant reduction in overdue rates.

DETAILED REPORT

Purpose

The purpose of this report is to provide for Council's consideration and adoption of draft 2023/2024 Annual Business Plan (the ABP), Budget (the draft Budget) and to declare various rates and charges needed to fund Council's 2023/2024 annual budget.

Background

At the meeting held on 3 July 2023 the Audit Committee resolved as follows with regard the draft ABP, budget and the revised LTFP.

COMMITTEE RESOLUTION 2023/037

Moved: Deputy Mayor Strudwicke

Seconded: Mayor Wasley

"that the Audit Committee, having considered Item 6.1 – Draft 2023/2024 Annual Business Plan, Budget and Revised Long Term Financial Plan 2024-2033, dated 3 July 2023, receives and notes the report and in doing so recommends to Council that it adopts consulted Draft 2023/2024 Annual Business Plan and Budget as contained in the Attachment 1, subject to the following changes:-

- 1. Changes to the draft budget post-public consultation as identified in Table 1 of this report;
- 2. Updated final valuation reports from the Valuer General; and
- 3. Adjustments to reflect the adoption of the 2023/2024 Annual Business Plan and Budget." CARRIED

COMMITTEE RESOLUTION 2023/038

Moved: Mayor Wasley Seconded: Deputy Mayor Strudwicke

"that the Audit Committee, having considered Item 6.1 – Draft 2023/2024 Annual Business Plan, Budget and Revised Long Term Financial Plan 2024-2033, dated 3 July 2023, receives and notes the report and in doing so recommends to Council that it adopts consulted Revised Long Term Financial Plan 2024-2033 as contained in the Attachment 2, subject to the following changes:-

- 1. Changes to the revised long term financial plan post-public consultation as identified in Table 1 of this report; and
- 2. Updated final valuation reports from the Valuer General."

CARRIED

COMMITTEE RESOLUTION 2023/039

Moved: Deputy Mayor Strudwicke Seconded: Mr Fairlie-Jones

"that the Audit Committee receive and note the presentation by the Chief Executive Officer titled 'Growth, Productivity and Labour Resourcing'."

CARRIED

In addition, at the Special Council Meeting held on 10 July 2023 Elected Members requested further budget workshop with the passing of following resolution.

RESOLUTION 2023/176

Moved: Councillor Strudwicke Seconded: Councillor Stubing

"that the Chief Executive Officer coordinate a workshop on the Annual Business Plan as soon as possible with a view of reducing the rate increase from 7% to 6% and with a view of further reducing the operating expenditure, including a focus on employee costs."

CARRIED

Public Consultation

Pursuant to Section 123 of the *Local Government Act 1999* (the Act), the Council is required to prepare an ABP for each financial year and that the ABP be adopted by the Council after 31 May for the ensuing financial year and, except in a case involving extraordinary administrative difficulty, before 15 August for the financial year.

21-day public consultation was undertaken from Wednesday, 10 May 2023 to Tuesday 30 May 2023. In addition, as part of the public consultation process, a Special Council Meeting was held at the Mallala Council Chamber on Monday 22 May 2023 from 7:30pm to 8:30pm, to receive verbal submissions on the Draft 2023/2024 ABP, Budget and Revised LTFP.

All three (3) public submissions together with the response from the Council management was presented to the Special Council meeting held on 10 July 2023.

Section 123(6a) of the *Local Government Act* provides that if the Council proposes to adopt an annual business plan with amendments from the version the subject of public consultation, the Council must include in the adopted business plan a statement setting out any significant amendments from the draft annual business plan and providing reasons for those amendments.

This must either be done by the Council endorsing a version of the annual business plan containing this information, or resolving to include specific information/wording in the plan (if it is not contained in the version presented to the Council for adoption).

Discussion

Budget Changes Post-Public Consultation

Following changes have been made to the draft Budget and the revised LTFP following public consultation.

Budget Change	Financial Impact
In the May Federal budget, government confirmed the continuation of Supplementary Local Road Funding for SA. APC is expected to receive \$0.134m in the next year.	
Updated growth information from GV (development growth increased from 2.55% to 3.82%).	Additional rates income of \$0.150m.
\$0.015mk has been allocated for Parham Foreshore Master Plan (<i>Resolution 2023/075 of March I&C</i> <i>Committee</i> .	

Delete Hart Reserve Master Plan Development – Stage 2
from the Capital Program until grant funding
opportunity are available.Reduction in the Capital budget by
\$0.200m.Financial returns associated with the TW Town Centre
development has been excluded pending formal Council
resolutions and finalisation of relevant contractual
discussions/agreements.Proceeds from the sale of land, future
rates income, future development
application income, donated assets and
its depreciation excluded from the LTFP.

Draft Statement of Comprehensive Income (Profit & Loss Statement)

As shown in **Table 2** below, based on a <u>7% increase</u> in average rates <u>and</u> 3.82% growth, it is estimated that for 2023/2024 Financial Year, there will be an Operating Deficit of \$0.896m from recurrent and operating project activities.

Description 2	022/2023	2023/2024		Budget Movement			
	Adopted	Draft Bud	Draft Budget				
B	udget (\$)	(\$)	(%)	\$	%		
RECURRENT INCOME							
Rates							
- General Rates - Existing Assessments	10,820	12,314	72	1,494	14		
- General Rates - New Assessments	179	138	1	(41)			
- Rate Rebates	(107)	(116)	(1)	(9)	ç		
- Waste Levy	710	898	5	188	27		
- Regional Landscape Levy	197	319	2	122	62		
- Other Rates Income	84	105	1	21	25		
- CWMS Charges	262	281	2	18	7		
Statutory charges	589	520	3	(69)	(12)		
User charges	193	229	1	37	19		
Grants, subsidies & contributions	1,955	2,240	13	285	15		
Interest Income	3	3	0	(0)	(6)		
Reimbursements	123	139	1	15	13		
Other Income	48	48	0	(1)	(1)		
TOTAL RECURRENT INCOME	15 <i>,</i> 056	17,116	100	2,060	14		
RECURRENT EXPENSES							
Employee Costs	6,465	7,075	41	(610)	(9)		
Materials, contracts and other	5,191	5,736	33	(545)	(10)		
Including legal expenditure of	200	150	1	50	25		
Depreciation	3,144	3,517	20	(373)	(12)		
Interest Expenses	272	820	5	(548)	(201)		
Share of loss from GRFMA	79	79	0	-	<u></u>		
TOTAL RECURRENT EXPENSES	15,151	17,226	100	(2,075)	(14)		
		, .			. ,		
RECURRENT DEFICIT	(95)	(110)	(1)	(15)	16		
Cost of growth initiatives (Operating Projects)	(934)	(786)	(5)	148	(16)		
OPERATING DEFICIT	(1,029)	(896)		132			

Table 2: Draft Statement of Comprehensive Income (\$'000)

The Operating Projects budget encompasses programs and activities that are outside the 'business as usual' services and are considered discretionary in nature, i.e., the Council is under no obligation to provide the services, activities or programs or if required to undertake the activity, are irregular in nature (For example, Local Government Elections). Operating Projects may be one off activities or programs, an expansion of an existing service or program or proposals to introduce a new service or program. Operating projects are funded via new borrowings. The cost of the draft Operating Project program as summarised in **Table 3** below is estimated to be \$1.132m.

Operating Project Name (Including brief project description)	Rationale	Cost
ENVIABLE LIFESTYLE	Hationale	COST
1. Street/Verge Tree Planting Continue to deliver street trees to local streets	С	30
2. Two Wells Library - Salt damp treatment Repair salt damp damage to the heritage listed building to reduce further damage. (Potential to reduce costs through a grant application).	С	50
3. New Cemetery Management System Introduction of new software to manage cemetery leases, burials, cremations records/certificates and management of plots.	D	54
EMERGING ECONOMY		
4. Two Wells Land Development Continue to engage consultants to develop two (2) land parcels in Two Wells purchased by the Council from State Government	В	35
5. Additional Labour Resources To address growth and current gaps to mitigate risk and improve business efficiency, productivity and service levels	В	241
6. Parham Foreshore Master Plan Develop the foreshore at Parham between First Street and South Terrace	A	15
7. Undergrounding of Power - Two Wells Main Street (Stage 2) **	A/B/C	600
REMARKABLE LANDSCAPES		
8. GRFMA Business Case Provision of financial contributions toward completion of the Department for Environment and Water, (Gawler River) Business Case.	A	52
9. Two Wells Cemetery – landscaping Replacement of the deteriorate Two Wells cemetery landscaping	D	20
PROACTIVE LEADERSHIP		-
10. Community and Civic Hub Investigation - Phase 2 Develop a strategy/plan (including governance, risk management, procurement etc) based on information and feedback gathered from the community with regard to the next phase and direction of the Community and Civic Hub Investigation	A/B	25
11. Donaldson Road - Design to include Water Sensitive Urban Design and open space elements Investigations/design to address stormwater management issues identified within the Two Wells Stormwater Management Plan.	С	10
Total Estimated Costs		1,132

Table 3: Proposed Operating Projects Program for 2023/2024 (\$'000)

Rationale

- A. Previous Council resolutions/Elected Members' feedback;
- B. Investment for growth/Economic Development;
- C. Infrastructure and Assets Management Plans; and
- D. Staff initiatives to reduce cost and improve productivity/service standard
- ** It is proposed that \$0.345m that has been allocated to the Council under the round 4 of the Local Roads and Community Infrastructure Program be allocated to fund Undergrounding of Power in Two Wells.

Proposed Capital Project Program for 2023/2024

The Capital Works budget encompasses projects which renew, upgrade or create new infrastructure assets. Examples of projects are the Civil Infrastructure Whole-of-Life Program (renew), streetscape (New). Renewal Capital Projects are funded through Rate Revenue, via the depreciation charge, with new or upgrade works being funded through borrowings.

Draft 2023/2024 capital programme is summarised below. The estimated cost of the capital works program is \$4.627m of which \$3.693m (80%) would be spent on assets renewals in line with Council's assets management plans. The remaining expenditure of \$0.934m (20%) is proposed to be spent on new/upgraded assets.

Capital Project Category	Estimated Costs
Plant, Fleet & Equipment	1,181
Street Scape	155
Site Improvements	495
Sealed Roads	901
Unsealed Roads	1,260
Car Parks & Traffic Control	195
Pram Ramps and Stormwater	70
Building	70
Kerbing & CWMS	300
Total Capital Expenditure	4,627

Table 4: Proposed Capital Works Program (\$'000)

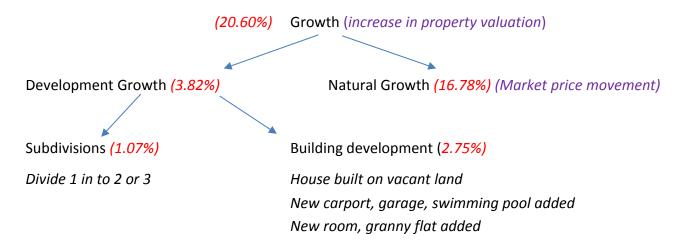
Capital Project Category	Estimated Costs
New/Upgrade	934
Renewal	3,693
Total Capital Expenditure	4,627

Total Proposed Budget for 2023/2024

Table 5 below shows the total budget proposed for next financial year including Recurrent, Operating and Capital projects. Total budget of the Council is \$22.985m of which \$17.705m will be funded from various revenue sources leave a total budget deficit of \$5.281m.

Description Recurrent C Budget		Operating Project	Capital Projects	Total Budget
Rates	13,938	-	-	13,938
Statutory charges	520	-		520
User charges	229	-	-	229
Grants, subsidies and contributions	2,240	345	-	2,585
Investment Income	3	-	-	3
Reimbursements	139	-	-	139
Other Income	48	-	243	291
TOTAL INCOME	17,116	345	243	17,705
Employee Costs	7,075	241	788	8,104
Materials, contracts and other services	5,815	891	3,839	10,545
Depreciation	3,517	-	-	3,517
Interest Expenses	820	-	-	820
TOTAL EXPENSES	17,226	1,132	4,627	22,985
Budget Deficit	(110)	(786)	(4,384)	(5,281)
Operating Deficit		(898)		
No of FTEs	62.86	3.00	8.10	73.96

Table 5 – Proposed Total Budget (\$'000)



Rates Modelling – Property Valuation

An extract from the last property valuation data available from Valuer-General (VG) is given below in **Table 6** in comparison to similar information for prior years. Total development growth for the current year is 3.82%.

Description	2023	2022	2021	2020
Increase in number of properties through sub-division	125	146	257	173
Sub-Division Growth (valuation increase) - \$'Mn	26	29	39	24
Building Development Growth (valuation increase) - \$'Mn	67	76	27	54
Total Development Growth - \$'Mn	93	105	66	78
Total Development Growth - %	3.82	4.73	3.20	2.04
Increase in Rates income due to Sub-Division Growth - \$'Mn	0.170	0.179	0.256	0.197
Increase in Rates income due to Sub-Division Growth - %	1.55	1.77	2.67	2.15
Natural Growth (valuation inc. due to reasons other than dev.) - %	16.78	5.04	4.46	1.86

Table 6: Valuation data from the VG

Council is proposing to change the relativity between land use categories

For the current financial Year, the Council has determined that the following differential rates will be applied to all of its rateable assessments: -

a)	Residential/Vacant Land/Other	1.00
b)	Commercial/Industry	1.30

c) Primary Production 0.91

However, due to significant fluctuations in the properties values among different land use categories, following differential rates are proposed to be applied to all of its rateable assessments in 2023/2024 Financial Year. They are: -

a)	Residential/Other	1.00
b)	Vacant Land	1.20
c)	Commercial/Industry	1.45
d)	Primary Production	0.98

Above proposed changes to the differential rates will ensue: -

- a) the impact of significant valuation fluctuations on rates is smoothed out. (*This will not generate additional rates income but will only change the % of rates being contributed by particular land use category*);
- b) address ESCOSA comment in relation to Adelaide Plains Council having high residential rates;
- c) discourage land holding/banking in relation to vacant land parcels;
- d) reduce the time between dev. approval for land sub-divisions and issuing of land title;
- e) encourage economic and residential activity through the development of vacant land; and
- f) achieve a maximum number of ratepayers with a rate increase of less than 7%

What 7% increase in average rates means on individual property)?

General Council rates of a property are determined by three (3) factors:

- valuation of a property as determined by the Valuer of General of South Australia;
- rates in the dollar specific to land use code (LUC) of the property which is determined by the Council; and
- annual fixed charge

Accordingly, Annual rates charge on a property is calculated as follows.

Rates Charge = (Property Value X Applicable Rate in the \$) + Fixed Charge

Therefore, the impact of 7% increase in average rate on an individual property based on various property values under each differential rate is shown in the below **Table 7**. Accordingly: -

- a) as the property value increases, rates payable also increases;
- b) as rate in the \$ has reduced by 11.6
- c) 0% and fixed charge has increased by 50%, the percentage change in rates is determined by the changes in the property values;
- d) if the property value has decreased, rates will also reduce by more than the reduction in property values.

	A	N Contraction of the second se	E	3	(2	(A x E	3) + C	
Year	22/23	23/24	22/23	23/24	22/23	23/24	22/23	23/24	Change of
Land Use	Propert	y Value	Rate ir	n the \$	Fixed (Charge	Rates		Rates in
	(\$'0	00)					Levy	y (\$)	23/24 (%)
Residential	190	200	0.00441	0.00390	123	185	961	963	0.21
	350	300	0.00441	0.00390	123	185	1,666	1,352	-18.88
	400	485	0.00441	0.00390	123	185	1,887	2,071	9.78
Commercial/	400	420	0.00573	0.00565	123	185	2,416	2,553	5.70
Industry	800	700	0.00573	0.00565	123	185	4,708	4,132	-12.23
	1,000	1,200	0.00573	0.00565	123	185	5,855	6,952	18.74
Primary	100	121	0.00401	0.00382	123	185	524	646	23.35
Production	1,200	1,027	0.00401	0.00382	123	185	4,933	4,099	-16.91
	1,750	2,191	0.00401	0.00382	123	185	7,138	8,536	19.58
Vacant Land	100	105	0.00441	0.00468	123	185	564	675	19.70
	300	260	0.00441	0.00468	123	185	1,446	1,398	-3.28
	400	600	0.00441	0.00468	123	185	1,887	2,985	58.22
Total	6,990	7,609					33 <i>,</i> 985	36,363	
Average Rate (Total Rat	es Incom	e divided h	ı number o	f nronerti	es)	2,832	3,030	7.00

Table 7: Examples of 7% increase in average rates

Property Use	Average Property	Rate in the	Fixed	Rates for
	Value (\$)	(\$)	Charge (\$)	23/24 (\$)
Residential	461,103	0.00385999	185	1,965
Commercial	235,940	0.00559699	185	1,506
Commercial - Other	431,023	0.00559699	185	2,597
Industry - Light	235,884	0.00559699	185	1,505
Industry - Other	1,099,306	0.00559699	185	6,338
Primary Production	714,452	0.00378279	185	2,888
Vacant Land	174,661	0.00463199	185	994
Other	496,031	0.00385999	185	2,100
Eden Vacant Land	163,308	0.00463199	185	941
Eden Residential	560,439	0.00385999	185	2,348
Liberty Vacant Land	151,730	0.00463199	185	888
Liberty Residential	496,743	0.00385999	185	2,102

The following table shows the rate payable by a property based on average property value as advised by the VG.

Kerbside Waste Collection Services

For 2023/2024 Financial Year, it is estimated that the total cost of the kerbside waste collection program is expected to be increased by 17.69% to \$0.831m (inclusive of new services). In addition, due to high inflation, a deficit of \$0.040m is expected in the current financial year. Therefore, to cover this year shortfall and next year expected costs, the annual waste collection service charge is expected to increase from \$172 to \$206, an increase of 20%.

CWMS Charges

CWMS charges for both Mallala and Middle Beach is proposed to increase by 7% to \$740 and \$488 respectively in order to cover the costs associated with operation of the scheme including maintenance. However, the income generated for Mallala CWMS is not sufficient to cover cost of capital as required under ESCOSA Pricing Requirement.

Description		Mallala	Middle Beach
Depreciation		144,200	7,519
Other operating costs		100,316	27,382
Total Operating Costs (Excluding Costs of Capital)	- A	244,516	34,901
Cost of Capital (CoC)			
Cost of capital - 3% real interest		54,150	8,421
Cost of capital - 0.70% for risk premium		87,664	1,965
Total Cost of Capital	- B	141,814	10,386
Total Operating Costs (Including Costs of Capital)	- C	386,330	45,287
No. of units serviced	- D	345	52
Cost per connection based on ESCOSA Pricing Require	ment <mark>(C divided by D)</mark>	1,120	871
Cost per connection based on ESCOSA Pricing Require	· · · · · · · · · · · · · · · · · · ·	709	671
	(A divided by D)		
Proposed CWMS Charge for 2023/2024		740	488

Table 8: Budgeted CWMS Income and Expenses for 2023/2024 (\$')

Financing the budget

At the end of the 2022/2023 Financial Year, Council has one (1) outstanding fixed rate long-term borrowings with a value of \$1.767m in relation to Council's investment in Mallala CWMS.

Council has already made several resolutions to borrow funds to deliver annual budgets and some of the capital programs being delivered in partnership with State/Federal Governments. However, in compliance with Council's Treasury Management Policy, so far Council has been able to meet those expenses with short-term borrowings which attract lower interest charge compared to fixed rate long-term borrowings. As of 30 June 2023, Council had short-term borrowings of at the end of this financial year would be \$7.948m.

An operating deficit means, Council is spending more than what it generates as income in delivering services to the community. In addition, Council has loan and interest obligations as well as the need to fund new assets. Therefore, if the Council decides to continue the same level of service and draft project program as included in this report **(Table 3 and Table 4)** with an average rate increase of 7%, it has to borrow \$1.709m to deliver operating and capital projects identified above and meet its loan repayment obligations as summarised in the **Table 9** below. Out of the new borrowings;

- \$0.176m will be allocated for assets renewal program;
- \$0.934m will be spent on new assets across the Council district; and
- \$0.599m will be used to deliver operating project program proposed.

While the maximum amount to be borrowed is \$1.709m, the timing of the actual borrowings would depend on the progress of the capital works program.

Description	Amount
Cash shortfall due to Operating Deficit	(896)
Cash injection from sale of surplus/replaced assets	243
Share of operating loss from GRFMA (non-cash transactions)	79
To fund capital Program - Money available through depreciation	3,517
- Proposed assets renewal expenditure	(3,693)
- Proposed new capital expenditure	(934)
Grants specifically for new or upgraded assets	-
Loan Repayment	(24)
Total estimated funding shortfall for 2023/2024	(1,709)

Table 9: Estimated Funding Shortfall for 2023/2024 (\$'000)

Further Budget Changes

Following Council resolution 2023/176, Council management had an information briefing session with the Elected Members on 17 July 2023. The presentation made by the Chief Executive Officer at this meeting is contained under **Attachment 2**. The discussion was primarily in relation to:

- a) reducing the average rate increase to either around 5% or 6% which would result in a loss of rates income of \$0.112m and \$0.224m respectively;
- b) reduce new labour by \$0.152m to \$0.089m;
- c) delete/defer three (3) <u>operating projects</u> (Salt damp treatment at the Two Wells library, new cemetery management system and Two Wells cemetery landscaping projects) with a combined budget reduction of \$0.124m; and
- d) delete/defer four (4) <u>capital expenditures</u> (new township entrance signs, replacement of one fleet vehicle, new kerbing and streetscape at South Terrace Dublin and Intersection upgrade
 Gawler River Rd) with a combined budget reduction of \$0.655m;

The impact of above changes is summarised in the following table:

Description	Financial Impact	Impact on		
	-	Deficit	Borrowings	
Current deficit/borrowings with 7% increase in		(0.896)	(1.709)	
rates and no cuts to the projects program				
Reduction in fleet replacement	0.084	-	0.084	
Reduction in Avg. Rate increase from 7% to 6%	(0.112)	(0.112)	(0.112)	
Reduction in employee costs (Leaving \$89k only)	0.152	0.152	0.152	
Reduction in capital program				
- Intersection upgrade - Gawler River Rd	0.100	-	0.100	
- Streetscape - South Terrace (Dublin)	0.046	-	0.046	
- Kerbing - South Terrace (Dublin)	0.285	-	0.285	
- Township Entrance Signs	0.140	-	0.140	
Reduction in operating projects				
- TW Library - Salt Damp Treatment	0.050	0.050	0.050	
- New Cemetery Mgt System	0.054	0.054	0.054	
- TW Cemetery Landscape	0.020	0.020	0.020	
Revised deficit/borrowings	0.819	(0.732)	(0.890)	

Description	Financial Impact	Impa	ct on
	-	Deficit	Borrowings
Current deficit/borrowings with 7% increase in		(0.896)	(1.709)
rates and no cuts to the projects program			
Reduction in fleet replacement	0.084	-	0.084
Reduction in Avg. Rate increase from 7% to 5%	(0.224)	(0.224)	(0.224)
Reduction in employee costs (Leaving \$89k only)	0.152	0.152	0.152
Reduction in capital program			-
- Intersection upgrade - Gawler River Rd	0.100	-	0.100
- Streetscape - South Terrace (Dublin)	0.046	-	0.046
- Kerbing - South Terrace (Dublin)	0.285	-	0.285
- Township Entrance Signs	0.140	-	0.140
Reduction in operating projects			-
- TW Library - Salt Damp Treatment	0.050	0.050	0.050
- New Cemetery Mgt System	0.054	0.054	0.054
- TW Cemetery Landscape	0.020	0.020	0.020
Revised deficit/borrowings	0.707	(0.844)	(1.002)

Actual rate rise with budget changes identified in the Table 10

5% increase in average rate will result in 43.19% of ratepayers having a rate increase of less than 7% while this number will reduce to 36.48% if the Elected Members chose a rate increase of 6%.

Conclusion

The Draft 2023/2024 Annual Business Plan and Budget as presented in this report is based on the expected growth and Council continuing to deliver its existing services, program and activities.

To ensure that a responsible budget is set, the Council has adopted at its February 2023 meeting a series of Budget Parameters, to guide Council Staff in preparing their respective budget estimates. As detailed in this report, the Draft Budget has been delivered with reference to these guidelines and where the parameters have not been achieved, the reasons have been provided.

2023/2024 will be particularly challenging year given the impacts that world events are having on the cost of delivering services with the Consumer Price Index (CPI) currently at 7.9% for South Australia. Given the costs of delivering services in Local Government often exceed CPI, the focus of the draft budget has been to review expenditure to enable the impact on rates, which are Council's primary source of revenue, to be held below CPI in 2023/2024 while investing in the future.

Decisions regarding the Draft Budget need to take into account the impact on the Council's ability to continue to meet its operational and financial outcomes and achieve objectives identified in Council's strategic documents.

References

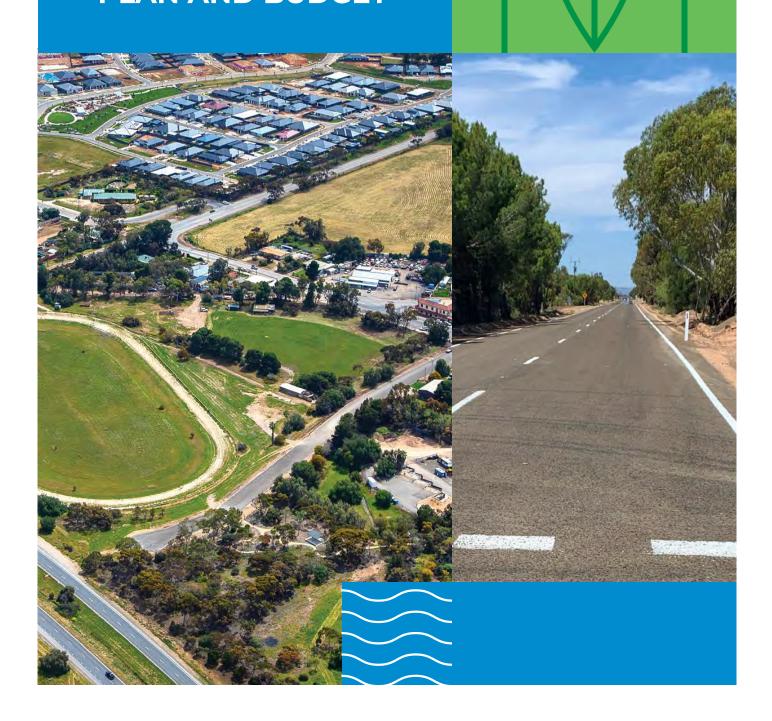
Legislation

Regulation 9 of the Local Government (Financial Management) Regulations 2011 Section 123 of the Local Government Act 1999

Council and Other Policies/Plans ESCOSA Local Government Advice (February 2023) Budget Management Policy Council Vehicle Policy Rating Policy Funding Policy Treasury Management Policy Strategic Plan 2021-2024 (Adopted on 27 January 2021) Infrastructure and Asset Management Plan (Adopted on 25 October 2021) Long Term Financial Plan 2023-2032 (Adopted on 28 February 2022)



2023/24 Annual business plan and budget



ACKNOWLEDGEMENT OF COUNTRY

ADELAIDE PLAINS COUNCIL

2a Wasleys Road, Mallala SA 5502 Postal address: PO Box 18, Mallala SA 5502

T (08) 8527 0200 W www.apc.sa.gov.au E info@apc.sa.gov.au

Adopted by the Council 10 July 2023

Adelaide Plains Council acknowledges that we are located 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.



CONTENTS

1	PREAMBLE	4
2	MESSAGE FROM THE MAYOR	6
3	MESSAGE FROM THE CEO	8
4	SNAPSHOT OF 2023/2024 BUDGET	10
5	STRATEGIC PLAN 2021-2024	12
6	INFRASTRUCTURE AND ASSET MANAGEMENT PLAN	14
7	ASSESSMENT OF THE 2022/ 2023 STRATEGIC OBJECTIVES	16
8	SIGNIFICANT BUDGET INFLUENCES & ASSUMPTIONS	18
9	REVIEW OF EFFICIENCY/ EFFECTIVENESS OF COUNCIL OPERATIONS	22
10	2023/2024 RECURRENT AND PROJECT BUDGETS	24
	10.1 Sources of Council Revenue	26
	10.2 How Council's Revenue is spent	28
	10.3 Budgeted Statement of Comprehensive Income	32
	10.4 Operating Income and Expenditure by Council Functions/Services	34
	10.5 2023/2024 Operating Project Program	36
	10.6 2023/2024 Capital Projects Program	38
	10.7 2023/2024 Capital Program in Details	40



11	LOAN BORROWINGS	42
	11.1 Current Short and Long-Term Borrowings	43
	11.2 New borrowings for 2023/2024 Financial Year	44
12	RATING STRUCTURE AND POLICY	46
	12.1 What are Rates?	46
	12.2 Strategic Focus	46
	12.3 Method Used to Value Land	47
	12.4 Impact of Rates	48
	12.5 Uniform Presentation of Expected Rates Revenue	50
	12.6 Differential General Rates	56
	12.7 Regional Landscape Levy	57
	12.8 Service Charges	58
	12.9 Mandatory Township Kerbside Waste Collection Charges	59
	12.10 Payment of Rates	60
	12.11 Remission and Postponement of Rates	61
	12.12 Rebate of Rates	62
	12.13 Sale of Land for Non-Payment of Council Rates	62
13	BUDGETED FINANCIAL STATEMENTS	64
14	HOW TO MEASURE COUNCIL PERFORMANCE	70
15	LOCAL GOVERNMENT ADVICE FROM ESCOSA	76
16	ADELAIDE PLAINS COUNCIL'S RESPONSE TO THE ADVICE FROM ESCOSA	92

Adelaide Plains Council

3



PREAMBLE

Under section 123 of the *Local Government Act* 1999 (the Local Government Act), a council must have a budget for each financial year. This budget must be considered in conjunction with the council's annual business plan (and be consistent with that plan) and must be adopted before 15 August for the financial year.

Adelaide Plains Council therefore prepares, as part of its budget development process, an Annual Business Plan. Section 123(2) of the Local Government Act provides that each annual business plan of a council must:

- A include a summary of the council's longterm objectives (as set out in its strategic management plans);
- **B** include an outline of:
 - I the council's objectives for the financial year;
 - 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;
- **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;
- D set out the rates structure and policies for the financial year;
- **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;

- F take into account the council's long-term financial plan and relevant issues relating to the management and development of infrastructure and major assets by the council; and
- **G** address or include any other matter prescribed by the regulations.

Before a council adopts its annual business plan it must prepare an annual business plan and undertake a public consultation process that, as a minimum, meets the requirements of section 123(4) of the Local Government Act.

PUBLIC CONSULTATION SUMMARY

The consultation period for the Draft 2023/2024 Annual Business Plan and Budget, and Revised Long Term Financial Plan 2024-2033 was 10 May 2023 to 30 May 2023.

Public notices were published in accordance with Adelaide Plains Council's Public Consultation Policy in the Plains Producer and The Bunyip newspapers on the date of consultation opening.

In addition, a webpage was published with information including:

- An explanation of the financial documents
- Key facts of both proposed plans
- How to provide feedback
- Next steps
- A link to view both documents

Posters were displayed on external Council noticeboards (Mallala and Two Wells) and the customer service offices of the Mallala Principal Office and Two Wells Service Centre. Additionally, posters were displayed in the Two Wells Library. Printed submission forms were available at each of the above sites. It is estimated that there were approximately 33,000 impressions (times the content was possibly displayed or viewed) of the open public consultation across the Council region. This includes:

- 4,622 views of "upcoming public consultation" in the Autumn 2023 Communicator newsletter
- 28,000 estimated weekly readers of the Plains Producer and The Bunyip newspapers
- 187 website page views
- 231 impressions on LinkedIn
- 37 users through the My Local Services app

In total, three (3) submissions were received. This is an increase to the one (1) submission received in 2022 for the 2022/2023 Annual Business Plan and Budget.

This document presents Adelaide Plains Council's 2023/2024 Annual Business Plan and Budget as adopted by the Council at a special meeting held on Monday, 10 July 2023 which has been developed in consultation with the Council Members, Infrastructure & Environment Committee, Audit Committee and the Council management, in the context of Council's Strategic Plan 2021-2024.

5



MESSAGE FROM THE MAYOR

Hello again everyone.

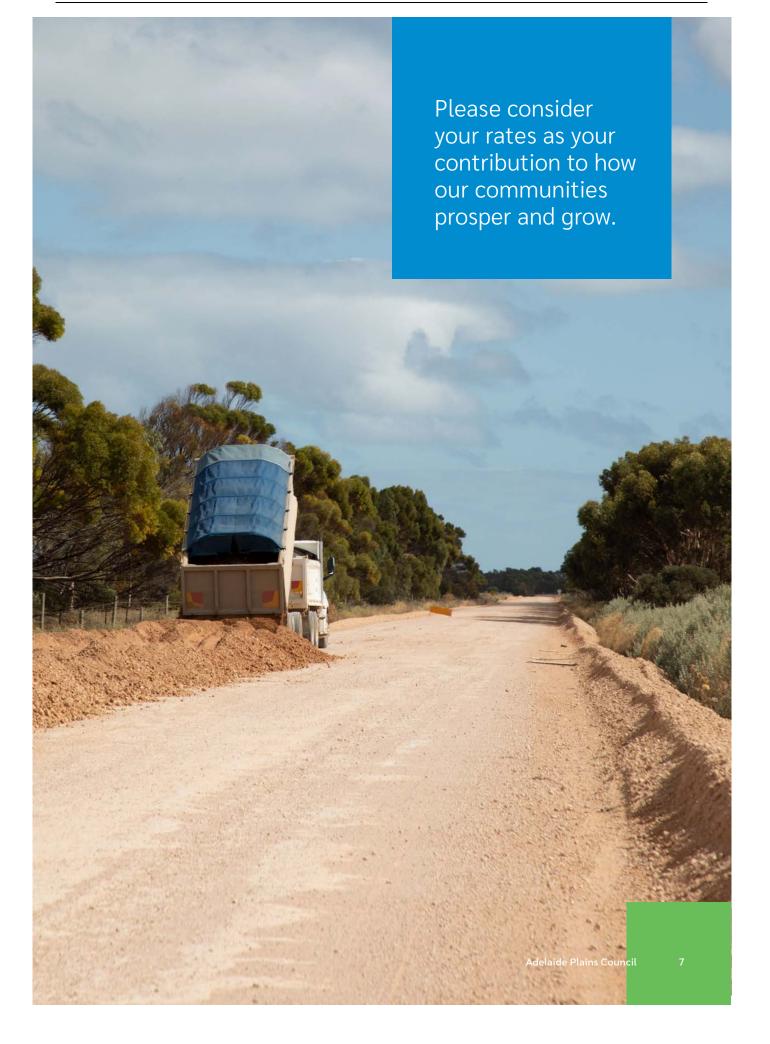
This time of the year finds the Adelaide Plains Council preparing the 2023/2024 Annual Business Plan and Budget. What does this mean? For Council to continue to provide existing services, improving and delivering new items across the district we must carefully look at the known costs and take into account the expected costs using the best information available.

Councils are not immune to rising costs like inflation, interest rates, fuel and materials. We feel the pinch like you do. Our goal is to reach a breakeven point that provides the services that the community needs without increasing rates unnecessarily. This is the balance Council must seek to achieve. We live in a user pays world whether we like it or not and like you at home, Council has to make priorities on what is important and what gets trimmed. Your newly elected Council has been carefully and responsibly putting this Annual Business Plan and Budget together to not only retain existing Council services for the community during tough economic times but to also start work in earnest for the coming challenges.

I am confident that as further residential/commercial/retail and tourism events begin to accelerate, your Council is well placed to be prepared and meet these tasks. Please consider your rates as your contribution to how our communities prosper and grow. Every day in one way or another, we all use Council infrastructure and facilities.

MARK WASLEY MAYOR







MESSAGE **FROM THE CEO**



Of the eight forewords I have penned in my time as Chief Executive Officer of Adelaide Plains Council, the preparation of the 2023/2024 Annual Business Plan (ABP) and Budget has been, by far, the most challenging.

Inflation, CPI, cost of living, access to and rising cost of materials, price of fuel; it all compounds making the preparation of this year's budget all the more difficult.

That said, the elected body and management has diligently taken all influencing factors into account in the preparation of the ABP and Budget.

The program for 2023/2024 will deliver \$3.693m for asset renewals and \$0.934m for new assets with said amounts to be primarily spent on roads, footpaths, stormwater management and open space improvements; all of which is in line with our Infrastructure and Asset Management Plan forecasts.



Council Meeting



With Council's growth rate now the second fastest only behind Mt Barker District Council, we must continue to keep an eye on the future needs of the Council and work will continue to evolve in the following spaces:

- Two Wells Main Street undergrounding of power and streetscape upgrade
- Two Wells Town Centre commercial and retail hub
- Civic and Community Centre investigations and community engagement

Being a growth council, staff numbers will of course need to grow to keep up with demand for services.

Council has managed to plan for a moderate increase in staff numbers in line with LTFP projections and will account for 40% of operating expenses; a justifiable figure in the context of the lower percentage attributed to 'materials, contractors and other' expenses.

From a rating perspective, Council has elected an average rate increase across all land use categories of 7.00% plus growth of 3.82%.

JAMES MILLER CHIEF EXECUTIVE OFFICER

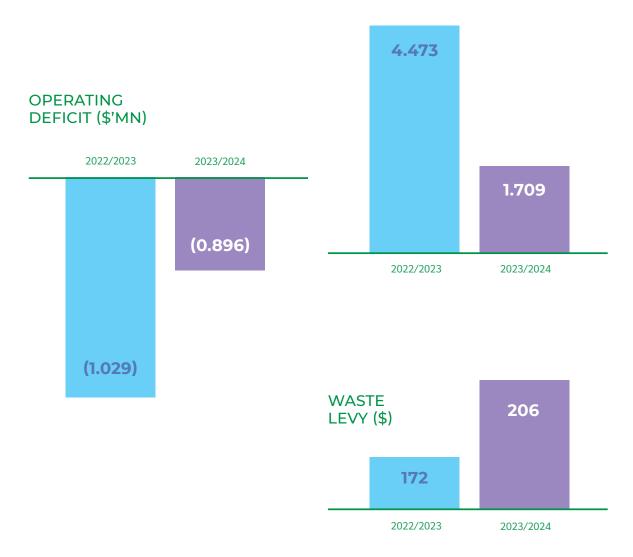


Adelaide Plains Council

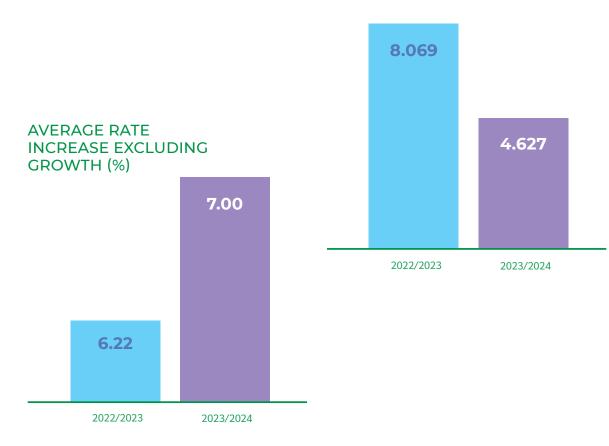
9



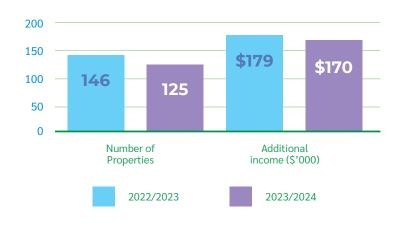
NEW BORROWINGS (\$'MN)



INVESTMENT IN INFRASTRUCTURE/ASSETS (\$'MN)



GROWTH FROM DEVELOPMENT



Adelaide Plains Council 11

5

STRATEGIC PLAN 2021-2024

Adelaide Plains Council's strategic management plan, '*Strategic Plan 2021-2024*' provides Council with strategies, potential ideas for implementation, the relevant stakeholders/partners and indicators and measures to identify progress towards its vision for 2024. It also guides the Council's decision making towards achieving the overall aim of community wellbeing.

Council strategies are grouped under four (4) key themes that reflects the sentiment of Adelaide Plains community and identifies key issues and opportunities for Council. They are;

1 ENVIABLE LIFESTYLE

Strategies

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

3 REMARKABLE LANDSCAPES

Strategies

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

2 EMERGING ECONOMY

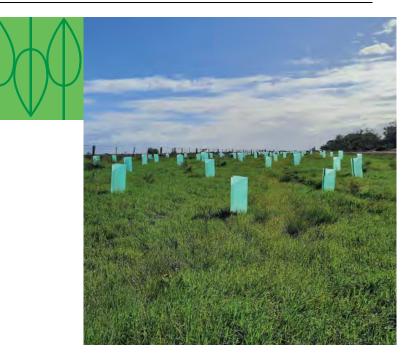
Strategies

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

4 PROACTIVE LEADERSHIP

Strategies

- A Actively seek funding and partnerships to deliver Council initiatives;
- B Actively engage with and inform our communities;
- **C** Strategic and sustainable financial management; and
- D Proactively engage in Local Government Reform and continuous improvement.



Council aims to deliver a budget that not only contributes to its strategic objectives, but is also financially sound and allows the Council to meet its financing commitments from cash derived from operating activities without placing:

- A a burden on ratepayers through excessive and/or ad-hoc rate revenue increases; or
- **B** borrowing money to deliver current Council services that will create **intergeneration inequity.**

Therefore, the focus in developing the 2023/2024 Budget has been on ensuring that the Council can maintain the service standards for its existing services (business as usual) and that those services receive appropriate funding, balanced with ensuring that the community does not face significant/ad-hoc increases in their annual rates contribution in next year or future years. To achieve above objectives, Council has applied 'zero based budgeting' by reviewing its current actual level of income and expenditures and comparing it with proposed activities for the next financial year to estimate the appropriate level of income and expenditures.

At the Ordinary Council meeting held on 27 January 2021, Council adopted updated strategic plan for the period 2021–2024. In addition, Council adopted updated Infrastructure and Asset Management Plan (I&) on 25 October 2021 and Long-Term Financial Plan 2023-2032 (LTFP) on 28 February 2022.

Accordingly, budget for next year has been prepared based on strategies and objectives of the updated 'Strategic Plan 2021-2024' and services levels in the I& in line with updated LTFP.



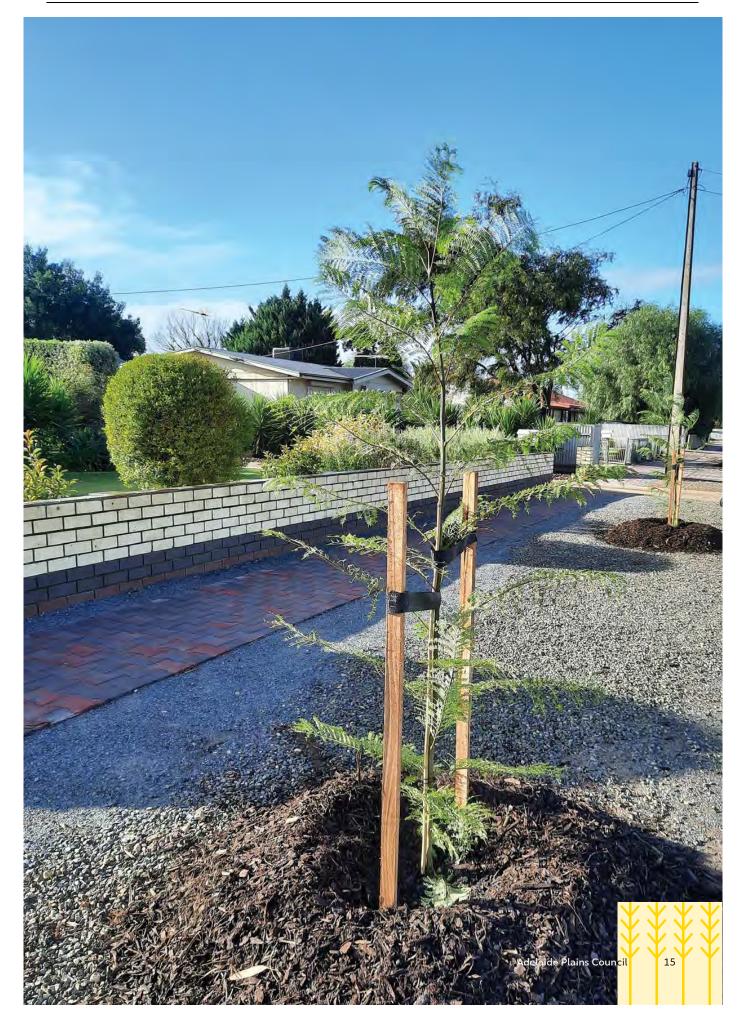


INFRASTRUCTURE AND ASSET MANAGEMENT PLAN

One of the strategies under 'Proactive Leadership' is 'strategic and sustainable financial management'. A key service that contributes to proactive leadership is long term asset management and financial planning.

According to sound asset management principles, Council should (on average) spend annually on assets renewal an amount equal to its annual depreciation expenses. Upon updates to Council's I&, it has become evident the gap that previously existed between the annual capital works program and the LTFP, caused by asset renewal deferral and the compounding effect into future capital works programs, has now closed.

The assets renewal strategy/funding allocations outlined in this report attempts to undertake asset renewal close to their expiry date over a ten (10) year period, with consideration given to current internal resources capacity to deliver such program.



ASSESSMENT OF THE 2022/2023 STRATEGIC OBJECTIVES

Following table shows Council's strategic objectives for 2022/2023 Financial Year and the assessment of whether the activities Council has undertaken as of 30 June 2023 have achieved those objectives.



 $(\geq$

ual Bus

-16

TABLE 1: ASSESSMENT OF STRATEGIC OBJECTIVES FOR 2022/2023 FINANCIAL YEAR

PROJE	CTS TO ACHIEVE COUNCIL'S STRATEGIC OBJECTIVES	PROGRESS UPDATE
RE	MARKABLE LANDSCAPES	
1	Street/Verge Tree Planting	Completed
2	Heritage Survey - Part 2	In progress*
3	Parham - Old Playground Block (Sell or Develop Site)	In progress*
4	Deliver an annual capital construction and renewal program	Completed
5	Delivery of annual plant/fleet replacement program	Completed
6	Sealing of Aerodrome Road	Completed
7	Sealing of Barabba Road	Completed
8	Sealing of Middle Beach	In progress*
EN	VIABLE LIFESTYLE	
9	Open Space & Recreation Strategy	In progress*
10	Social & Community Infrastructure Plan	In progress*
11	Roadside Vegetation Management Plan	Completed
12	Two Wells - Liberty and Eden Estates, Recycled Water Use for Parks/Reserves	Discontinued
13	Donaldson Road - Design to include Water Sensitive Urban Design and open space elements	In progress*
14	Mallala Stormwater Flood Plain Management Plan	Discontinued
EM	ERGING ECONOMY	
15	Parham Campground - Formalise Land	In progress*
16	Two Wells Oval - Master Plan - Design/Costing/Consultation (Stage 1)	In progress*
17	Dublin - Township Growth & Tourism Master Plan	In progress*
18	Thompson Beach Esplanade and Webb Beach Road - Detailed design and cost estimates for sealing	Completed
19	Economic Zones	Discontinued
PR	DACTIVE LEADERSHIP	
20	Council Election – November 2022	Completed
21	Grant Writer to apply for government grants	Discontinued
22	Labour resources (Outside staff)	Completed
23	Upgrade to Council's Electronic Records Management System	Completed
24	Network Shared Drive Migration Strategy (Shared Folders)	In progress*
25	Microfiche Records Digitisation Project	Completed
26	Redundancy and Backup Servers for Council's Information technology systems	Completed
27	Council Member Computer Hardware Refresh following 2022 LG Elections	Completed

* Carry-over to 2023/2024 Financial Year

Adelaide Plains Council 17

Council Meeting



SIGNIFICANT BUDGET INFLUENCES AND ASSUMPTIONS

The Annual Business Plan is Council's key annual operational and financial planning document. It describes what services and projects Council plans to deliver to the community in the relevant financial year and how to finance those planned services and projects.

The Annual Business Plan has been developed in the context of delivering Council's long term strategic direction as set out in the *Strategic Plan 2021-2024 and I&*, and as required under the Local Government Act.

In this context, in preparing ABP and Budget, Council has considered several significant factors/ assumptions. These include:

18 Annual Business Plan & Budget 23/24





- 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 through 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: 117 for the period July-April 2022. (Growth of 2.55%). 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, the following roads have been approved for sealing in recent years by the Council.

2019/2020	2020/2021	2021/2022	2022/2023	
Shanno	n Road	Coats Road	Middle Beach Road	
	Carslake Road	Wheller Road	Glover Road	
		Cheek Road	Buckland Park Road	
		Aerodrome Road		
		Barabba Road		

- 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.





- Cost of maintaining infrastructure assets handed over to the Council from new housing development. 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
- 18/04/2023 \$1.094m
- 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 2022.

- 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 7.9% for the year ending 31 March 2023.
- 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.



20

Council is committed to ongoing reviews of its operations in order to provide optimum benefit to the community and also to ensure that Council delivers quality services in the most cost-effective and efficient manner. Therefore, Council will aim to:

- Continuously review, prioritise and validate current services and programs;
- Continuously review systems and procedures to ensure that internal operations are effective and efficient; and
- Empower community organisations with appropriate support to manage and maintain specific community assets by the community itself. It is believed that this will enhance the autonomy of these organisations through site ownership and control.

Figure 1 below shows the growth in Council's operating expenditure since the 2017/2018 Financial Year. While Employee Costs have remained consistent, around \$4.800m from 2017/2018 to 2019/2020 Financial Years, it has increased since 2020/2021 to strengthen Council's internal capacity to respond to significant increases in economic development opportunities and residential growth within the district.

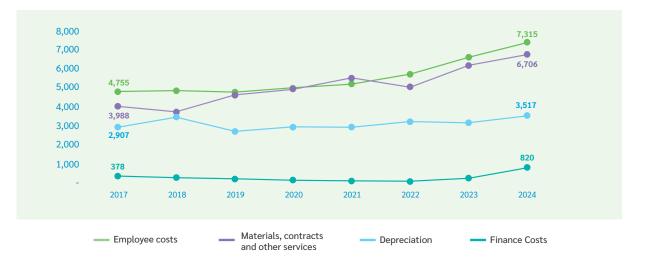


FIGURE 1: GROWTH IN COUNCIL'S OPERATING EXPENSES - \$'000

Material, Contracts and Other

Expenses are showing an upward trend over the period mainly due to increased costs associated with high inflation in relation to contracting kerbside waste collection and disposal service, fuel, information technology, general maintenance, water, electricity, insurances, legal fees and the delivery of several new initiatives partially funded by the Federal/State Governments. A significant increase in material, contract and other expenses in 2022/2023 Financial Year is due to \$1.650m to be spent on Two Wells Stormwater Levee which is 100% funded by grants.

Interest Expenses have decreased over the years mainly due to a reduction in Council's short-term (CAD) loan. In addition, new interest expense of \$0.742m has been budgeted for 2023/2024 financial year based on estimated new borrowings shown in Table 10.

Depreciation Expenses have increased by \$0.373m or 12% in 2023/ 2024 when compared to 2022/2023 Financial Year mainly due to:

- increase in value of Council's infrastructure assets due to inflation;
- additional depreciation associated with new assets handed over to the Council by developers following the completion of initial maintenance obligations and the impact of higher inflation.



REVIEW OF EFFICIENCY/ EFFECTIVENESS OF COUNCIL OPERATIONS

Ratepayers have expectations that Council delivers the best value for money and the *Local Government Act 1999* outlines Council's legislative responsibilities for effective and efficient service delivery. To this end, Council management and staff consistently endeavour to actively pursue more efficient and effective systems and processes and continuous improvement to address the ever-increasing needs and demands from the community.

There is always room for continuous improvement and benefit to be gained from:

- group procurements;
- the use of renewable energy;
- better use of information technology;
- internal review of Council's operations, systems and procedures; and
- external reviews and comparison to similar local government authorities.

To achieve financial savings, and maintain existing levels of service to our community, Council will endeavour to continue to review its services, processes and systems. Recent productivity improvements achieved by the Adelaide Plains Council are provided below.

IMPROVEMENTS ACHIEVED

Following are the list of improvements that the Council has achieved in recent years. Noting that the Council don't have dedicated staff to manage business improvement or organisational developments, the staff have achieved all of the following improvements by working collaboratively across the organisation, sometimes in consultation with other Councils and external consultants.

- Council had been successful in obtaining government grants of \$11m since 2016 following a competitive application process without engaging any external grant writer consultants;
- 2 Outsourced Kerbside Waste Collection Service in 2018 delivering considerable savings to the community;
- 3 Insourced CWMS maintenance work;
- 4 Improved Council's internal financial controls;
- 5 Improved internal processes to strengthen budget management process (staff training and software upgrade);
- 6 Streamlined section 7 searches;
- 7 Engagement of Strategic Project Officer on a short-term contract to replace external consultants;
- 8 Centralised process to manage Council's procurements to ensure compliance and value for money;
- 9 Installation of solar panels on Council's admin buildings and at Mallala CWMS;
- Cross training/upskilling Customer Service Officers and Admin Support Officers to back-fill short-term vacancies;



- **11** Staff training in different disciplines to undertake back up and higher duties;
- 12 Online timesheet/leave system for inside staff and streamlined review and approval process;
- 13 Implementation of electronic signatures and associated process, saving time and costs of printing of documents;
- **14** Electronic invoice approval system across the Council;
- 15 Electronic purchase order system;
- 16 Installation of software for electronic assessment and signing tool for planning and building assessment;
- 17 Internal process improvements associated with electronic lodgement and management of Planning and Building Consent applications with the introduction of the SA Planning Portal;
- 18 Implementation of InfoCouncil software to centralise and streamline the agenda and minute preparation process for all Council and Committee Meetings;
- 19 Streamlined the system that's being used to record water, fuel, plant and rubble usage by the depot staff for various projects;
- 20 Continued investment in new software and hardware to strength Council's cyber security and data integrity;
- **21** Centralised process to receive and capture legal advice for the Council;
- 22 Engagement of community organisations to manage Mallala and Parham camping sites;
- 23 Signing of new contract with the SAPN to manage public lighting in new subdivisions;
- 24 Review of organisation structures including departmental and service reviews;
- **25** Team building exercises and all staff meetings to improve internal communication, resilience and motivation;
- 26 Substantial completion of digitising legacy records;

- 27 Substantial completion of recommendations from independent records management audit;
- 28 Introduction of Employee Core value award and other People and Culture initiatives intended to enhance employee involvement and performance;
- 29 Introduction of delegation software centralising storage and access to maintain Council delegations current in line with relevant legislation;
- 30 Upgraded Council's mapping system;
- Reconciliation and physical stock take of Council's major and minor plants;
- 32 Review of Business Continuity Plan;
- **33** Recording of Council Meetings has resulted in a more efficient process for the review and distribution of meeting minutes; and
- **34** Review of staff working arrangements has resulted in decrease costs to Council (e.g. fuel and office running costs).

PROPOSED IMPROVEMENTS

Council is planning to deliver following improvements in the 2023/2024 Financial Year subject to relevant budget approval by the Elected Members, in consultation with external software providers.

- Upgrading Council's main software system (Civica Authority);
- Ongoing cyber security training to Elected Members and staff;
- Digitising cemetery maps;
- Electronic Cemetery Management System;
- Online timesheet system for outside staff; and
- Electronic file sharing system.

10 2023/2024 RECURRENT AND PROJECT BUDGETS

Council's 2023/2024 Budget consists of Recurrent Budget, Operating Projects and Capital Projects Budgets.

RECURRENT BUDGET

The Recurrent Budget includes the amount of operating income that Council will receive in 2023/2024 Financial Year from general rates, service charges, government grants, fees and charges and investment. It also includes operating expenditures to provide Council's day-to-day operations and services in the course of its normal operating activities (on a 'business as usual' basis) such as kerbside rubbish collection, street lighting, parks and ovals maintainance and issuing building consents. Recurrent budget also includes costs related to the capital expenditure program such as interest on loan obtained for capital program, maintenance of Council assets and depreciation.

OPERATING PROJECTS

Some programs/activities of Council are categorised as Operating Projects rather than Recurrent Budget, where that program or activity does not make up part of Council's regular core services or there is a finite funding life required.

CAPITAL PROJECTS

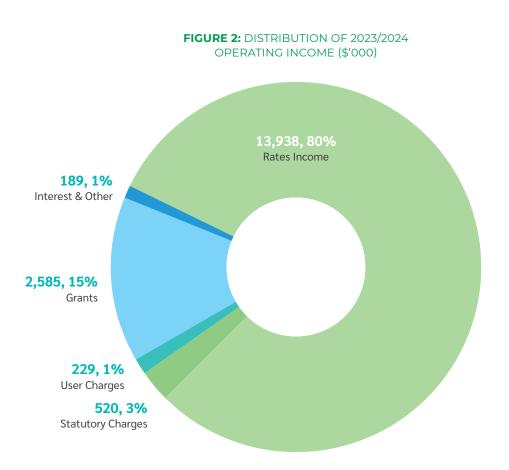
The expenditure included in the Capital Projects category is the amount of money Council will invest in renewing and upgrading existing assets or in the creation of new assets in accordance with the Council's Strategic Plan objectives and Infrastructure and Asset Management Plans.



24 July 2023

10.1 SOURCES OF COUNCIL REVENUE

In order to fund its operations and programs, Council collects revenue from sources such as general rates, fees and charges levied on Council services (Statutory Charges and User Charges), grants from State and Federal Governments, interest income from investing excess cash in short-term investments, reimbursements and other sundry revenue sources. Figure 2 below illustrates the main sources of the estimated Council revenues in 2023/2024 Financial Year.





RATES

Rates are the main sources of funding for the Council. A total of \$13.938m (\$12.145m in 2022/2023) are to be collected in 2023/2024 Financial Year, to help pay for essential, non-discretionary services such as roads maintenance, public lighting, kerbside waste collection and disposal, citizenship ceremonies, public health and safety as well as discretionary services such as Council libraries, parks and garden, outdoor cinemas, and assistance to community programs and events.

STATUTORY CHARGES

Statutory Charges relate mainly to fees and fines levied in accordance with legislation and include development application fees, animal registrations, health act registrations and parking fines. It is estimated that the Council will collect statutory charges of \$0.520m in 2023/2024 Financial Year (\$0.589m in 2022/2023).

USER CHARGES

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include rent income from Mallala Aged Homes, charges for the use of Council facilities, library printing and photocopy charges, Section 7 property searches and burial fees. User charge income is expected to increase by 19% from \$0.193m in 2022/2023 Financial Year to \$0.229m in 2023/2024 Financial Year.

GRANTS, SUBSIDIES AND CONTRIBUTIONS

Grants include monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Grants income has been budgeted based on confirmed funding only. The main sources of grants to be received by the Council are;

TABLE 2: ESTIMATED OPERATING GRANTS INCOME (S'000)

GRANT PROGRAM	AMOUNT
Financial Assistance grant (FAG) from Federal Government	1,705
Local Roads and Community Infrastructure (LRCI) Program	345
Roads to Recovery (R2R) grant from Federal Government *	263
Supplementary Local Road Funding	134
Coastal Officer Grant (Green Adelaide formerly NRM Board) **	108
Library operating grant from State Government	30
TOTAL GRANTS, SUBSIDIES	2,585

AND CONTRIBUTIONS INCOME 2,

* For accounting purpose R2R grant is recorded as operating income. However, as per R2R guidelines, grant should be spent on roads renewal/upgrades (Capital)

** Approximately 34% of the Regional Landscape Levy collected from Adelaide Plains Council is invested back in the region through this grant.

REIMBURSEMENT, INTEREST AND OTHER INCOME

Council is estimated to receive reimbursements, interest and other income of \$0.189m next year.

Council Meeting



10.2 HOW COUNCIL'S REVENUE IS SPENT

EMPLOYEE EXPENSES

Employee expenses include all labour related expenditure such as salaries, wages, allowances and on-costs (Annual Leaves, Long Service Leaves, Superannuation, Workers Compensation Insurances etc.). For 2023/2024 Financial Year, employee costs are expected to increase to \$7.315m compared to \$6.549m in 2022/2023, an increase of 12%. This increase has been reported due to EBA/contract increases, reclassifications, growth planning and increase in superannuation contribution from 10.50% to 11.00% in 2023/2024.

TABLE 3: ESTIMATED EMPLOYEE EXPENSES FOR 2023/2024FINANCIAL YEAR (\$'000)

DESCRIPTION	COSTS
Salaries & Wages	6,147
Long Service Leave	156
Superannuation	708
Workers Compensation Insurance	304
TOTAL EMPLOYEE COST BUDGET	7,315

Figure 3 below shows Council's staff levels at the end of each financial year from 30 June 2018 and the budgeted staff numbers on 30 June 2023 and 30 June 2024 on a full-time equivalent (FTEs) basis including temporary contract positions. Number of FTEs budgeted for next financial year is 74, an increase of 6 FTEs over current year due to following reasons.

- Council approved one (1) FTE as part of 2022/2023 budget;
- Further two (2) FTEs were approved as part of 2022/2023 quarterly budget revisions;
- Three (3) contract position (3 FTEs) were added to delivery strategic projects primarily funded by external grants;
- Contract library trainee position (0.88 FTE) was replaced with part-time employment with the Council;
- CWMS maintenance work that was outsourced in previous years has been in-sourced (1 FTE) to reduce CWMS operating costs;
- Further new three (3) FTEs are proposed as part of the Operating Project program for next year.

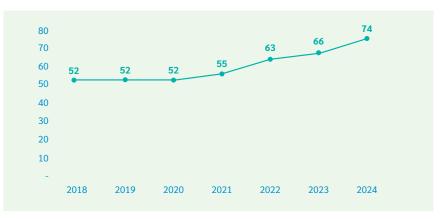


FIGURE 3: ADELAIDE PLAINS COUNCIL WORKFORCE (FTES) AS AT 30 JUNE



MATERIALS, CONTRACTS AND OTHER EXPENSES

Materials include items such as electricity, water, fuel, road products, library books, printing and stationery costs. Contracts relate to the provision of Council services by external providers and include items such as kerbside waste collection, street sweeping, security, leases and infrastructure repairs and maintenance.

Other Expenses relate to a range of unclassified items including staff training, postage, legal fees, bank charges, advertising, insurances, motor vehicle registrations, payment of the Regional Landscape levy and other miscellaneous expenditures.

It is estimated that the Council will spend \$6.706m in 2023/2024 Financial Year on Materials, Contracts and Other Expenses, compared to \$6.120m in 2022/2023 Financial Year, an increase of \$0.585m or a 10% mainly due to increase in fuel, electricity, building, reserve & sealed road maintenance, regional Landscape Levy and kerbside waste collection and disposal costs.

DEPRECIATION, AMORTISATION AND IMPAIRMENT

Depreciation is an accounting charge which measures the usage of Council's property, plant and equipment (including infrastructure assets such as roads and drains) over the estimated effective useful life of the assets. In 2023/2024 the forecast amount of depreciation is \$3.517m compared to \$3.144m for 2022/2023, an increase of \$0.373m or 12% mainly due to new depreciation expenses associated with infrastructure assets handed over to the Council by developers after the initial maintenance period and increase in value of Council's infrastructure assets due to inflation.

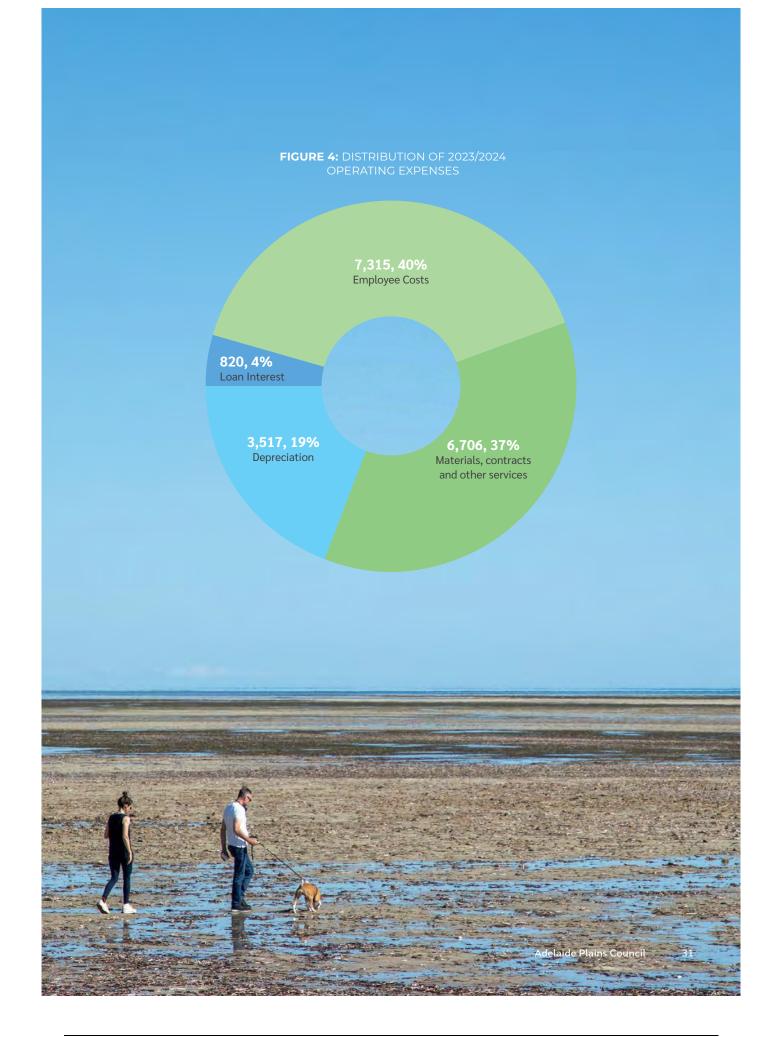


FINANCE CHARGES

Finance charges relate to interest charged by the Local Government Financing Authority on funds that have been borrowed by Council. Interest costs have been estimated based on Council's loan portfolio as at June 2023 and expected new borrowings for the next year.

Interest costs are expected to increase by 201% from \$0.272m in 2022/2023 Financial Year to \$0.820m in 2023/2024, mainly due to the combined impact of;

- Increase in interest rates by the RBA since May 2022;
- interest being paid reduced progressively when repaying loan instalments over time;
- additional interest expenses on new borrowings made in the current year; and
- interest expenses associated with estimated new borrowings required for 2023/2024.



10.3 BUDGETED STATEMENT OF COMPREHENSIVE INCOME

For the 2023/2024 Financial Year, the estimated operating deficit is \$0.896m from recurrent and operating project activities based on 7% increase in average rates. The estimated operating deficit consists of;

- Recurrent budget deficit of \$0.110m; and
- Net Operating Project budget of \$0.786m.



TABLE 4: STATEMENT OF

COMPREHENSIVE INCOME (\$'000)

DESCRIPTION	2022/2023		2023/2024 BUDGET		BUDGET MOVEMENT	
DESCRIPTION	BUDGET (\$)	(\$)	(%)	(\$)	(%)	
RECURRENT INCOME						
Rates						
General Rates - Existing Assessments	10,820	12,314	72	1,494	14	
General Rates - New Assessments	179	138	1	(41)		
Rate Rebates	(107)	(116)	(1)	(9)	9	
Waste Levy	710	898	5	188	27	
Regional Landscape Levy	197	319	2	122	62	
Other Rates Income	84	105	1	21	25	
CWMS Charges	262	281	2	18	7	
Statutory charges	589	520	3	(69)	(12)	
User charges	193	229	1	37	19	
Grants, subsidies & contributions	1,955	2,240	13	285	15	
Interest Income	3	3	0	(0)	(6)	
Reimbursements	123	139	1	15	13	
Other Income	48	48	0	(1)	(1)	
TOTAL RECURRENT INCOME	15,056	17,116	100	2,060	14	

RECURRENT EXPENSES					
Employee Costs	6,465	7,075	41	(610)	(9)
Materials, contracts and other	5,191	5,736	33	(545)	(10)
Including legal expenditure	200	150	1	50	25
Depreciation	3,144	3,517	20	(373)	(12)
Interest Expenses	272	820	5	(548)	(201)
Share of loss from GRFMA	79	79	0	-	-
TOTAL RECURRENT EXPENSES	15,151	17,226	100	(2,075)	(14)
RECURRENT (DEFICIT)	(95)	(110)	(1)	(15)	16
Cost of growth initiatives (Operating Projects)	(934)	(786)	(5)	148	(16)
OPERATING DEFICIT	(1,029)	(896)		132	

Adelaide Plains Council 33

10.4 OPERATING INCOME AND EXPENDITURE BY COUNCIL FUNCTIONS/SERVICES

The following table shows operating income and expenditure for the 2023/2024 Financial Year by the Council functions/ service **including** operating projects.

NATURE OF SERVICE	COUNCIL SERVICES/FUNCTIONS	INCOME	EXPENSES	NET COSTS
Discretionary	Volunteer Administration	-	5	5
Discretionary	Economic Development	(365)	711	346
Discretionary	Children & Youth Services	-	11	11
Discretionary	Community Events/Bus/Donations	(1)	81	80
Statutory	Bridges and Culverts Maintenance	(4)	25	21
Statutory	Illegal Roadside Dumping	(1)	40	39
Statutory	Heritage	(1)	23	22
Discretionary	Cemeteries	(40)	126	86
Discretionary	Mallala Aged Units	(69)	53	(16)
Discretionary	Street Lighting	-	100	100
Statutory	Emergency Services and Fire Prevention	(9)	92	83
Statutory	Community Safety	(3)	91	88
Statutory	Street Cleaning	-	90	90
Discretionary	Public Conveniences	-	70	70
Statutory	Resource Recovery Centre	(78)	102	24
Discretionary	Ovals, Playgrounds & Other Sporting Facilities	-	77	77
Discretionary	Community Services	-	157	157
Statutory	Stormwater Management	-	180	180
Discretionary	Coastal Conservation	(108)	145	37
Discretionary	Flood Prevention	-	134	134
Statutory	Environmental Health	(79)	210	131
Statutory	Dog & Cat Control	(226)	174	(52)
Discretionary	Building Maintenance	-	324	324
Statutory	Footpaths & Kerbing Maintenance	-	202	202
Discretionary	Libraries	(31)	525	494
Discretionary	Community Wastewater Management	(280)	358	78
Discretionary	Parks, Gardens & Reserve Maintenance	-	775	775
Statutory	Depot Operation	(12)	716	704
Statutory	Kerbside Waste Collection	(898)	873	(25)
Statutory	Plant Maintenance	-	773	773
Statutory	Planning & Compliance	(202)	1,442	1,240
Statutory	Roads Maintenance	(1)	3,139	3,138
Statutory	Government Grants	(2,201)	-	(2,201)
Statutory	Governance	-	772	772
Statutory	Council Administration*	(12,953)	5,762	(7,191)
TOTAL INCOME AND E	EXPENSES	(17,462)	18,358	896
Discretionary		(917)	6,535	5,618
Statutory		(16,545)	11,823	(4,722)
TOTAL INCOME AND E	XPENSES	(17,462)	18,358	896

TABLE 5: OPERATING INCOME AND EXPENDITURE BY COUNCIL FUNCTIONS/SERVICES (\$'000)

* Council administration covers functions such as financial management, Chief Executive Officer, Council offices and chambers maintenance, customer service, human resources management, communications & public relations, payroll management, information technology, rates administration, governance,
 Work, Health and Safety & Risk management, records management and Council's assets management.

Council 35

10.5 2023/2024 OPERATING PROJECT PROGRAM

The Operating Projects budget encompasses programs and activities that are outside the 'business as usual' services and are considered discretionary in nature. i.e. the Council is under no obligation to provide the services, activities or programs or if required to undertake the activity, are irregular in nature (For example, Local Government Elections). Operating Projects may be one off activities or programs, an expansion of an existing service or program or proposals to introduce a new service or program.

Operating projects are funded via rate revenue or a fee for service charge. The cost of the Operating Project program as summarised in Table 6 is estimated to be \$1.132m.



TABLE 6: OPERATING PROJECTS PROGRAM (\$'000)

	G BRIEF PROJECT DESCRIPTION)	RATIONALE	EST. COST
ENVIA	BLE LIFESTYLE		
1	Street/Verge Tree Planting Continue to deliver street trees to local streets.	С	30
2	Two Wells Library - Salt Damp Treatment Repair salt damp damage to Two Well Library (Heritage listed building) to reduce further damage.	С	50
3	New Cemetery Management System Introduction of new software to manage cemetery leases, burials, cremations records/certificates and management of plots.	D	54
EMERG	ING ECONOMY		
4	Two Wells Land Development Continue to engage consultants to develop two (2) land parcels in Two Wells purchased by the Council from State Government.	В	35
5	Additional Labour Resources To address growth and current gaps to mitigate risk and improve business efficiency, productivity and service levels.	В	241
6	Undergrounding of Power - Two Wells Main Street (Stage 2).*	A/B/C	600
7	Parham Foreshore Master Plan Develop the foreshore at Parham between First Street and South Terrace	А	15
REMAR	KABLE LANDSCAPES		
8	GFRMA Business Case Provision of financial contributions toward completion of the Department for Environment and Water, (Gawler River) Business Case.	А	52
9	Two Wells Cemetery - landscaping Replacement of the deteriorate Two Wells cemetery landscaping.	D	20
PROAC	TIVE LEADERSHIP		
10	Community and Civic Hub Investigation - Phase 2 Develop a strategy/plan (including governance, risk management, procurement etc) based on information and feedback gathered from the community with regard to the next phase and direction of the Community and Civic Hub Investigation.	A/B	25
11	Donaldson Road - Design to include Water Sensitive Urban Design and open space elements Investigations/design to address stormwater management issues identified within the Two Wells Stormwater Management Plan.	С	10
TOTAL	ESTIMATED COSTS		1,132
RATIO	NALE		
	us Council resolutions/Elected Members' feedback;		
	nent for growth/Economic Development;		
Infrast	ructure and Assets Management Plans; and		
Staff ir	itiatives to reduce cost and improve productivity/service standard		
	hat has been allocated to the Council under the round 4 of the Local Roads and Community ure Program will be allocated to fund Undergrounding of Power in Two Wells.	Adelaide Plains	Council



10.6 2023/2024 CAPITAL PROJECTS PROGRAM

Adelaide Plains Council is responsible for a large portfolio of assets with a value of \$184m as of 30 June 2022 and an estimated depreciation expense of \$3.517m in 2023/2024 Financial Year. It is therefore critical for the long term sustainability of assets that the Council engages in practises that optimise assets useful lives for the benefit of the community.

The Capital Works budget encompasses projects which renew, upgrade or create new infrastructure assets. Examples of projects are the civil infrastructure whole-of-life program (renew), streetscape (New) etc. Capital expenditures are funded through:

- Rate Revenue; and/or
- the depreciation charge; and/or
- new or upgrade works being funded through borrowings.

2023/2024 capital program is summarised below. The estimated cost of the capital works program is \$4.627m of which \$3.693m (80%) would be spent on assets renewals in line with Council's Infrastructure. and Assets Management Plans (I&) adopted on 25 October 2021. The remaining capital expenditure of \$0.934m (20%) is proposed to be spent on new assets.

Next year capital program is planned to deliver;

- A 32 km of road resheeting;
- **B** 9.5 km of road resealing;
- C 1 km of new footpath, kerbing and street trees

TABLE 7: CAPITAL WORKS PROGRAM (\$'000)

CAPITAL PROJECT CATEGORY	ESTIMATED COSTS
Plant, Fleet & Equipment	1,181
Street Scape	155
Site Improvements	495
Sealed Roads	901
Unsealed Roads	1,260
Car Parks & Traffic Control	195
Pram Ramps	10
Building	70
Kerbing	285
Stormwater	60
CWMS	15
TOTAL CAPITAL EXPENDITURE	4,627

CAPITAL PROJECT CATEGORY	ESTIMATED COSTS
New/Upgrade	934
Renewal	3,693
TOTAL CAPITAL EXPENDITURE	4,627

Required renewal expenditure as per I& adopted on 25 October 2021 is as follows.

CAPITAL PROJECT CATEGORY	ESTIMATED COSTS
New/Upgrade	5,040
Renewal	3,091
TOTAL RENEWAL ASSETS RENEWAL FUNDING RATIO	8,131

NEW ASSETS TO BE DELIVERED IN NEXT YEAR

New assets to the value of \$0.934m will be funded from new borrowings. Please refer to Table 8 below for the reasons for these spending on new assets.

TABLE 8: NEW ASSETS PROGRAM (\$'000)

DESCRIPTION	BUDGET	COMMENT
Street Scape (Footpath, Kerbing and Street Trees)	416	To provide 1 footpath in the Townships of Two Wells, Mallala & Dublin over a 10 year period. Program is within I&.
Two Wells Mainstreet - Pedestrian Refuges/Crossing	195	As part of IAMP & & LTFP (differed from 22/23)
Township Entrance Signs	140	As part of IAMP & & LTFP
Mallala Oval Stormwater and Road Upgrade	60	Requests from the leasee (Mallala Football Club and RSL)
Streetscape/Water Sensitive Urban Design	50	As part of IAMP & & LTFP
IT Infrastructure Upgrade	33	To improve data security
Street & Reserves/Parks Furniture Program	20	As part of IAMP & & LTFP
Lewiston Dog Park Shelters	20	Funded from dog registration fees
TOTAL EXPENDITURE ON NEW/UPGRADED ASSETS	934	



10.7 2023/2024 CAPITAL PROGRAM IN DETAILS

 Table 9 below provides details of the capital program endorsed for 2023/2024 Financial Year.

TABLE 9: CAPITAL PROJECT BUDGET IN DETAILS (\$'000)

Plant and Equipment ReplacementRenewal900Fleet ReplacementRenewal248IT Infrastructure UpgradeNew/Upgrade33INVESTMENT IN PLANT & EQUIPMENT PROCRAMIntersection upgrade - Gawler River Rd (Germantown Rd and Bethesda Rd)Renewal900Dublin Road - Hill Road to Earl Road - Pavement RehabilitationRenewal80081Baler Road - Gawler River Rd of Pavement RehabilitationRenewal901901Baker Road - Gawler River Road to RiverRenewal801801Boundary Road - Hayman Road to Dawkins RoadRenewal80586Germantown Road - Gawler Road to Dawkins RoadRenewal801901Jenkin Court - Butler Road to Dawkins RoadRenewal802901Jenkin Court - Butler Road to DawkinsRenewal802901Third Street - South Terrance to Fifth StreetRenewal802901Streetscape - South Terrance to Fifth StreetNew/Upgrade406Streetscape - South Terrace (Dublin) - Old Port Wakefield Rd to Seventh StNew/Upgrade316Streetscape - Irish Street - Butler Street to Redbanks RoadNew/Upgrade326Streetscape - Irish Street - Mary Street to Redbanks RoadNew/Upgrade326Streetscape - Irish Street - Mary Street to Redbanks RoadNew/Upgrade326Streetscape - Irish Street - Street Stope (FOOTPATH, KERBING AND STTELEY406Streetscape - FootpathRenewal286Germantown Road - Stant Road to Rider RoadRenewal386Germantow Road - Stant	CAPITAL PROJECT TO ACHIEVE COUNCIL'S STRATEGIC OBJECTIVE	ТҮРЕ	соѕтѕ
IT Infrastructure UpgradeNew/Upgrade33IT Infrastructure UpgradeNew/Upgrade33INVESTMENT IN PLANT & EQUIPMENT PROGRAM1,1,81Intersection upgrade - Gawler River Rd (Germantown Rd and Bethesda Rd)Renewal100Dublin Road - Hill Road to Earl Road - Pavement RehabilitationRenewal80Bailey Road East - Old Port Wakefield Road to EndRenewal91Baker Road - Gawler River Road to RiverRenewal87Boundary Road - Hayman Road to Dawkins RoadRenewal65Garden Avenue - Artesian Road to Dawkins RoadRenewal87Germantown Road - Gawler Road to DawkinsRenewal91Jenkin Court - Butler Road to EndRenewal77Seventh Street - South Terrance to Fifth StreetRenewal69Third Street (Dublin) - Sixth Street to End of SealRenewal82INVESTMENT IN ROAD RESEALING901901Streetscape - South Terrace (Dublin) - Old Port Wakefield Rd to Seventh StNew/Upgrade31Streetscape - Irish Street - Butler Street to Redbanks RoadNew/Upgrade36Streetscape - Irish Street - Butler Street to Redbanks RoadNew/Upgrade32INVESTMENT IN STREET SCAPE (FOOTPATH, KERBING AND STREET)440Gatlipoli Road - Sant Road to Jarmyn RoadRenewal78Germantown Road - Sant Road to Jarmyn RoadRenewal78Germantown Road - Schlodder Road to SealRenewal78Germantown Road - Scalt Road to Bubener RoadRenewal314Harris Road - Schlodder Road to Bube	Plant and Equipment Replacement	Renewal	900
INVESTMENT IN PLANT & EQUIPMENT PROGRAM1,181Intersection upgrade - Gawler River Rd (Germantown Rd and Bethesda Rd)Renewal100Dublin Road - Hill Road to Earl Road - Pavement RehabilitationRenewal80Bailey Road East - Old Port Wakefield Road to EndRenewal91Baker Road - Gawler River Road to RiverRenewal87Boundary Road - Hayman Road to Dawkins RoadRenewal65Garden Avenue - Artesian Road to Dawkins RoadRenewal85Germantown Road - Gawler Road to DawkinsRenewal77Seventh Street - South Terrance to Fifth StreetRenewal69Third Street (Dublin) - Sixth Street to End of SealRenewal82INVESTMENT IN ROAD RESEALING901901Streetscape - South Terrace (Dublin) - Old Port Wakefield Rd to Seventh StreetNew/Upgrade31Streetscape - Irish Street - Burler Street to Applebee RoadNew/Upgrade36Streetscape - Chivell Street - Mary Street to EndSeventh StreetNew/Upgrade36Streetscape - Chivell Street - Mary Street to EndNew/Upgrade3836Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade3636Streetscape - Chivell Street - Mary Street to EndNew/Upgrade3836Streetscape - Chivell Street - Mary Street to EndNew/Upgrade3836Streetscape - Chivell Street - Mary Street to EndNew/Upgrade3636Streetscape - Chivell Street - Mary Street to EndNew/Upgrade3636S	Fleet Replacement	Renewal	248
Intersection upgrade - Gawler River Rd (Germantown Rd and Bethesda Rd)Renewal100Dublin Road - Hill Road to Earl Road - Pavement RehabilitationRenewal80Bailey Road East - Old Port Wakefield Road to EndRenewal91Baker Road - Gawler River Road to RiverRenewal87Boundary Road - Hayman Road to Dawkins RoadRenewal65Garden Avenue - Artesian Road to Dawkins RoadRenewal85Germantown Road - Gawler Road to DawkinsRenewal87Jenkin Court - Butler Road to EndRenewal77Seventh Street - South Terrance to Fifth StreetRenewal69Third Street (Dublin) - Sixth Street to End of SealRenewal82INVESTMENT IN ROAD RESEALING901Streetscape - South Terrace (Dublin) - Old Port Wakefield Rd to Seventh StNew/Upgrade46Streetscape - Irish Street - Burler Street to Applebee RoadNew/Upgrade31Streetscape - Chivell Street - Mary Street to EndNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Tangari Reserve - FootpathRenewal285Tangari Reserve - FootpathRenewal285Tangari Reserve - FootpathRenewal285Tangari Road - Slant Road to Ridley RoadRenewal286Germantown Road - Slant Road to Jarmyn RoadRenewal78Germantown Road - Schlodder Road to SealRenewal78 <td>IT Infrastructure Upgrade</td> <td>New/Upgrade</td> <td>33</td>	IT Infrastructure Upgrade	New/Upgrade	33
Dublin Road - Hill Road to Earl Road - Pavement RehabilitationRenewal80Bailey Road East - Old Port Wakefield Road to EndRenewal91Baker Road - Gawler River Road to RiverRenewal87Boundary Road - Hayman Road to Dawkins RoadRenewal85Garden Avenue - Artesian Road to Dawkins RoadRenewal85Germantown Road - Gawler Road to DawkinsRenewal87Jenkin Court - Butler Road to EndRenewal77Seventh Street - South Terrance to Fifth StreetRenewal69Third Street (Dublin) - Sixth Street to End of SealRenewal23Williams Road - Dawkins Road to Hayman RoadRenewal82INVESTMENT IN ROAD RESEALING901901Streetscape - South Terrace (Dublin) - Old Port Wakefield Rd to Seventh StNew/Upgrade31Streetscape - Irish Street - Butler Street to Redbanks RoadNew/Upgrade31Streetscape - Chivell Street - Mary Street to EndNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Rod to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38 <td>INVESTMENT IN PLANT & EQUIPMENT PROGRAM</td> <td></td> <td>1,181</td>	INVESTMENT IN PLANT & EQUIPMENT PROGRAM		1,181
Bailey Road East - Old Port Wakefield Road to EndRenewal91Baker Road - Gawler River Road to RiverRenewal87Boundary Road - Hayman Road to Dawkins RoadRenewal65Garden Avenue - Artesian Road to Southern EndRenewal85Germantown Road - Gawler Road to DawkinsRenewal142Jenkin Court - Butler Road to EndRenewal77Seventh Street - South Terrance to Fifth StreetRenewal69Third Street (Dublin) - Sixth Street to End of SealRenewal23Williams Road - Dawkins Road to Hayman RoadRenewal82INVESTMENT IN ROAD RESEALING901Streetscape - South Terrace (Dublin) - Old Port Wakefield Rd to Seventh StNew/Upgrade46Streetscape - Irish Street - Butler Street to Applebee RoadNew/Upgrade31Streetscape - Chivell Street - Mary Street to EndNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Streetscape - Chivell Street - Mary Street to EndNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade285Tangari Reserve - FootpathRenewal2424INVESTMENT IN STREET SCAPE (FOOTPATH, KERBING AND ST TREES)440Bakers Road - Slant Road to Ridley RoadRenewal78Germantown Road - Verner Road to SealRenewal78Germantown Road - Verner Road to SealRenewal78Germantown Road - Verner Road to SealRenewal78 <td< td=""><td>Intersection upgrade - Gawler River Rd (Germantown Rd and Bethesda Rd)</td><td>Renewal</td><td>100</td></td<>	Intersection upgrade - Gawler River Rd (Germantown Rd and Bethesda Rd)	Renewal	100
Baker Road - Gawler River Road to RiverRenewal87Boundary Road - Hayman Road to Dawkins RoadRenewal65Garden Avenue - Artesian Road to Southern EndRenewal85Germantown Road - Gawler Road to DawkinsRenewal142Jenkin Court - Butler Road to EndRenewal77Seventh Street - South Terrance to Fifth StreetRenewal69Third Street (Dublin) - Sixth Street to End of SealRenewal23Williams Road - Dawkins Road to Hayman RoadRenewal82INVESTMENT IN ROAD RESEALING901Streetscape - South Terrace (Dublin) - Old Port Wakefield Rd to Seventh StNew/UpgradeStreetscape - Irish Street - Butler Street to Applebee RoadNew/Upgrade31Streetscape - Chivell Street - Mary Street to EndNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade285Tangari Reserve - FootpathRenewal24INVESTMENT IN STREET SCAPE (FOOTPATH, KERBING AND ST TREETS440Galijooli Road - Sunno Road to Jarmyn RoadRenewal78Germantown Road - Verner Road to SealRenewal78Germantown Road - Verner Road to SealRenewal78Germantown Road - Verner Road to Seal <t< td=""><td>Dublin Road - Hill Road to Earl Road - Pavement Rehabilitation</td><td>Renewal</td><td>80</td></t<>	Dublin Road - Hill Road to Earl Road - Pavement Rehabilitation	Renewal	80
Boundary Road - Hayman Road to Dawkins RoadRenewal65Garden Avenue - Artesian Road to Southern EndRenewal85Germantown Road - Gawler Road to DawkinsRenewal142Jenkin Court - Butler Road to EndRenewal77Seventh Street - South Terrance to Fifth StreetRenewal69Third Street (Dublin) - Sixth Street to End of SealRenewal23Williams Road - Dawkins Road to Hayman RoadRenewal82INVESTMENT IN ROAD RESEALING901Streetscape - South Terrace (Dublin) - Old Port Wakefield Rd to Seventh StNew/Upgrade46Streetscape - Irish Street - Butler Street to Applebee RoadNew/Upgrade31Streetscape - Chivell Street - Mary Street to EndNew/Upgrade36Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade36Streetscape - FootpathRenewal28536InvESTMENT IN STREET SCAPE (FOOTPATH, KERBING AND STREET 400 44Gallipoli Road - Slant Road to Jarmyn RoadRenewal24Germantown Road - Verner Road to SealRenewal78Germantown Road - Verner Road to SealRenewal78Germantown Road - Schlodder Road to Bubner RoadRenewal134Harris Road - Schlodder Road to Bubner RoadRenewal134	Bailey Road East - Old Port Wakefield Road to End	Renewal	91
Garden Avenue - Artesian Road to Southern EndRenewalResGermantown Road - Gawler Road to DawkinsRenewal142Jenkin Court - Butler Road to EndRenewal77Seventh Street - South Terrance to Fifth StreetRenewal69Third Street (Dublin) - Sixth Street to End of SealRenewal23Williams Road - Dawkins Road to Hayman RoadRenewal82INVESTMENT IN ROAD RESEALING901Streetscape - South Terrace (Dublin) - Old Port Wakefield Rd to Seventh StNew/UpgradeStreetscape - Irish Street - Butler Street to Redbanks RoadNew/Upgrade31Streetscape - Chivell Street - Mary Street to EndNew/Upgrade36Streetscape - Chivell Street - Mary Street to EndNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Streetscape - Chivell Street - Mary Street to EndNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road t	Baker Road – Gawler River Road to River	Renewal	87
Germantown Road - Gawler Road to DawkinsRenewal142Jenkin Court - Butler Road to EndRenewal77Seventh Street - South Terrance to Fifth StreetRenewal69Third Street (Dublin) - Sixth Street to End of SealRenewal23Williams Road - Dawkins Road to Hayman RoadRenewal82INVESTMENT IN ROAD RESEALING901Streetscape - South Terrace (Dublin) - Old Port Wakefield Rd to Seventh StNew/Upgrade46Streetscape - Irish Street - Butler Street to Redbanks RoadNew/Upgrade31Streetscape - Chivell Street - Nary Street to Applebee RoadNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade285Tangari Reserve - FootpathRenewal24INVESTMENT IN STREET SCAPE (FOOTPATH, KERBING AND ST TREES)440Bakers Road - Slant Road to Ridley RoadRenewal78Germantown Road - Verner Road to SealRenewal78Germantown Road - Verner Road to SealRenewal78Germantown Road - Schlodder Road to Bubner RoadRenewal134Harris Road - Schlodder Road to Bubner RoadRenewal19	Boundary Road - Hayman Road to Dawkins Road	Renewal	65
Jenkin Court - Butler Road to EndRenewal77Seventh Street - South Terrance to Fifth StreetRenewal69Third Street (Dublin) - Sixth Street to End of SealRenewal23Williams Road - Dawkins Road to Hayman RoadRenewal82INVESTMENT IN ROAD RESEALING901Streetscape - South Terrace (Dublin) - Old Port Wakefield Rd to Seventh StNew/Upgrade46Streetscape - Irish Street - Butler Street to Redbanks RoadNew/Upgrade31Streetscape - Rowe Crescent - Drew Street to Applebee RoadNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade38Invest Scape - Chivell Street - Mary Street to EndNew/Upgrade285Tangari Reserve - FootpathRenewal24Invest Nest Not Street Scape (FOOTPATH, KERBING AND ST TREES)440Bakers Road - Slant Road to Ridley RoadRenewal78Germantown Road - Verner Road to SealRenewal78Germantown Road - Verner Road to SealRenewal134Haris Road - Schlodder Road to Bubner RoadRenewal19	Garden Avenue - Artesian Road to Southern End	Renewal	85
Seventh Street - South Terrance to Fifth StreetRenewal69Third Street (Dublin) - Sixth Street to End of SealRenewal23Williams Road - Dawkins Road to Hayman RoadRenewal82INVESTMENT IN ROAD RESEALING901Streetscape - South Terrace (Dublin) - Old Port Wakefield Rd to Seventh StNew/UpgradeStreetscape - Irish Street - Butler Street to Redbanks RoadNew/Upgrade46Streetscape - Rowe Crescent - Drew Street to Applebee RoadNew/Upgrade16Streetscape - Chivell Street - Mary Street to EndNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade285Tangari Reserve - FootpathRenewal24INVESTMENT IN STREET SCAPE (FOOTPATH, KERBING AND ST TREES)440Bakers Road - Slant Road to Ridley RoadRenewal78Germantown Road - Verner Road to SealRenewal78Germantown Road - Verner Road to SealRenewal134Harin Road - Schlodder Road to Bubner RoadRenewal19	Germantown Road – Gawler Road to Dawkins	Renewal	142
Third Street (Dublin) - Sixth Street to End of SealRenewal23Williams Road - Dawkins Road to Hayman RoadRenewal82INVESTMENT IN ROAD RESEALING901Streetscape - South Terrace (Dublin) - Old Port Wakefield Rd to Seventh StNew/Upgrade46Streetscape - Irish Street - Butler Street to Redbanks RoadNew/Upgrade31Streetscape - Rowe Crescent - Drew Street to Applebee RoadNew/Upgrade16Streetscape - Chivell Street - Mary Street to EndNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade285Tangari Reserve - FootpathRenewal24INVESTMENT IN STREET SCAPE (FOOTPATH, KERBING AND ST TREES)440Gallipoli Road - Slant Road to Ridley RoadRenewal78Germantown Road - Verner Road to SealRenewal134Harris Road - Schlodder Road to Bubner RoadRenewal134Harris Road - Schlodder Road to Bubner RoadRenewal19	Jenkin Court - Butler Road to End	Renewal	77
Williams Road - Dawkins Road to Hayman RoadRenewal82INVESTMENT IN ROAD RESEALING901Streetscape - South Terrace (Dublin) - Old Port Wakefield Rd to Seventh StNew/Upgrade46Streetscape - Irish Street - Butler Street to Redbanks RoadNew/Upgrade31Streetscape - Rowe Crescent - Drew Street to Applebee RoadNew/Upgrade16Streetscape - Chivell Street - Mary Street to EndNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade285Tangari Reserve - FootpathRenewal24INVESTMENT IN STREET SCAPE (FOOTPATH, KERBING AND ST TREES)440Bakers Road - Slant Road to Ridley RoadRenewal104Gallipoli Road - Curnow Road to Jarmyn RoadRenewal78Germantown Road - Verner Road to SealRenewal134Harris Road - Schodder Road to Bubner RoadRenewal134	Seventh Street – South Terrance to Fifth Street	Renewal	69
INVESTMENT IN ROAD RESEALING901Streetscape - South Terrace (Dublin) - Old Port Wakefield Rd to Seventh StNew/Upgrade46Streetscape - Irish Street - Butler Street to Redbanks RoadNew/Upgrade31Streetscape - Rowe Crescent - Drew Street to Applebee RoadNew/Upgrade16Streetscape - Chivell Street - Mary Street to EndNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade285Tangari Reserve - FootpathRenewal24INVESTMENT IN STREET SCAPE (FOOTPATH, KERBING AND ST TREES)440Bakers Road - Slant Road to Ridley RoadRenewal78Germantown Road - Verner Road to SealRenewal134Harris Road - Schlodder Road to Bubner RoadRenewal19	Third Street (Dublin) - Sixth Street to End of Seal	Renewal	23
Streetscape - South Terrace (Dublin) - Old Port Wakefield Rd to Seventh StNew/Upgrade46Streetscape - Irish Street - Butler Street to Redbanks RoadNew/Upgrade31Streetscape - Rowe Crescent - Drew Street to Applebee RoadNew/Upgrade16Streetscape - Chivell Street - Mary Street to EndNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade285Tangari Reserve - FootpathRenewal24INVESTMENT IN STREET SCAPE (FOOTPATH, KERBING AND ST TREES)440Bakers Road - Slant Road to Ridley RoadRenewal78Germantown Road - Verner Road to SealRenewal134Harris Road - Schlodder Road to Bubner RoadRenewal19	Williams Road – Dawkins Road to Hayman Road	Renewal	82
Streetscape - Irish Street - Butler Street to Redbanks RoadNew/Upgrade31Streetscape - Rowe Crescent - Drew Street to Applebee RoadNew/Upgrade16Streetscape - Chivell Street - Mary Street to EndNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade285Tangari Reserve - FootpathRenewal24INVESTMENT IN STREET SCAPE (FOOTPATH, KERBING AND ST TREES)440Bakers Road - Slant Road to Ridley RoadRenewal104Gallipoli Road - Curnow Road to Jarmyn RoadRenewal78Germantown Road - Verner Road to SealRenewal134Harris Road - Schlodder Road to Bubner RoadRenewal19	INVESTMENT IN ROAD RESEALING		901
Streetscape - Rowe Crescent - Drew Street to Applebee RoadNew/Upgrade16Streetscape - Chivell Street - Mary Street to EndNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade285Tangari Reserve - FootpathRenewal24INVESTMENT IN STREET SCAPE (FOOTPATH, KERBING AND ST TREES)440Bakers Road - Slant Road to Ridley RoadRenewal104Gallipoli Road - Curnow Road to Jarmyn RoadRenewal78Germantown Road - Verner Road to SealRenewal134Harris Road - Schlodder Road to Bubner RoadRenewal19	Streetscape - South Terrace (Dublin) - Old Port Wakefield Rd to Seventh St	New/Upgrade	46
Streetscape - Chivell Street - Mary Street to EndNew/Upgrade38Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade285Tangari Reserve - FootpathRenewal24INVESTMENT IN STREET SCAPE (FOOTPATH, KERBING AND ST TREES)440Bakers Road - Slant Road to Ridley RoadRenewal104Gallipoli Road - Curnow Road to Jarmyn RoadRenewal78Germantown Road - Verner Road to SealRenewal134Harris Road - Schlodder Road to Bubner RoadRenewal19	Streetscape - Irish Street - Butler Street to Redbanks Road	New/Upgrade	31
Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh StreetNew/Upgrade285Tangari Reserve - FootpathRenewal24INVESTMENT IN STREET SCAPE (FOOTPATH, KERBING AND ST TREES)440Bakers Road - Slant Road to Ridley RoadRenewal104Gallipoli Road - Curnow Road to Jarmyn RoadRenewal78Germantown Road - Verner Road to SealRenewal134Harris Road - Schlodder Road to Bubner RoadRenewal19	Streetscape - Rowe Crescent - Drew Street to Applebee Road	New/Upgrade	16
Tangari Reserve - FootpathRenewal24INVESTMENT IN STREET SCAPE (FOOTPATH, KERBING AND ST TREES)440Bakers Road - Slant Road to Ridley RoadRenewal104Gallipoli Road - Curnow Road to Jarmyn RoadRenewal78Germantown Road - Verner Road to SealRenewal134Harris Road - Schlodder Road to Bubner RoadRenewal19	Streetscape - Chivell Street - Mary Street to End	New/Upgrade	38
Investive recorption 440 INVESTMENT IN STREET SCAPE (FOOTPATH, KERBING AND ST TREES) 440 Bakers Road - Slant Road to Ridley Road Renewal 104 Gallipoli Road - Curnow Road to Jarmyn Road Renewal 78 Germantown Road - Verner Road to Seal Renewal 134 Harris Road - Schlodder Road to Bubner Road Renewal 19	Keerbing - Sth Terrace (Dublin) - Old Port Wakefield Road to Seventh Street	New/Upgrade	285
Bakers Road - Slant Road to Ridley RoadRenewal104Gallipoli Road - Curnow Road to Jarmyn RoadRenewal78Germantown Road - Verner Road to SealRenewal134Harris Road - Schlodder Road to Bubner RoadRenewal19	Tangari Reserve - Footpath	Renewal	24
Gallipoli Road - Curnow Road to Jarmyn RoadRenewal78Germantown Road - Verner Road to SealRenewal134Harris Road - Schlodder Road to Bubner RoadRenewal19	INVESTMENT IN STREET SCAPE (FOOTPATH, KERBING AND ST TR	EES)	440
Germantown Road - Verner Road to SealRenewal134Harris Road - Schlodder Road to Bubner RoadRenewal19	Bakers Road - Slant Road to Ridley Road	Renewal	104
Harris Road - Schlodder Road to Bubner Road Renewal 19	Gallipoli Road - Curnow Road to Jarmyn Road	Renewal	78
	Germantown Road - Verner Road to Seal	Renewal	134
Hart Road - Port Wakefield Road to Smith Road 140	Harris Road - Schlodder Road to Bubner Road	Renewal	19
	Hart Road - Port Wakefield Road to Smith Road	Renewal	140

CAPITAL PROJECT TO ACHIEVE COUNCIL'S STRATEGIC OBJECTIVE	ТҮРЕ	COSTS
North Parham Road - Lowey Road to Gilberts Road	Renewal	75
Owen Road - March Road to Woods Road	Renewal	121
Paddys Bridge Road - Mallala - Two Wells Road to Germantown Road	Renewal	287
Schlodder Road - Clonan Road to Schutt Road	Renewal	39
Wasleys Road - Cheek Road to Woolsheds Road	Renewal	263
INVESTMENT IN UNSEALED RD PROGRAM		1,260
Street & Reserves/Parks Furniture Program	Renewal	20
Site Improvements Renewal	Renewal	200
Fuel supply upgrade	Renewal	45
Street & Reserves/Parks Furniture Program	New/Upgrade	20
Streetscape and Water Sensitive Urban Design	New/Upgrade	50
Township Entrance Signs - Allocation	New/Upgrade	140
Lewiston Dog Park Shelters	New/Upgrade	20
INVESTMENT IN SITE IMPROVEMENTS PROGRAM		495
Mallala - Replacement of Property Pumps	Renewal	15
INVESTMENT IN COMMUNITY WASTE MANAGEMENT SCHEMES		15
Mallala Oval stormwater and road upgrade	New/Upgrade	60
INVESTMENT IN STORMWATER		60
Two Wells Mainstreet - Pedestrian Refuges/Crossing	New/Upgrade	195
INVESTMENT IN CAR PARKS & TRAFFIC CONTROL		195
Pram Ramp renewal to comply with Disability Discrimination Act 1992	Renewal	10
INVESTMENT IN PRAM RAMP		10
Dublin Oval - Toilet Block	Renewal	70
INVESTMENT IN BUILDINGS		70
TOTAL COUNCIL INVESTMENT IN INFRASTRUCTURE AND ASSETS IN 2023/2024 FINANCIAL YEAR		4,627
Renewal of existing assets as per Assets Management Plans	Renewal	3,693
New assets	New/Upgrade	934
TOTAL COUNCIL INVESTMENT IN INFRASTRUCTURE AND ASSETS IN 2023/2024 FINANCIAL YEAR		4,627

LOAN BORROWINGS

In developing the Long Term Financial Plan, borrowing was identified as an important funding source, particularly for bridging short-term cash flow gaps. Borrowings are undertaken in accordance with Council's *Treasury Management Policy* which underpins Council's decisionmaking, financing its operations in the context of cash flow, budgeting, borrowings and investments.

As borrowing is an important financial management tool in the overall context of funding Council's expenditures, Council's Treasury Management Policy links closely to the overall strategic management plans in the context of:

- Strategic planning for the future of the Council, covering short, medium- and long-term spending and investment issues;
- Current and estimated future revenues and the ability to increase the revenue stream through council rates, user charges or additional grant funds;
- Intergenerational equity considerations in terms of the ratepayers who benefit from the expenditure and therefore on a user pay basis who should pay for the costs associated with such expenditure;
- Current and future funding needs for both operating and capital expenditures;
- Potential movements in interest rates; and
- Any other strategic imperative such as development of local economy that is linked to revenue and expenditure capacities (for example, sealing of major freight routes servicing commercial sector).



11.1 CURRENT SHORT AND LONG-TERM BORROWINGS

At the end of 2022/2023 Financial Year, Council is expected to have only one (1) outstanding fixed rate long-term borrowings with a value of \$1.790m in relation to Council's investment in Mallala CWMS.

Council has already made several resolutions to borrow funds to deliver annual budgets and some of the capital programs being delivered in partnership with State/Federal Governments. However, in compliance with Council's Treasury Management Policy, so far Council has been able to meet those expenses with short-term borrowings which attract lower interest charge compared to fixed rate long-term borrowings. Based on Mid-Year Budget Review, the estimated short-term borrowings at the end of this financial year would be \$12.611m.

The expected average interest rate for budget purpose is 5.88% for next financial year and therefore expected interest expense on CAD loan is \$0.742m (\$12.6m X 5.88%).

In addition, interest expense for Mallala CWMS loan is $0.078 \rm m$ in the next year.

Therefore, interest expenses are expected to increase from \$0.272m in this year to \$0.820m next financial year.



Adelaide Plains Council 43

11.2 NEW BORROWINGS FOR 2023/2024 FINANCIAL YEAR

An operating deficit means Council is spending more than it generates as income in delivering services to the community. In addition, Council has loan and interest obligations to pay as well as the need to fund new assets. Therefore, if the Council decides to continue the same level of service and operating project programs as included in this report with an average rate increase of 7%, it has to borrow \$1.709m to deliver operating and capital projects identified above and meet its loan repayment obligations as summarised in the Table 10 below. Out of the new borrowings;

- \$0.176m will be allocated for assets renewal program;
- \$0.934m will be spent on new assets across the Council district;
- \$0.600m will be used to deliver operating project program proposed; and

While the maximum amount to be borrowed is \$1.709m, the timing of the actual borrowings would depend on the progress of the capital works program.

TABLE 10: FUNDING SHORTFALL FOR 2023/2024 (\$'000)

DESCRIPTION	AMOUNT
Cash shortfall due to Operating Deficit	(896)
Cash injection from sale of surplus/replaced assets	243
Share of operating loss from GRFMA (non-cash transactions)	79
To fund capital Program - Money available through depreciation	3,517
Proposed assets renewal expenditure	(3,693)
Proposed new capital expenditure	(934)
Grants specifically for new or upgraded assets	-
Loan Repayment	(24)
TOTAL ESTIMATED FUNDING SHORTFALL FOR 2023/2024	(1,709)



12 RATING STRUCTURE AND POLICY

12.1 WHAT ARE RATES?

Rates are levied as a tax on property in accordance with the provisions of the Local Government Act. 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 service through their rates. Because rates are levied on the value of property, those in higher valued properties pay more in rates than those in lower valued properties.

General Rates are the principal source of funding for Council services representing approximately 80% of total operating income in 2023/2024.

12.2 STRATEGIC FOCUS

In estimating rates for the 2023/2024 Financial Year, Council will consider its *Strategic Plan 2021-2024*, the current economic climate, specific issues faced by the community and the budgetary requirements for the financial year.

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



12.3 METHOD USED TO VALUE LAND

All land within a council area is rateable, except for land specifically exempt e.g. Crown land, council occupied land. Council continues to use capital value as the basis for valuing land within the council area. Council considers that this method of valuing land provides the fairest method of distributing the rates across all ratepayers because:

- Property value is a relatively good indicator of market value of a property, providing the fairest method of calculating rates and therefore, it is the most appropriate measure of relative wealth in the community;
- As a measure of wealth it most closely reflects property owners' capacity to pay; and
- It accords with the taxation principle, that people should contribute to the community social and physical infrastructure, in accordance with their capacity to pay, as measured by property wealth.

Other valuation methods available are site value (value of land only) and annual value (value of rental potential of property). These are not considered appropriate with regard to Adelaide Plains Council.

Council will be adopting the valuations made by the Valuer-General and which are applicable for the financial year commencing 1 July 2023. If a property owner is dissatisfied with a property valuation, then an objection may be made to the Valuer-General in writing, within 60 days of receiving notice of the valuation, explaining the basis for the objection. Further contact details can be obtained from Council's Rates Officer on (08) 8527 0200. It is important to note that Council has no role in the valuation process.





12.4 IMPACT OF RATES

General Council rates of a property are determined by three (3) factors:

- valuation of a property as determined by the Valuer of General of South Australia;
- rates in the dollar specific to land use code (LUC) of the property which is determined by the Council; and

RATES MODELLING - PROPERTY VALUATION

An extract from the latest (30 June 2023) property valuation data available from Valuer-General (VG) is given below in Table 11 in comparison to similar information for prior years. Additional rates income from the development growth is 3.82% whereas 2.75% was factored in the LTFP.

• annual fixed charge

DESCRIPTION	30/06/23	22/23	21/22	20/21
Increase in number of properties through sub-division	125	146	257	173
Sub-Division Growth (valuation increase) - \$'Mn	26	29	39	24
Building Development Growth (valuation increase) - \$'Mn	67	76	27	54
Total Development Growth - \$'Mn	93	105	66	78
Total Development Growth - %	3.82	4.73	3.20	2.04
Increase in Rates income due to Sub-Division Growth - \$'Mn	0.170	0.179	0.256	0.197
Increase in Rates income due to Sub-Division Growth - %	1.55	1.77	2.67	2.15
Natural Growth (valuation increase due to reasons other than dev.) - %	16.78	5.04	4.46	1.86

TABLE 11: AN EXTRACT FROM LATEST VALUATION DATA FROM THE VG

COUNCIL HAS CHANGED RELATIVITY BETWEEN LAND USE CATEGORIES

For the current financial Year, the Council has determined that the following differential rates will be applied to all of its rateable assessments:

Α	Residential/Vacant Land/Other	1.00
---	-------------------------------	------

- B Commercial/Industry 1.30
- C Primary Production 0.91

In addition, due to significant fluctuations in the properties values among different land use categories, following differential rates have been applied to all of its rateable assessments in 2023/2024 Financial Year. They are:

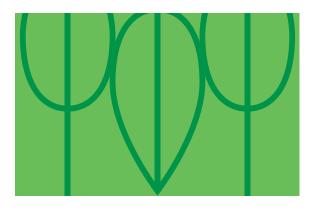
A Residential/Other	1.00
B Vacant Land	1.20
C Commercial/Industry	1.45
D Primary Production	0.98

Above changes to the differential rates will ensue;

- A the impact of significant valuation fluctuations on rates is smoothed out. (This will not generate additional rates income but will only change the % of rates being contributed by particular land use category);
- B address ESCOSA comment in relation to Adelaide Plains Council having high residential rates;
- **C** discourage land holding/banking in relation to vacant land parcels;
- P reduce the time between development approval for land subdivisions and issuing of land title;
- E encourage economic and residential activity through the development of vacant land; and
- F achieve a maximum number of ratepayers with a rate increase of less than 7%.



encourage economic and residential activity through the development of vacant land



12.5 UNIFORM PRESENTATION OF EXPECTED RATES REVENUE

Following information has been provided as required under *Local Government (Financial Management) Regulations 2011* (the Regulations), Regulation 6 as a result of Local Government Reform changes.

TABLE 12: UNIFORM PRESENTATION OF EXPECTED RATES REVENUE

	2022/23 (AS ADOPTED)	2023/24 (AS ADOPTED))	CHANGE	COMMENTS
GENERAL RATES REV	/ENUE				
General Rates (existing properties)	\$10,820,189	\$12,281,527	(a)		For 2023/24, an expected increase in total General Rates
General Rates (new properties)	\$178,776	\$170,074	(b)		revenue of around 13.19% is projected inclusive of estimated
General Rates (GROSS)	\$10,998,965	\$12,451,601	(c)		growth (refer n) of 2.16% from new properties that have been
Less: Mandatory Rebates	(\$69,220)	(\$79,892)	(d)		created over the last year.
GENERAL RATES (NET)	\$10,929,745	\$12,371,709	(e)	13.19%	
	(e)=(c)+(d)			
OTHER RATES (INCL)	JDING SERVICE	CHARGES)			
Regional Landscape Levy (RLL)	\$196,863	\$319,213	(f)		The RLL is not retained by council.
Waste collection	\$701,937	\$893,501	(g)		\$206 for standard 3 or 2 bin service.
CWMS	\$262,452	\$280,676	(h)		\$740 and \$488 for each property unit at Mallala and Middle Beach.
	\$12,090,997	\$13,865,099			
Less Discretionary Rebates	(\$37,819)	(\$32,190)	(i)		
EXPECTED TOTAL RATES REVENUE	\$11,856,315 (j)=(e)+(g)	\$13,513,696)+(h)+(i)	(j)	13.98%	Excluding the RLL and minus Mandatory & Discretionary Rebates.

	2022/23 (AS ADOPTED)(2023/24 AS ADOPTEI		HANGE	COMMENTS
GROWTH IN NUMBI	ER OF RATEABLE P	ROPERTIES			
Number of rateable properties 'Growth' is defined in the reg has added rateable propertie the need and expenditure rel these properties and resider	es to council's ratepayer bas lated to infrastructure, serv	e. Growth can also	created whi		Growth is expected to account for around 1.55% of the estimated increase in General Rates to be collected (refer b).
AVERAGE GENERAL	RATES PER RATEA	BLE PROPE	RTY (n)=	=(c)/(k)	
Average per rateable property	\$1,963	\$2,176	(l) 1	10.81%	These 'averages' are based on the total of all rateable
Councils use property valuat required rate revenue total. property values increase but ratepayer (ie. some people n	Councils do not automatica	ally receive more	money bec	ause	properties and are therefore not necessarily indicative of either the rate or change in

The total rates paid by all rateable properties will equal the amount adopted in the budget.

Notes

(d) Councils are **required** under the Local Government Act to provide a rebate to qualifying properties under a number of categories:

Health Services -100%

Religious purposes - 100%

Public Cemeteries - 100%

Educational purposes - 75%

Community Services - 75%

The rates which are foregone via Mandatory Rebates are redistributed across the ratepayer base (ie. all other ratepayers are subsidising the rates contribution for those properties who receive the rebate).

(e) Presented as required by Regulation 6(1)(ea) of the Local Government (Financial Management) Regulations 2011.

Please Note: The percentage figure in (e) relates to the change in the total amount of General Rates revenue to be collected from all rateable properties, not from individual rateable properties (ie. individual rates will not necessarily change by this figure).

- (f) Councils are required under the Landscape South Australia Act 2019 to collect the levy on all rateable properties on behalf of the State Government. The Regional Landscape Levy is not retained by council.
- (h) Community Wastewater Management Systems
- (i) A council may grant a rebate of rates or service charges in a number of circumstances. The rates which are foregone via Discretionary Rebates are redistributed across the ratepayer base (ie. all other ratepayers are subsidising the rates contribution for those properties who receive the rebate).
- (j) Expected Total Rates Revenue excludes other charges such as penalties & interest for late payment and legal and other costs recovered.
- (k) 'Growth' as defined in Regulation 6(2) of the Local Government (Financial Management) Regulations 2011.



Adelaide Plains Council 51

DIFFERENTIAL RATES

	TOTAL EXI	PECTED REVE	NUE (\$)	NO. RATE/ PROPE	ABLE	AVE	RAGE PER PROPER		ABLE	RATE IN THE \$
	2022/ 2023	2023/ 2024	CHANGE	2022/ 2023	2023/ 2024	2022/ 2023	2023/ 2024		CHANGE	2023/ 2024
LAND USE (G		ATES - GRO	DSS)							
Residential	6,288,002	7,167,335	11.85%	3,424	3,547	1,836	2,021	(m)	184	0.0038979
Commercial	39,283	42,519	8.02%	28	28	1,403	1,519	(m)	116	0.0056520
Commercial - Other	177,868	180,488	8.69%	76	69	2,340	2,616	(m)	275	0.0056520
Industry - Light	9,899	10,627	7.14%	7	7	1,414	1,518	(m)	104	0.0056520
Industry - Other	94,477	95,604	2.40%	15	15	6,298	6,374	(m)	75	0.0056520
Primary Prod.	3,769,346	4,199,461	10.20%	1,430	1,451	2,636	2,894	(m)	258	0.0038200
Vacant Land	521,174	631,502	27.49%	569	547	916	1,154	(m)	239	0.0046775
Other	98,917	124,066	6.80%	53	59	1,866	2,103	(m)	237	0.0038979
GRAND TOTAL (GROSS)	10,998,965	12,451,601	11.83%	5,602	5,723	1,963	2,176	(m)	212	

FIXED CHARGE

	TOTAL	EXPECTED RE	VENUE		CHARGE		
	2022/ 2023	2023/ 2024	CHANGE	2022/ 2023	2023/ 2024		CHANGE
Fixed Charge	\$640,640	\$984,755	54%	\$123	\$185	(n)	\$62

A Fixed Charge ensures all rateable properties pay a base amount to the cost of administering council activities and maintaining the services and infrastructure that supports each property. Rates based on values are then applied in addition to the fixed charge. 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. In 2023/24 council proposes to raise 8% of its general rate revenue by way of the fixed charge.

This revenue amount is **included** in the General Rates GROSS figure at (c).

ADOPTED VALUATION METHOD

CAPITAL VALUE

Council has the option of adopting one of three valuation methodologies to assess the properties in its area for rating purposes:

Capital Value – the value of the land and all improvements on the land;

Site Value – the value of the land and any improvements which predominantly affect the amenity of use of the land, such as drainage works, but excluding the value of buildings and other improvements (Note: Site Value will cease to be an option from 1 Sept 2023); or

Annual Value – a valuation of the rental potential of the property.

Council continues to use **Capital Value** as the basis for valuing land within the Council area. Council considers that this method of valuing land provides the fairest method of distributing the rate burden across all ratepayers on the following basis:

- The equity principle of taxation requires that taxpayers of greater wealth pay more tax than those of lesser wealth.
- Property value is a relatively good indicator of wealth and capital value, which closely approximates the market value of a property and provides the best indicator of overall property value.



Notes

- (m) Average per rateable property calculated as General Rates for category, including any fixed charge but excluding any separate rates, divided by number of rateable properties within that category in the relevant financial year.
- (n) A fixed charge can be levied against the whole of an allotment (including land under a separate lease or licence) and only one fixed charge can be levied against two or more pieces of adjoining land (whether intercepted by a road or not) if they are owned by the same owner and occupied by the same occupier. Also 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.

ACTUAL RATE RISES

As Council rate is determined by multiplying capital value of the property (decided by the VG) by the rate in the dollar (decided by the Council) applicable to the property, average rate calculated above does not show the actual general rate rises. Actual rate rises is also determined by a combination of other factors such as;

- A development/improvement on the land resulting value of the property being increased,
- **B** general valuation increase/decrease by VG due to market conditions.

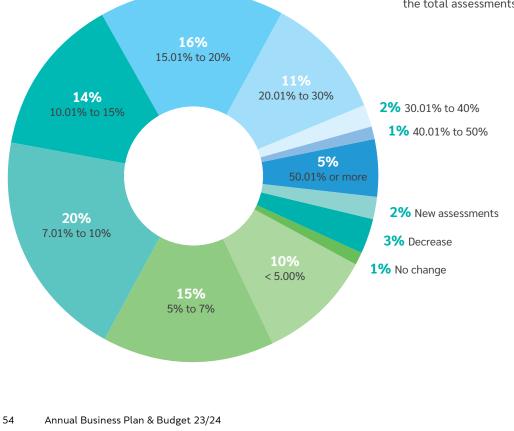
FIGURE 5: BREAKDOWN OF GENERAL

RATES INCREASE BY PERCENTAGE

(INCL. DEVELOPMENT GROWTH)

For example, Figure 5 below shows that with 7% average rate increase;

- A 3.35% of the properties will have their rates reduced next year;
- **B** 1.00% of the properties will have their rates remained unchanged;
- C 10.12% of the properties will have their rates increased by less than 5%;
- D 14.57% of the properties, will have their rate increased between 5% and 7%;
- E 19.41% of the properties, will have their rate increased between 7% and 10%;
- F 49.36% of the properties will have their rates go up by more than 10.00%; and
- G 125 new assessments have been created which is 2.19% of the total assessments.





12.6 DIFFERENTIAL GENERAL RATES

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.

It is acknowledged that the system of council rates is in essence a system of taxation against property prescribed through the provisions of the Local Government Act. However, Council has assessed that the level of differential rating imposed is governed in part by the ability to pay, the potential for income tax deductions and the perception of accessibility or useability of council services by the residents and consumers. To this end, Council has determined the following.

COMMERCIAL PROPERTIES

Commercial properties generally have available to them, their employees and customers the same services as other ratepayers. However, in most cases commercial users have a greater impact on the main services such as road maintenance and generally derive a greater benefit from the services provided. In addition, commercial properties have potential taxation benefits.



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.

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.



VACANT LAND

Council has increased differential rates on vacant land in the 2023/2024 Financial Year. Whilst, there have been considerable changes within the Adelaide Plains landscape, there is also recognition that capital valuations alone do not always produce equitable results in all communities. By increasing the differential rates on vacant land, Council is planning to encourage development in the Council area and achieve a more equitable distribution of the rates distribution.

Increasing vacant land differential rate would only mean that the proportion of rates contributed by the vacant land category increases while the rates contribution across the other land categories reduce, with the total rates revenue remaining the same.

12.7 REGIONAL LANDSCAPE LEVY

The whole of the Council area is located within the boundaries of the Northern & Yorke Natural Resource Management Board. An estimated contributions of \$0.319m are sought for 2023/2024 Financial Year (\$0.197m in 2022/2023). Council is operating as a revenue collector for the Northern & Yorke Natural Resource Management Board in this regard. It does not retain this revenue or determine how the revenue is spent.



12.8 SERVICE CHARGES

COMMUNITY WASTEWATER MANAGEMENT SYSTEM (CWMS)

CWMS charges for both Mallala and Middle Beach has been increased by 7% to \$740 and \$488 respectively in order to cover the costs associated with full operation of the scheme including maintenance and loan repayments.

Notwithstanding the above service fee increase, the income generated for Mallala CWMS is not sufficient to cover its operating expenses as shown below in Table 13 and not compliant with National Water Initiative Pricing Principles and Essential Services Commission's (ESCOSA) price determination that is applicable to CWMS.

TABLE 13: CWMS BUDGET FOR 2023/2024 (\$'000)

DESCRIPTION		MALLALA	MIDDLE BEACH
Depreciation		144,200	7,519
Other operating costs		100,766	27,382
TOTAL OPERATING COSTS (EXCLUDING COSTS OF CAPITAL)	- A	244,966	34,901

COST OF CAPITAL (COC)		MALLALA	MIDDLE BEACH
Cost of capital – 3.00% real interest		54,150	8,421
Cost of capital – 1.60% for risk premium		87,664	4,491
TOTAL COST OF CAPITAL	- B	141,814	12,912
TOTAL OPERATING COSTS (INCLUDING COSTS OF CAPITAL)	- C	386,780	47,813
		· · · · · · · · · · · · · · · · · · ·	
No. of units serviced	- D	345	52
Cost per connection as per ESCOSA Pricing Requirement		1,121	919

Then y Requirement		
(C divided by D)		
Cost per connection as per on ESCOSA Pricing Requirement (Ex. CoC)	710	671
(A divided by D)		
ADOPTED CWMS CHARGE FOR 2023/2024	740	488

KERBSIDE WASTE COLLECTION CHARGES

For 2023/2024 Financial Year, it is estimated that the total cost of the kerbside waste collection program is expected to be increased by 17.69% to \$0.831m (inclusive of new services). In addition, due to high inflation, a deficit of \$0.040m is expected in the current financial year. Therefore, to cover this years shortfall and next years expected costs, the annual waste collection service charge is expected to increase from \$172 to \$206, an increase of 20%. Accordingly, following waste collection charges are applicable to 2023/2024 Financial Year.

TABLE 14: WASTE COLLECTION SERVICE CHARGE FOR 2023/2024 (\$'000)

WASTE SERVICE DESCRIPTION	ANNUAL WASTE LEVY (\$)
Standard 3-bin or 2-bin waste Service	206
Additional Organic Bin	87
Additional Recycle Bin	64
Additional General Waste Bin	100
Waste Service 1 (distance to pick up point) - 25% discount	155
Waste Service 2 (distance to pick up point) - 50% discount	103

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

Some residents may have to utilise one of 21 collection points to have their bin emptied as the waste collection truck does not traverse all roads in the district. Those residents are entitled to the following waste levy reductions if the resident's collection point is greater than 500 metres from the access point to their land:

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

12.9 MANDATORY TOWNSHIP KERBSIDE WASTE COLLECTION CHARGES

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



12.10 PAYMENT OF RATES

Under section 181 of the Local Government Act, Council must provide the opportunity for all ratepayers to pay rates by quarterly instalments. Council payment dates for the 2023/2024 Financial Year will be 1 September 2023, 1 December 2023, 1 March 2024 and 7 June 2024.

LATE PAYMENT OF RATES

The Local Government Act provides that Council may impose an initial penalty of 2% on any payment for rates, whether by instalment or otherwise, that is received late. A payment that continues to be late is then charged an interest rate, set each year according to a formula in the Act, for each month it continues to be late. Council allows a further three working days after the due date for payment as a grace period. Thereafter late payment penalties are applied in accordance with the Local Government Act.



Council issues a final notice for payment of rates when rates are overdue i.e. unpaid by the due date. Should rates remain unpaid more than 28 days after the issue of the final notice, then Council will refer the debt to their debt collection agency for collection. All Court costs incurred by Council in the recovery of outstanding rates and fines are payable by the ratepayer. When Council receives a payment in respect of overdue rates, Council applies the money received as follows:

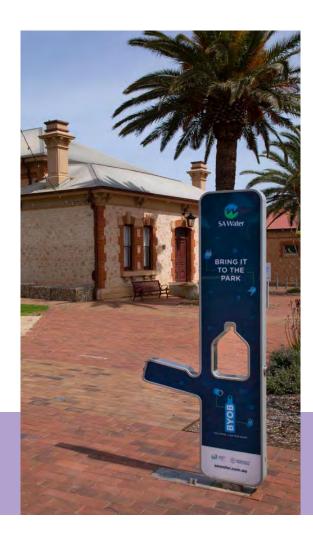
- I firstly in payment of any costs awarded to, or recoverable by, the Council in any court proceedings undertaken by the Council for the recovery of the rates;
- II secondly in satisfaction for any liability for interest;
- III thirdly in payment of any fine;
- IV fourthly in satisfaction of liabilities for rates in the order in which those liabilities arose in payment of rates, in date order of their imposition (starting with the oldest account first).



12.11 REMISSION AND POSTPONEMENT OF RATES

POSTPONEMENT OF RATES - HARDSHIP

Section 182 of the Local Government 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, on (08) 8527 0200 to discuss the matter. Such enquiries are treated confidentially by Council.



SENIORS RATE POSTPONEMENT

Section 182A of the Local Government Act provides the option for State Senior Card holders to apply to postpone part of their council rates on a long term basis. The deferred amount is subject to a monthly interest charge, with the accrued debt being payable on the disposal or sale of the property. Postponement is similar to a reverse mortgage by relying on the equity in the property. A ratepayer who has a State Seniors Card may apply for postponement of a portion of the council rates payable on property they own if it is their principal place of residence and if no other person other than their spouse has an interest as owner of the property and there is appropriate equity in the property. Further information can be obtained from Council's Rates Officer on (08) 8527 0200.

Adelaide Plains Council 61



12.12 REBATE OF RATES

The Local Government 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).

Discretionary rebates may be applied by the Council under section 166 of the Local Government Act. Council annually considers many applications for rate rebates and has in the past, and is again for the 2023/2024 Financial Year intend to rebate rates charged to various district community and sporting organisations.

12.13 SALE OF LAND FOR NON-PAYMENT OF COUNCIL RATES

The Local Government Act provides that a council may sell any property where the rates have been in arrears for three years or more. The Council is required to provide one (1) months' notice to the principal ratepayer and the owner (if not the same person) of the land of its intention to sell the land and provide the owner with details of the outstanding amounts. If payment of the outstanding amount is not received within one month the property may be sold. Except in extraordinary circumstances, Council enforces the sale of land for arrears of rates, in accordance with the Local Government Act.

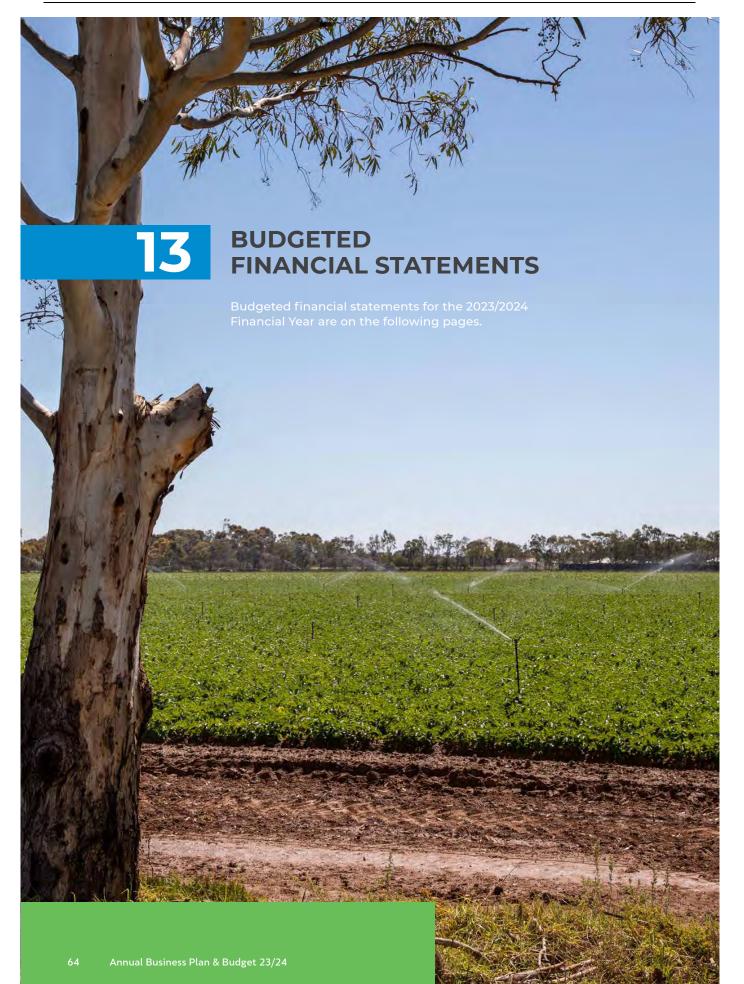
Council Meeting

Arithtick of

The Local Government Act requires councils to rebate the rates payable for certain land uses.

laide Plains Council

Council Meeting



ADELAIDE PLAINS COUNCIL

ADOPTED STATEMENT OF COMPREHENSIVE INCOME FOR 2023/2024

INCOME	\$'000
Rates	13,938
Statutory charges	520
User charges	229
Grants, subsidies and contributions	2,240
Investment Income	3
Reimbursements	139
Other Income	48
TOTAL INCOME	17,117

EXPENSES	
Employee Costs	7,075
Materials, contracts and other services	5,736
Depreciation, Amortisation & Impairment	3,517
Finance Costs	820
Share of loss - joint ventures & associates	79
TOTAL EXPENSES	17,227

OPERATING SURPLUS / (DEFICIT)	(110)
Net Operating Project Expenses	(786)
OPERATING SURPLUS / (DEFICIT)	(896)

NET SURPLUS (DEFICIT)	4,347
Physical resources received free of charge	5,000
Amounts specifically for new or upgraded assets	-
Asset Disposal & Fair Value Adjustments	243

OTHER COMPREHENSIVE INCOME	
Changes in assets revaluation surplus	2,500
Share of other comprehensive income - GRFMA	(55)
TOTAL COMPREHENSIVE INCOME	6,792

Adelaide Plains Council 65

ADELAIDE PLAINS COUNCIL

ADOPTED STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2024

ASSETS	\$'000
CURRENT ASSETS	
Cash and cash equivalents	415
Trade & other receivables	1,031
Inventories	154
TOTAL CURRENT ASSETS	1,600
NON-CURRENT ASSETS	
Financial Assets (Investment in GRFMA)	5,661
Infrastructure, Property, Plant and Equipment	158,371
Other Non-current Assets	15
TOTAL NON-CURRENT ASSETS	164,047
TOTAL ASSETS	165,647
LIABILITIES	
CURRENT LIABILITIES	
Trade & Other Payables	1,353
Borrowings	14,345
Provisions	1,009
TOTAL CURRENT LIABILITIES	16,707
NON-CURRENT LIABILITIES	
Borrowings	1,718
Provisions	220
TOTAL NON-CURRENT LIABILITIES	1,938
TOTAL LIABILITIES	18,645
NET ASSETS	147,002
EQUITY	
Accumulated Surplus	58,588
Asset Revaluation Reserve	86,410
Other Reserves	2,004
TOTAL EQUITY	147,002

ADOPTED STATEMENT OF CASH FLOWS FOR 2023/2024

CASH FLOWS FROM OPERATING ACTIVITIES	\$'000
RECEIPTS	
Rates - general & other	13,938
Fees & other charges	520
User charges	229
Investment receipts	3
Grants utilised for operating purposes	2,240
Reimbursements	139
Other revenues	48
PAYMENTS	
Employee costs	(7,075)
Materials, contracts & other expenses	(6,522)
Finance payments	(820)
NET CASH PROVIDED BY (OR USED IN) OPERATING ACTIVITIES	2,699
CASH FLOWS FROM INVESTING ACTIVITIES	
RECEIPTS	
Cranta analifically for new or unaraded exacts	

Grants specifically for new or upgraded assets	-
Sale of replaced assets	243
PAYMENTS	
Expenditure on renewal/replacement of assets	(3,693)
Expenditure on new/upgraded assets	(934)
NET CASH PROVIDED BY (OR USED IN) INVESTING ACTIVITIES	(4,384)

CASH FLOWS FROM FINANCING ACTIVITIES	
RECEIPTS	
Proceeds from New Borrowings	1,709
PAYMENTS	
Repayments of Borrowings	(24)
NET CASH PROVIDED BY (OR USED IN) FINANCING ACTIVITIES	1,685
NET INCREASE (DECREASE) IN CASH HELD	(1)
CASH & CASH EQUIVALENTS AT BEGINNING OF PERIOD	416
CASH & CASH EQUIVALENTS AT END OF PERIOD	415

Adelaide Plains Council 67

ADELAIDE PLAINS COUNCIL

ADOPTED STATEMENT OF CHANGES IN EQUITY AS AT 30 JUNE 2024

ACCUMULATED SURPLUS	\$'000
Balance at end of previous reporting period	54,241
Net Result for Year	4,347
BALANCE AT END OF PERIOD	58,588

ASSET REVALUATION RESERVE	
Balance at end of previous reporting period	83,910
Gain on revaluation of infrastructure, property, plant & equipment	2,500
BALANCE AT END OF PERIOD	86,410

OTHER RESERVES	
Balance at end of previous reporting period	2,059
Share of other comprehensive income - GRFMA	(55)
BALANCE AT END OF PERIOD	2,004
TOTAL EQUITY AT END OF REPORTING PERIOD	147,002

ADELAIDE PLAINS COUNCIL

ADOPTED UNIFORM PRESENTATION OF FINANCES FOR 2023/2024

	\$'000
Operating Revenues	17,462
less Operating Expenses	(18,358)
OPERATING SURPLUS / (DEFICIT) BEFORE CAPITAL AMOUNTS	(896)
LESS NET OUTLAYS ON EXISTING ASSETS	
Capital Expenditure on renewal and replacement of Existing Assets	3,693
less Depreciation, Amortisation and Impairment	(3,517)
less Proceeds from Sale of Replaced Assets	(243)
	(67)
LESS NET OUTLAYS ON NEW AND UPGRADED ASSETS	
Capital Expenditure on New and Upgraded Assets	934
less Amounts received specifically for New and Upgraded Assets	-
	934
NET LENDING / (BORROWING) FOR FINANCIAL YEAR	(1,764)



HOW TO MEASURE COUNCIL PERFORMANCE

Council's success is measured by the achievement of the strategic objectives outlined in the Strategic Plan 2021-2024, which also identifies the desired outcomes expected from the strategic objectives.

The Council measures its achievements and financial performance through the following processes:

- Regular financial reporting to Council and Audit Committee;
- Annual review and public consultation of the Long-Term Financial Plan;
- Production of the Annual Report with audited Financial Statements;
- Quarterly budget reviews in accordance with legislation;
- Monthly project progress reports to the Council;
- Monthly outstanding resolutions report to the Council;

- Annual Audit Committee works program endorsed by the Council and the Audit Committee;
- Outstanding resolution report to the Audit Committee;
- Annual Progress reports against the Annual Business Plan;
- Regular Community Survey;
- Customer request and complaint systems;
- Annual Business Plan and Budget consultation; and
- Financial Sustainability oversight by Essential Services Commission of South Australia every four (4) year.

In addition to the strategic outcomes, Council also measures its achievements through the following financial indicators.

70 Annual Business Plan & Budget 23/24





FINANCIAL INDICATORS

When evaluating activities undertaken during any given financial year, Council considers a number of factors, one being its future financial sustainability.

A series of financial indicators have been developed by the local government sector to assist in determining whether a council is financially sustainable or moving to a position of financial sustainability.

Financial indicators which are used by the Council to measure performance and financial sustainability as recommended by the Model Financial Statements approved by the Minister for Local Governments and Local Government Association of South Australia are:

- Operating Surplus Ratio -Desired level is 0% and 10% on average over long term;
- 2 Asset Renewal Funding Ratio -Desired level is greater than 90% but less than 110% on average over long term; or
- 3 Net Financial Liabilities Ratio-Desired level is greater than 0% but no more than 100% on average over long term.

The graph on the following page shows, Council's financial indicators for 2023/2024 Financial Year in comparisons to:

- actual financial indicators since 2016/2017 Financial Year; and
- budgeted financial indicators for 2022/2023.



OPERATING SURPLUS/ (DEFICIT) RATIO

Council's long term financial sustainability is dependent upon ensuring that, on average over time, its operating income is higher than operating expenses (i.e. an operating surplus).

The operating surplus ratio is the operating surplus (deficit) expressed as a percentage of operating income. A positive ratio indicates the percentage of operating income available to help fund planned capital expenditure. A negative ratio indicates the percentage increase in operating income or the approximate decrease in operating expenses required to achieve a break-even operating result. Council has reported an actual operating surplus throughout the period, except for in 2017/2018 Financial Year.

FIGURE 6: OPERATING SURPLUS/ (DEFICIT) RATIO



For 2023/2024 Financial Year, Council is forecasting an operating deficit ratio of 5% which is higher than LTFP forecast of 0%. This is mainly due to some of the operating projects identified in the LTFP being deferred to 2023/2024 Financial Year due to operational reasons (For example, Two Wells, Main street - Underground Powerlines) and increase in operating expenses due to high inflation.

ASSET RENEWAL FUNDING RATIO

Asset Renewal Funding Ratio measures whether Council is renewing or replacing existing physical assets (roads, footpaths, stormwater drainage, buildings, plant and equipment and furniture and fittings etc.) at the same rate the stock of these assets is wearing out. The ratio is calculated by measuring actual capital expenditure on renewal or replacement of assets, relative to the expenditure on renewal or replacement of assets as per Council's Infrastructure and Asset Management Plan.



FIGURE 7: ASSET RENEWAL FUNDING RATIO (%)

NET FINANCIAL LIABILITIES RATIO

This ratio indicates the extent to which the net financial liabilities of Council or its total indebtedness can be met by Council's total operating revenue. Net financial liabilities measure a council's indebtedness. It is a broader measure than net debt as it includes all of a council's obligations including provisions for employee entitlements and creditors.

The net financial liabilities ratio is calculated by expressing net financial liabilities at the end of a financial year as a percentage of operating income for the year. Net financial liabilities equals total liabilities less financial assets where financial assets include cash, investments, and loans to community groups, receivables and prepayments. Where the ratio is increasing, it indicates a greater amount of a council's operating revenues is required to service its financial obligations.

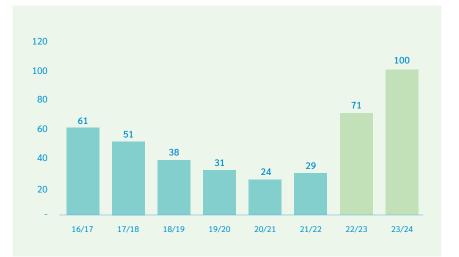
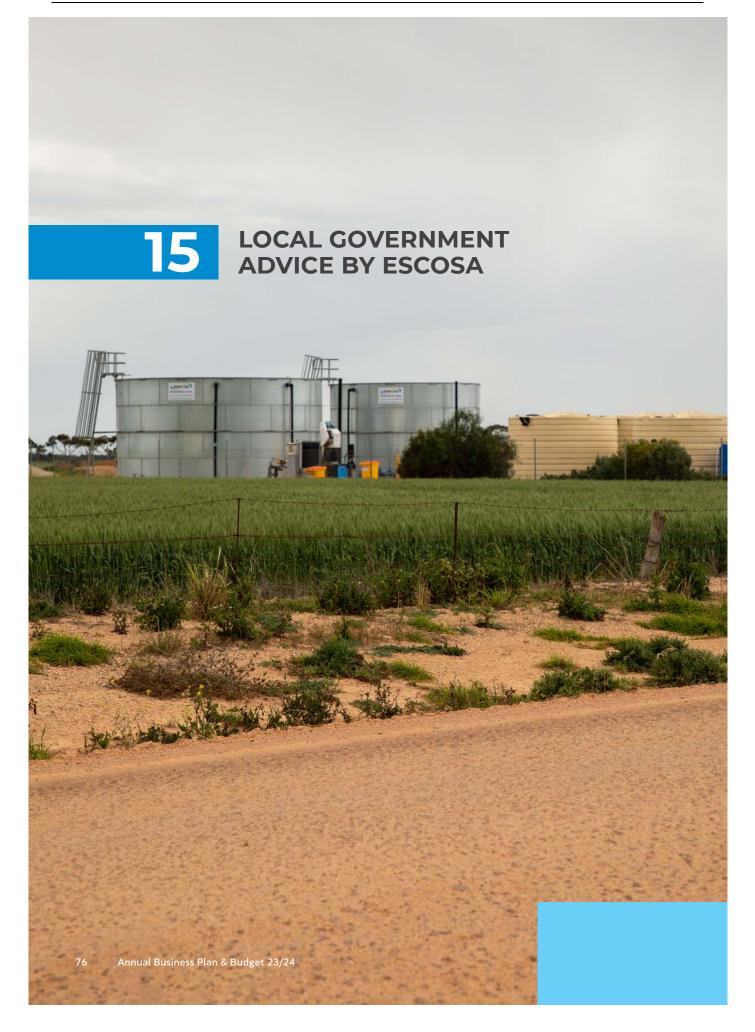


FIGURE 8: NET FINANCIAL LIABILITIES RATIO (%)





official Movie Local Government Advice	OF SOUTH AUSTRAUT
Adelaide Plains Council	
February 2023	
OFFICIAL	
	Adelaide Plains Council 7

OFFICIAL
Enquiries concerning this advice should be addressed to:
Essential Services Commission GPO Box 2605 Adelaide SA 5001
Telephone: (08) 8463 4444
Freecall: 1800 633 592 (SA and mobiles only) E-mail: advice@escosa.sa.gov.au
Web: www.escosa.sa.gov.au
The Essential Services Commission is an independent statutory authority with functions in a range of essential services including water, sewerage, electricity, gas, rail and maritime services, and also has a general advisory function on economic matters. For more information, please visit <u>www.escosa.sa.gov.au</u> .
usiness Plan & Budget 23/24

Table of contents

GI	lossary o	f terms	. ii
		ommission's key advice findings for the Adelaide Plains Council	
2	About	the advice	4
	2.1	Summary of advice	4
	2.2 1	- Detailed advice findings	6
	2.2.1	Advice on material plan amendments in 2022-23	7
	2.2.2	Advice on financial sustainability	8
	2.2.3	Advice on current and projected rate levels	10
	2.3	The Commission's next advice and focus areas	11

Local Government Advice: Adelaide Plains Council
OFFICIAL

79 Adelaide Plains Council

Glossary of terms

ABS	Australian Bureau of Statistics
AMP	Asset management plan (also called an IAMP)
Commission	Essential Services Commission, established under the <i>Essential Services</i> <i>Commission Act 2002</i>
CPI	Consumer Price Index (Adelaide, All Groups)
Council	Adelaide Plains Council
CWMS	Community Wastewater Management System
ESC Act	Essential Services Commission Act 2002
F&A	Local Government Advice: Framework and Approach – Final Report
FTE	Full Time Equivalent
IAMP	Infrastructure and asset management plan (also called an AMP)
LG Act	Local Government Act 1999
LGA SA Financial Indicators Paper	Local Government Association of South Australia, Financial Sustainability Information Paper 9 - Financial Indicators Revised May 2019
LGGC	Local Government Grants Commission
LGPI	Local Government Price Index
LTFP	Long-term financial plan
Regulations	Local Government (Financial Management) Regulations 2011
RBA	Reserve Bank of Australia
SACES	The South Australian Centre for Economic Studies
SEIFA	Socio-Economic Indexes for Areas
SMP	Strategic management plan
SG	Superannuation Guarantee
The scheme or advice	Local Government Advice Scheme

Local Government Advice: Adelaide Plains Council
OFFICIAL

80 Annual Business Plan & Budget 23/24

Item 14.1 - Attachment 1

The Commission's key advice findings for the Adelaide Plains Council

The Essential Services Commission (**Commission**) finds the Adelaide Plains Council's (**Council's**) current financial position sustainable with a small operating surplus achieved historically and growing surpluses forecast. The Council's projected improvement to its financial performance is reliant on a period of service consolidation, at a minimum, and continued rate increases above inflation.

The Commission suggests the following steps to ensure that the Adelaide Plains Council annually reviews its long-term financial plan, manages its costs and growth profile efficiently, renews its asset base to meet sustainable service levels, and ultimately, constrains the extent of further rate increases:

Governance considerations

1

1. **Review** its long-term financial plan annually (including its 10-year projections and all relevant assumptions (including for inflation)) to better inform its decision-making and any relevant consultation processes.

Budgeting considerations

- 2. **Review** the rateable property growth forecasts in its budget projections each year to ensure that they remain current and do not create a need for additional rate increases to generate the same level of projected revenue.
- Report its actual and projected cost savings in its annual budget, to provide evidence of constraining cost growth and achieving efficiency across its operations and service delivery.
- Improve the transparency and consistency of borrowing assumptions in its long-term financial plan, particularly in the calculation of 'net lending/borrowing' as per the Uniform Presentation of Finances.

Refinements to asset management planning

- Consider including bridges, and plant and equipment assets in new or existing asset management plans to support the prioritisation of renewal expenditure in its long-term financial plan.
- 6. **Review** the assumptions underpinning its asset management plans to ensure those plans incorporate a more accurate picture of required asset expenditure and better align with the allocations in its long-term financial plan as necessary, including the estimate for asset lives and valuations feeding into the forecast rates of asset consumption and depreciation expenses.

Containing rate levels

- 7. **Review** and consider limiting future increases above inflation on its average residential rates (for which average rate levels are high) to help reduce any emerging affordability risk in the community.
- 8. **Consult** directly with its community about future rate increases and service levels (for example through a community survey or discussion forum).

Local Government Advice: Adelaide Plains Council

OFFICIAL

Adelaide Plains Council 81

2 About the advice

The Essential Services Commission (**Commission**), South Australia's independent economic regulator and advisory body, has been given a role by the State Government to provide advice on material changes proposed by local councils in relation to elements of their strategic management plans (**SMPs**) and on the proposed revenue sources, including rates, which underpin those plans.¹

One of the main purposes of the Local Government Advice Scheme (**advice** or **the scheme**) is to support councils to make 'financially sustainable' decisions relating to their annual business plans and budgets in the context of their long-term financial plans (**LTFPs**) and infrastructure and asset management plans (**IAMPs**)² – both required as part of a council's SMP.³ Financial sustainability is considered to encompass intergenerational equity,⁴ as well as program (service level) and rates stability in this context.⁵ The other main purpose is for the Commission to consider ratepayer contributions in the context of revenue sources, outlined in the LTFP.⁶ In addition, the Commission has discretion to provide advice on any other aspect of a council's LTFP or IAMP it considers appropriate, having regard to the circumstances of that council.⁷

The first cycle of the scheme extends over four years from 2022-23 to 2025-26, and the Commission has selected 15 councils for advice in the first scheme year (2022-23), including the Adelaide Plains Council (**Council**).

This report provides the Local Government Advice for the Adelaide Plains Council in 2022-23.

The Council is obliged under the *Local Government Act 1999* (**LG Act**) to publish this advice and its response, if applicable, in its 2023-24 Annual Business Plan (including any draft Annual Business Plan) and subsequent plans until the next cycle of the scheme.⁸ It does not need to publish the attachment to the advice (these will be available with the advice on the Commission's website⁹), nor is it compelled under the LG Act to follow the advice. The Commission thanks the Adelaide Plains Council for providing relevant information to assist the Commission in preparing this advice.

2.1 Summary of advice

Historically, the Adelaide Plains Council's community has had strong rateable property growth accompanied by strong infrastructure growth and increasing contributions from ratepayers and government grants. In general, the Commission finds the Council's current financial position sustainable, on balance, with a small operating surplus achieved historically and growing surpluses forecast. However, there are some significant risks to the income and expense forecasts.

The Adelaide Plains Council cost base is expected to rise rapidly in the short term, driven by further growth projections, with the Council anticipating an average of 150 new properties each year to

- ¹ Amendments to the *Local Government Act 1999* (s122(1c) to (1k) and (9)) specify the responsibilities for the Commission and local councils for the Local Government Scheme Advice. The Commission must provide advice to each council in accordance with the matters outlined in s122(1e), (1f) and (1g).
- ² Commonly referred to as asset management plans.
- ³ The objectives of the advice with reference to a council's LTFP and IAMPs are presented under LG Act, s122(1g). LG Act s122(1) specifies the requirements of a council's SMP, including the LTFP and IAMPs.
- ⁴ 'Intergenerational equity' relates to fairly sharing services and the revenue generated to fund the services between current and future ratepayers.
- ⁵ Commission, Framework and Approach Final Report, August 2022, pp. 2-3, available at www.escosa.sa.gov.au/advice/advice-to-local-government.
- ⁶ LG Act s122(1f)(a) and (1g)(a)(ii).
- ⁷ LG Act s122(1f)(b) and (1g)(b).
- 8 LG Act s122(1h).
- ⁹ The Commission must publish its advice under LG Act s122(1i)(a).

Local Government Advice: Adelaide Plains Council

OFFICIAL

82 Annual Business Plan & Budget 23/24

2031-32. This cost growth will become embedded into the underlying cost base of the Council. In addition, the Council has factored this growth into its additional rate revenue estimates. Therefore, the future sustainability of the Council is strongly linked to its expectations regarding the further development of the community.

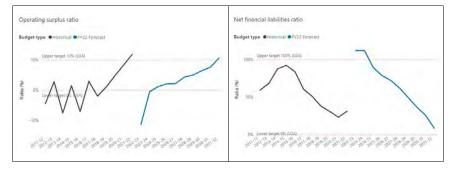
In the short term (to 2023-24), the Adelaide Plains Council is estimating that its capital expenditure will significantly increase with annual operating deficits accordingly. The Council's longer-term projections from 2024-25, comprise a decline in capital expenditure from these levels and an improving financial sustainability outlook, because operating revenue growth outpaces expense growth, with:

- ▶ continued rate increases on the community, above the rate of forecast inflation
- Iower longer-term average cost growth than it has experienced over the past 10 years, and
- a moderate level of new borrowings of \$4.5 million in the 2022-23 adopted budget.

The Commission considers that there may be opportunities to achieve greater savings and efficiencies in the Council's recurrent budget and encourages it to review and report on this. This includes a review of the asset-related assumptions feeding into its estimated depreciation expenses. In general, a focus on managing its growth-related assumptions and consulting with its community about rate contributions and service levels, should help the Council to identify and act upon opportunities to reduce affordability risk to the community.

The charts below of the Adelaide Plains Council's past and projected operating surplus ratio, net financial liabilities ratio, asset renewal funding ratio, and average rate revenue per property, together support these findings.

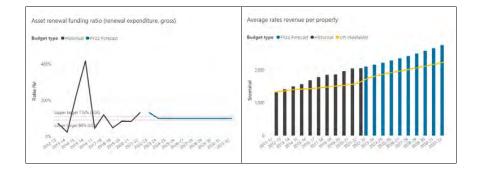
The 'heat map' diagram over the page summarises the Commission's findings with reference to whether the Council has met the suggested Local Government Association (**LGA**) target ranges for the three main financial sustainability indicators¹⁰ and the level of cost control and affordability risk identified for the Council over time.



¹⁰ The suggested LGA target range for the ratios are discussed in more detail in the attachment.

Local Government Advice: Adelaide Plains Council

OFFICIAL



Summary of the Adelaide Plains Council's financial sustainability performance and the Commission's risk assessment

Financial sustainability indicators:	Last 10 years fror (Actual perforr		2021-22 estimate	Next 10 y	ears from 2022-23 (Council forecasts)
Operating surplus ratio (target 0-10%)	Operating deficits >	mproved per	formance —>	Operating deficits	Surpluses projected from 2024-25>
Net financial liabilities ratio (target 0-100%)	Ratio met historically		Exceeds Ratio projected within target target from 2024-25>		
Asset renewal funding ratio (target 90-110%)	Volatility in renewal works spending & some years below target range ———>	Ratio below target range		ther renewal works spending in 2021-22 and 22-23 and ratio within target range for remaining jections ————————————————————————————————————	
Identified Risks:					
Cost control risk	Operating expenses growth 3.1% p.a. to 2			Budget pressures (2022-23)	On average, operating expenses growth in line with forecast CPI>
Affordability risk	High rates revenue per property average growth of 4.4% p.a. to 2021-22 (CPI 2.0%)> Projected rate revenue per property average growth above forecast CPI (CPI 2.8%)>				
Ratio outside suggested LGA target range or higher risk					
	Ratio close to suggested LGA target range or medium risk				
	Ratio within suggested LGA target range or lower risk				

2.2 Detailed advice findings

The next sections summarise the Commission's more detailed observations and advice findings regarding the Adelaide Plains Council's material changes to its 2022-23 plans, its financial sustainability (in the context of its long-term operating performance, net financial liabilities, and asset renewals expenditure) and its current and projected rate levels.

In providing this advice, the Commission has followed the approach it previously explained in the Framework and Approach – Final Report (**F&A**). The attachment explores these matters further.¹¹

¹¹ The attachment will be available on the Commission's website with the Advice.

Local Government Advice: Adelaide Plains Council

OFFICIAL

84 Annual Business Plan & Budget 23/24

2.2.1 Advice on material plan amendments in 2022-23

The Adelaide Plains Council has not proposed any amendments to the forward projections in its 2022-23 LTFP, nor is there an updated 2021-22 LTFP to use as a basis of comparison. The Council's Audit Committee considered updating the previous LTFP at its meeting on 12 April 2021, however the Council choose to defer this until various strategic documents were updated and initiatives costed, such as the IAMPs and Tourism and Economic Development Strategy.¹²

As such, the Commission provides commentary on the most recent material changes (identified by the Commission) arising from the 2022-23 budget,¹³ as follows:

- Reduction in 'project operating expenses' by \$1.0 million due to the deferral of some projects to 2023-24, for example the Two Wells Main Street – Underground Powerlines, and the Relocation of the Two Wells Waste Transfer Station.¹⁴
- Reduction in total capital expenditure by 9.5 percent to \$8.1 million. The changes in the budget reflect an increase in asset renewals expenditure of \$0.4 million to \$4.6 million; offset by a decrease in new asset expenditure of \$1.3 million, to \$3.5 million.
- ▶ Reduction in new borrowings to \$4.5 million, compared to \$10.3 million proposed in the LTFP.

The Commission also notes significant cost increases in the 2022-23 budget (compared to the 2021-22 unaudited estimates) for 'employee' expenses and 'materials, contracts and other' expenses, by 18.1 percent and 24.0 percent, respectively.

The Council states this is to strengthen its internal capacity to respond to significant increases in economic development opportunities and residential growth within the district. The Commission notes that the Council experienced growth of 4.9 percent in rateable property numbers in 2021-22 (with 254 more properties), following 1.2 percent average annual growth in the preceding 9 years.¹⁵ Further, the Council noted how it has been accumulating significant new assets which must be managed, including \$5 million per annum in donated assets over the last three years.¹⁶

Additionally, as there was a period where the Council's LTFP was not updated, it is not clear whether the community understands the potential implications of the LTFP, the importance of the Adelaide Plains Council's forecasts of rateable property growth and economic activity in supporting the outcomes of LTFP, or the risks to ratepayers and the Council if these forecasts do not occur. An annual review of the LTFP should cover the Council's assumptions concerning growth as well as inflation and other relevant factors.

Therefore, the Commission would encourage the Council to:

- ¹² Adelaide Plains Council, Ordinary Council Meeting Agenda 27 April 2021, Item 14.1 Draft 2021/2022 Annual Business Plan and Budget for Public Consultation, p. 76, available at https://www.apc.sa.gov.au/_data/assets/pdf_file/0024/883014/Agenda-Ordinary-Council-Meeting-27-April-
- 2021.pdf.
 ¹³ Adopted by the Council in July 2022. The Commission has taken this approach as the Council's prior LTFP (the pre-2022-23 LTFP) was not updated since the 2018-19 LTFP was adopted on 9 July 2018.
- ¹⁴ Adelaide Plains Council, 2022/2023 Annual Business Plan and Budget, July 2022, p. 73, available at https://www.apc.sa.gov.au/__data/assets/pdf_file/0021/931611/2022-2023-Annual-Business-Plan-and-Budget.pdf.
- ¹⁵ Based on the compound average annual growth rate formula (which is the adopted approach to calculating average annual growth rates throughout the Commission's advice).
- ¹⁶ Adelaide Plains Council, 2022/2023 Annual Business Plan and Budget, July 2022, p. 9.

Local Government Advice: Adelaide Plains Council

OFFICIAL

Adelaide Plains Council 85

1. **Review** its long-term financial plan annually (including its 10-year projections and all relevant assumptions (including for inflation)) to better inform its decision-making and any relevant consultation processes.

2.2.2 Advice on financial sustainability

Operating performance

The Adelaide Plains Council has run a mix of operating surpluses and operating deficits¹⁷ historically but the average from 2011-12 to 2020-21 is a small surplus of 0.1 percent. Growth in the average expenses per property has been 3.1 percent per annum over this period, higher than average Consumer Price Index (**CPI**) growth (of 1.7 percent per annum),¹⁸ and led by growth of 5.8 percent per annum, on average, in 'materials, contracts and other' expenses.

In the last four years, the operating surplus ratio has averaged 6.9 percent per annum.¹⁹ The ratio is not forecast to meet the suggested LGA target range (with a surplus) until 2024-25 (when it will be 1.5 percent), and then it progressively trends towards the upper level of the suggested LGA target range by 2031-32 (then reaching 10.7 percent).²⁰

Looking forward to 2031-32, following the step change in costs in 2022-23, the Council has estimated a reduction in the rate of growth in operating expenses (to average 2.5 percent per annum, which is lower than the Reserve Bank of Australia (**RBA**)-based forecast inflation of 2.8 percent²¹). In combination with higher rate increases (which are discussed more in section 2.2.3 below), the Council's operating performance gradually improves, resulting in a positive operating surplus ratio from 2024-25. In future years, this might provide an opportunity for the Council to restrict further rate increases to reduce the extent of the surpluses forecast.

Average operating expenses per rateable property are projected to be stable in nominal terms, therefore declining in real terms by the amount of inflation. At the same time, average operating income per property is forecast to increase by 2.5 percent (nominally), still below the impact of forecast inflation. These projections indicate the importance of the forecast growth in rateable properties in minimising the impact of rising costs on households. The reduced costs and revenue per property in real terms is reliant on the Council's assumed average growth of 2.4 percent per annum (to 2031-32) in rateable properties, which is notably higher than historical growth of 1.5 percent per annum (10 years to 2021-22).

If this forecast growth does not occur, the operating expenses per rateable property will rise, if the Council cannot reverse the increases in costs in the short-term (if contracts are locked in), and this could place further pressure on rate levels. Also, the Commission notes the LTFP was last updated 12 months ago (in February 2022) and the economic environment facing the Adelaide Plains Council

- ¹⁷ This means the Council's operating expenses (including depreciation) have exceeded operating income (including rates and other revenue sources but excluding capital grants, subsidies, and contributions).
- ¹⁸ CPI (All groups). Average annual growth in the LGPI published by the South Australian Centre for Economic Studies was similar (at 1.9 percent), available at <u>https://www.adelaide.edu.au/saces/economic-and-socialindicators/local-government-price-index.</u>
- ⁹ The operating surplus ratio is defined as: Operating Surplus (Deficit) ÷ Total Operating Income. The general target is to achieve, on average over time, an operating surplus ratio of between zero and 10 percent (Local Government Association of South Australia, *Financial Sustainability Information Paper 9 Financial Indicators Revised*, May 2019 (LGA SA Financial Indicators Paper), p. 6).
- Adelaide Plains Council, 2023-2032 Long Term Financial Plan, February 2022, p. 20, available at https://www.apc.sa.gov.au/_data/assets/pdf_file/0029/1113995/Long-Term-Financial-Plan-2023-2032.pdf.
- ²¹ The forecast average annual growth in the CPI from 2022-23 to 2031-32 is estimated to be 2.8 percent based on the RBA forecasts for the CPI (Australia-wide) to June 2025 (and the Commission's calculations of average annual percentage growth) and the midpoint of the RBA's target range (2.5 percent) from 2025-26.

Local Government Advice: Adelaide Plains Council

OFFICIAL

86 Annual Business Plan & Budget 23/24

8

may have become less favourable since then. This further emphasises the value of the Council being flexible and responsive in managing its growth-related costs. Therefore, the Commission has found that it would be appropriate for the Council to:

- 2. **Review** the rateable property growth forecasts in its budget projections each year to ensure that they remain current and do not create a need for additional rate increases to generate the same level of projected revenue.
- 3. **Report** its actual and projected cost savings in its annual budget, to provide evidence of constraining cost growth and achieving efficiency across its operations and service delivery.

Net financial liabilities

The Adelaide Plains Council has consistently used borrowing and other financing options to supplement any annual shortfall of funds, and over time, this has been within the suggested LGA target range for the net financial liabilities ratio.²² The Council's net debt has historically averaged \$4.5 million annually, or 72.6 percent of its net financial liabilities. On 30 June 2022, net debt was \$2.6 million, or 53.5 percent of net financial liabilities.

In its 2022-23 LTFP, the Council is projecting to initially increase borrowings, in part to fund its relatively large capital expenditure programme in 2022-23. The projections show that the ratio will decrease from a peak of 112.2 percent (exceeding the suggested LGA target) in 2022-23 to 8.9 percent to 2031-32. The reduction is projected to come from a progressive repayment of borrowings financed via higher operating income.

As noted in section 2.2.1 (above) the Council's 2022-23 budget materially reduces its borrowing requirements to \$4.5 million (compared to \$10.3 million in the LTFP). This appears to be related to cash flow inconsistencies identified in the Council's Uniform Presentation of Finances (included in the LTFP).

To address this, the Commission has found it would be appropriate for the Council to:

 Improve the transparency and consistency of borrowing assumptions in its long-term financial plan, particularly in the calculation of 'net lending/borrowing' as per the Uniform Presentation of Finances.

Asset renewals expenditure

In 2021-22, the Adelaide Plains Council spent more on new and upgraded assets than on the renewal and rehabilitation of its existing stock. Between 2011-12 and 2020-21, its spending on new or upgraded assets averaged \$1.9 million per annum, compared with \$1.7 million on the renewal of its asset base.

Historically, the Adelaide Plains Council's expenditure on asset renewals has been highly volatile but on average, higher than the level recommended by its AMPs. Between 2011-12 and 2020-21, the average asset renewal funding ratio (IAMP-based) was 125 percent which is above the suggested LGA target range of 90 percent to 110 percent.²³

- ²² The net financial liabilities ratio is defined as: Net financial liabilities ÷ Total operating income. This ratio measures the extent to which a council's total operating income covers, or otherwise, its net financial liabilities. The suggested LGA target range is between zero and 100 percent of total operating income, but possibly higher in some circumstances (LGA SA Financial Indicators Paper, pp. 7-8).
- ²³ The IAMP-based method is the current industry standard whereby asset renewal/replacement expenditure is divided by the recommended expenditure in the IAMP (or AMP). Ideally, this will show the extent to which a council's renewal or replacement expenditure matches the need for this expenditure, as recommended by the plan. The suggested LGA target range for the ratio is 90 to 110 percent (LGA SA Financial Indicators Paper, p. 9).

Local Government Advice: Adelaide Plains Counci

OFFICIAL

q

In 2021-22 and 2022-23, the ratio is estimated to be high (around 130 percent) before returning to 100 percent consistently from 2023-24 (with asset renewal expenditure then projected to align with the AMP-recommended expenditure). The Council's spending on renewal assets is projected to average \$2.9 million per annum to 2031-32 (in nominal terms).

In the short term, one of the reasons the Council is spending more on the renewal of its assets, is that expenditure has been added to the LTFP that is outside of the AMPs. For example, the Council has advised that AMPs have not been prepared for bridge assets (\$1 million renewal in LTFP; 80 percent being grant funded), and plant and fleet assets (\$0.7 million renewals in LTFP). For this reason, the Commission would encourage the Council to:

 Consider including bridges, and plant and equipment assets in new or existing asset management plans to support the prioritisation of renewal expenditure in its long-term financial plan.

Even with the projected spending on asset renewals aligned with its AMP requirements from 2023-24, the Council's depreciation expenses, which represent the rate of asset consumption, are projected to continue to exceed its renewal spending. Renewal spending is forecast to account for 82 percent of depreciation expenses on average to 2031-32.²⁴ One area that might be leading to higher depreciation expense forecasts, relative to annual asset renewal expenditure needs, is the Council's recent accumulation of new assets. Another risk that arises when depreciation expenses exceed spending on asset renewals is that the asset lives are assumed to be shorter (in the depreciation expenses is that higher operating income (and potentially higher rates revenue) is required to generate an operating surplus for the Council.

Therefore, it would be appropriate for the Council to:

6. Review the assumptions underpinning its asset management plans to ensure those plans incorporate a more accurate picture of required asset expenditure and better align with the allocations in its long-term financial plan as necessary, including the estimate for asset lives and valuations feeding into the forecast rates of asset consumption and depreciation expenses.

Further, the Council is budgeting for higher capital expenditure on new or upgraded works that is larger than the \$3.8 million per annum average over the last 10 years. Practically and logistically, this maybe challenging to achieve.

2.2.3 Advice on current and projected rate levels

The Adelaide Plains Council has a history of high rate rises with average annual growth of 4.4 percent in rate revenue per property between 2011-12 and 2021-22. As a result, its residential rates are relatively high.²⁵ The Council implemented a 6.2 percent increase to its rates in 2022-23, higher than previously consulted upon (3.25 percent).²⁶ And the 2022-23 LTFP forecasts an average increase of \$655 to

²⁴ The Council's asset renewal funding ratio by the depreciation-based method (where asset renewal/replacement expenditure is divided by depreciation expenses) is forecast to average 87 percent to 2031-32. This ratio shows the extent to which capital expenditure on the renewal and replacement of assets matches the estimated rate at which these assets are used or consumed.

- ²⁵ Refer to Councils in Focus rates data for 2019-20 available at <u>https://councilsinfocus.sa.gov.au/councils/adelaide_plains_council</u>. The Commission is not relying on these rate comparisons for its advice; the data source provides just one indicator, among many, which has informed its advice on the appropriateness of the rate levels.
- ⁶ Adelaide Plains Council, 2022/2023 Annual Business Plan and Budget, July 2022, p. 49.

Local Government Advice: Adelaide Plains Council

OFFICIAL

10

88 Annual Business Plan & Budget 23/24

existing rates by 2031-32 (to \$2,758), which represents an increase of approximately \$200 above the Council's assumed inflation growth. $^{\rm 27}$

Residential ratepayers (contributing approximately 57 percent of general rates revenue) are estimated to pay an average increase of 5.5 percent. Lower increases were levied on primary production ratepayers (4.0 percent), which account for approximately 34 percent of general rates revenue.

The Council has forecast average rate revenue per property growth of 3.1 percent to 2031-32, which is higher than RBA-based average forecast inflation growth (2.8 percent). Given that the Council has assumed high growth in rateable properties over this period, the total rates revenue growth will be higher – averaging 5.6 percent per annum. As stated, this revenue estimate relies on growth of 150 properties per annum being achieved.

Affordability risk for the increases currently appears moderate. The Commission notes that the Adelaide Plains Council area has a high Socio-Economic Indexes for Areas (**SEIFA**) ranking with relativity strong access to economic resources and higher capacity to pay for higher rate levels than some other areas.²⁸ However, the current economic environment is putting more pressure on most communities' capacity to pay for further rate increases, including Adelaide Plains. Further, it is not evident that the Council has tested the support for the rate increases through community consultation (for example, with a survey or discussion forum about rate increases and service levels). Given that residential rates are already comparatively high in the Council area,²⁹ the Commission considers that it would be appropriate for the Adelaide Plains Council to:

- 7. **Review** and consider limiting future increases above inflation on its average residential rates (for which average rate levels are high) to help reduce affordability risk in the community.
- 8. **Consult** directly with its community about future rate increases and service levels (for example, through a community survey or discussion forum).

2.3 The Commission's next advice and focus areas

In the next cycle of the Scheme, the Commission will review and report upon the Adelaide Plains Council's:

- ongoing performance against its LTFP estimates (including review of growth assumptions)
- progress in improving the accuracy and consistency in its LTFP, and alignment of capital expenditure estimates included in its plans.
- actions to address any misalignment between the capital expenditure and depreciation estimates in its LTFP and various AMPs, and
- how it has sought to reduce any affordability risks.

²⁷ The Council's projected CPI inflation is 2.25 percent plus an allowance of 0.25 percent to fund new assets/programs (Adelaide Plains Council, 2022-23 to 2031-32 Long Term Financial Plan, February 2022, p. 6). This is different to the CPI line in charts throughout this Advice which are based on RBA forecasts and then, a return to long run averages from 2025-26 (with growth of 2.5 percent per annum).

²⁸ The Adelaide Plains Council area is ranked 65 among 71 South Australian '*local government areas*' (including Anangu Pitjantjatjara and Maralinga Tjarutja Aboriginal community areas and 'unincorporated SA') on the Australian Bureau of Statistics Socio-Economic Indexes for Areas Index of Economic Resources (2016), where a lower ranking (eg, 1) denotes relatively lower access to economic resources in general, compared with other areas, available at <u>https://www.abs.gov.au/ausstats/subscriber.nsf/log?openagent&2033055001%20-%20Iga&20indexes.xls&2033.0.55.001&Data&20Cubes&5604C75C214CD3D0CA25825D000F91AE&0&2016&2 7.03.2018&Latest.</u>

²⁹ See footnote 25.

Local Government Advice: Adelaide Plains Council

OFFICIAL



The Essential Services Commission Level 1, 151 Pirie Street Adelaide SA 5000 GPO Box 2605 Adelaide SA 5001 T 08 8463 4444 E escosa@escosa.sa.gov.au | W www.escosa.sa.gov.au

90 Annual Business Plan & Budget 23/24



16 ADELAIDE PLAINS COUNCIL'S RESPONSE TO THE LOCAL GOVERNMENT ADVICE BY ESCOSA

Adelaide Plains Council (the Council) acknowledges the receipt of Essential Services Commission of South Australia's (ESCOSA) strategic management plans (SMP) Advice dated 28 February 2023.

The Council has reviewed the advice provided by ESCOSA and makes the following response/commentary for the Advice.

E	SCOSA ADVICE	COUNCIL COMMENT	IMPLEMENTATION TIMEFRAME
G	OVERNANCE CONSIDERATIONS		
1	Review its long-term financial plan annually (including its 10-year projections and all relevant assumptions - including for inflation) to better inform its decision-making and any relevant consultation processes.	Due to uncertainties surrounding the impact of COVID-19, Council deferred updating LTFP in 2020. It was deferred again in 2021 until various strategic documents were updated and costed.	LTFP is currently being updated as part of 2023/2024 budget process. Expected to be completed by July 2023.
В	UDGETING CONSIDERATIONS		
2	Review the rateable property growth forecasts in its budget projections each year to ensure that they remain current and do not create a need for additional rate increases to generate the same level of projected revenue.	As part of developing 2023/2024 budget, rateable property growth is being reviewed. If the projected growth does not occur, Council will adjust growth related expenditure specially in the area of new labour resources.	As part of 2023/2024 budget process and ongoing every year.
3	Report its actual and projected cost savings in its annual budget, to provide evidence of constraining cost growth and achieving efficiency across its operations and service delivery.	Past and future cost savings will be reported in the 2023/2024 Annual Business Plan and Budget as recommended.	As part of 2023/2024 budget process and ongoing every year.
4	Improve the transparency and consistency of borrowing assumptions in its long-term financial plan, particularly in the calculation of 'net lending/borrowing' as per the Uniform Presentation of Finances.	Uniform Presentation of Finances will be updated to ensure transparency in the calculation of net lending/borrowing.	As part of 2023/2024 budget process and ongoing every year.

92 Annual Business Plan & Budget 23/24

E	SCOSA ADVICE	COUNCIL COMMENT	IMPLEMENTATION TIMEFRAME			
R	REFINEMENTS TO ASSET MANAGEMENT PLANNING					
5	Consider including bridges, and plant and equipment assets in new or existing asset management plans to support the prioritisation of renewal expenditure in its long-term financial plan.	Transport - Infrastructure Asset Management Plan updated in 2021 has already covered bridges. Assets management plan will be updated to include all major plant and equipment assets when next comprehensive review of Council's assets management plans occurs following the review of strategic plan.	As part of next update to the Council's assets management plan. Expect to occur in 2024.			
6	Review the assumptions underpinning its asset management plans to ensure those plans incorporate a more accurate picture of required asset expenditure and better align with the allocations in its long-term financial plan as necessary, including the estimate for asset lives and valuations feeding into the forecast rates of asset consumption and depreciation expenses.	Assumptions will be reviewed as part of the next review of Council's asset management plans.	In 2024.			
C	ONTAINING RATE LEVELS					
7	Review and consider limiting future increases above inflation on its average residential rates (for which average rate levels are high) to help reduce any emerging affordability risk in the community.	Some of the Council's expenses have increased by more than inflation in recent years (For example, fuel, electricity, insurance, road construction/maintenance).	As part of 2023/2024 budget process and ongoing every year.			
		In addition, APC is a growth Council, resulting more and more high value new houses being built every year.				
		Therefore, average residential rates could be increased above inflation, however, this will mostly impact residential properties with increased value.				
		For example, although average residential rates were increased by 5.46% in 2022/2023, 34% of the residential rate payers had their rates increased by less than 5.46%. (The inflation in the December 2022 quarter is 8.6% in Adelaide).				
8	Consult directly with its community about future rate increases and service levels (for example through a community survey or discussion forum).	With a dedicated Marketing and Communications Officer on board, Council will explore options/avenues to directly engage with the community about future rate increases and service levels.	In 2024 as part of 2024/2025 budget process.			









2023/2024 Annual Business Plan, Budget and Long Term Financial Plan Workshop

Mallala Chamber / Monday 17 July 2023 James Miller Chief Executive Officer



Local Government Act 1999

Part 7 – Functions of Council (ba) To determine the appropriate financial contribution to be made by rate payers to the resources of the council





RESOLUTION 2023/176 Moved: Councillor Strudwicke Seconded: Councillor Stubing

"that the Chief Executive Officer coordinate a workshop on the Annual Business Plan as soon as possible with a view of reducing the rate increase from 7% to 6% and with a view of further reducing the operating expenditure, including a focus on employee costs."

CARRIED

Workshop Context

CEO take home messages from Special Council Meeting held on Monday 10 July 2023:-

- further savings to be made in operating expenditure, particularly <u>labour</u>
- explore options that would yield a reduction in the average rate rise from 7% to 6%
- explore areas of the budget that would see a reduction in operating deficit and loan borrowings
- financial impact of various options

CEO's Executive Summary

- Potential savings of **\$276,000** from operating expenditure
- Potential savings of **\$655,000** from the capital program
- Potential to lower the average rate increase from 7% to sub-6% note that 1% equates to \$117,000 of loss of income
- Potential to reduce operating deficit from \$896,000 to \$737,000 a reduction of \$159,000
- Potential to reduce borrowings from \$1,709,000 to \$895,000 a reduction of \$814,000



Labour



Council

RESOLUTION 2023/002

Moved: Councillor Keen Seconded: Councillor Bombardieri

"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."

CARRIED UNANIMOUSLY

Labour

- Long Term Financial Plan forecasts two new positions in each year of the ten year plan
- CEO organisation review identified a strong need for additional back-of-house staff to support the delivery of our program (primarily administration staff) and in areas of statutory compliance
- Organisation review called for five new staff to be introduced and possibly staged if need be over two financial years
- Consulted with the community on 3 new staff with a total expenditure of \$241,000

Labour Revision

- Possibility to offer up savings in new labour of \$152,000
- New labour to therefore comprise just <u>\$89,000 ONE (1) new position</u> for 2023/2024
- Removal of \$152,000 of labour equates to a 1.36% reduction in average council rate alone (in isolation of other considerations)
- Reduction in labour *may* subject APC to compliance failings in related fields and lack of efficiency/responsiveness in carrying out routine service delivery
- CEO to undertake a concerted education and awareness forum with Members on the realities of a growth council and the need to resource both growth (outward facing depts) and statutory compliance (inward facing depts)

Operating Budget

Other areas subject to review and potential removal include:-

•	Street / Verge Tree Planting	\$30,000
•	Two Wells Library Salt Damp Treatment	\$50 <i>,</i> 000
•	New Cemetery Management System	\$54,000
•	Two Wells Land Development	\$35 <i>,</i> 000
•	Undergrounding of Power Two Wells Main Street	\$600,000
•	Parham Foreshore Master Plan	\$15,000
•	GRFMA Business Case	\$52 <i>,</i> 000
•	Two Wells Cemetery Landscaping	\$20,000
•	Community and Civic Hub Investigation Phase 2	\$25,000
•	Donaldson Road Storm Water Management Design	\$10,000 \$891,000

2022-2026 – Our Vision

3 fundamental priorities

"То:

- 1. Realise investment (retail, commercial, community and recreational) within the Two Wells town centre.
- 2. Leverage from investment (Two Wells private sector, balance sheet, asset rationalisation, civic and community grants) in realising a new civic and community centre for APC.
- 3. Delivery of flood mitigation infrastructure to a) protect our community and b) promote investment and uplift (North Para Flood Mitigation Dam and Gawler River lower reaches), with investment secured externally and minimal exposure to the public pursue of APC."

So what cannot come out? ...

Any program or initiative linked to adopted resolutions of Council or matters that further the delivery of THE BIG 3, namely:-

•	Operation TWIG – Two Wells Town Centre	\$35 <i>,</i> 000
٠	Community and Civic Centre	\$25 <i>,</i> 000
٠	GRFMA Business Case	\$52 <i>,</i> 000
•	Undergrounding of Power Two Wells Main Street	\$600,000 \$712,000

... and what can possibly be removed / deferred? ...

Street / Verge Tree Planting	\$30,000
Two Wells Library Salt Damp Treatment	\$50,000*
New Cemetery Management System	\$54,000*
Parham Foreshore Master Plan	\$15,000
Two Wells Cemetery Landscaping	\$20,000*
Donaldson Road Storm Water Management Design	\$10,000 \$179,000
	Two Wells Library Salt Damp Treatment New Cemetery Management System Parham Foreshore Master Plan Two Wells Cemetery Landscaping

CEO Motor Vehicle Replacement

CEO Motor Vehicle Replacement – Deferred to 2024/2025

- CEO 2020 Toyota Prado has been maintained in meticulous condition, has mileage of less than 100,000kms and will secure good resale value in 12 months time
- To demonstrate sacrifices at all levels, the CEO wishes to offer up further budgetary net savings of \$55,000 this financial year through deferring his tradein
- Increasing mileage beyond 100,000kms for the CEO vehicle will not materially impact resale value in 12 months time due to the higher calibre of the vehicle by comparison to other fleet, plant and machinery that needs replacement within certain mileage thresholds

Capital Program

In addition to the CEO vehicle, the CEO proposes a conversation around other items that could be deferred, namely:-

		\$571,000
•	Township Entry Signs	\$140,000
٠	Kerbing and Streetscape South Terrace, Dublin	\$331,000
•	Intersection Upgrade Gawler River Road	\$100,000

NOTE items 1 and 2 relate to new capital programs, not renewal, and could be deferred NOTE item 2 could be removed altogether should the Palumbo Dublin Township Expansion gather momentum

NOTE item 3 is a combination of new and renewal however conversations ought to be had with the likes of Leyton Property, Palumbo and WelCo with the view of using OPSM and FOOTA

CEO's Budget Revision – what are the real savings then?

- Potential savings of **\$276,000** from operating expenditure
- Potential savings of **\$655,000** from the capital program
- Potential to lower the average rate increase from 7% to sub-6% note that 1% equates to \$117,000 of loss of income
- Potential to reduce operating deficit from \$896,000 to \$737,000 a reduction of \$159,000
- Potential to reduce borrowings from \$1,709,000 to \$895,000 a reduction of \$814,000

CEO's Budget Revision – what are the real savings then?

	-	Imp	pact on
Description	Financial Impact	Deficit (Mn)	Borrowings (Mn)
Current Deficit/Borrowings		(0.896)	(1.709)
Reduction in fleet replacement	0.084	-	0.084
Reduction in Avg. Rate increase from 7% to 6%	(0.117)	(0.117)	(0.117)
Reduction employee costs (Leaving \$89k only)	0.152	0.152	0.152
Reduction in capital program			
- Intersection upgrade - Gawler River Rd	0.100	-	0.100
 Streetscape - South Terrace (Dublin) 	0.046	-	0.046
- Kerbing - South Terrace (Dublin)	0.285	-	0.285
- Township Entrance Signs	0.140	-	0.140
Reduction in Operating Projects			
- TW Library - Salt Damp Treatment	0.050	0.050	0.050
- New Cemetery Mgt System	0.054	0.054	0.054
- TW Cemetery Landscape	0.020	0.020	0.020
Revised Deficit/Borrowings	0.814	(0.737)	(0.895)

2024/2025 Budget – Let's start the conversation now

- Strategic Plan, Infrastructure and Asset Management Plan and Long Term Financial Plan need review over the course of the next 12 months
- CEO intends to advance the delivery of these reviews sooner rather than later to inform preparation for the forthcoming budget
- Ultimately, the strategic direction for the council rests with the elected body, so let's make this our priority going forward cognisant of Council and community priorities



14.2 CONSIDERATION OF PROJECTS TO BE CARRIED FORWARD FROM 2022/2023 TO 2023/2024 FINANCIAL YEAR

Record Number:	D23/30279				
Author:	Director Finance				
Authoriser:	Chief Executive Officer				
Attachments:	1. Projects to be Carried Over to 2023/2024 Financial Year 🕹 🛣				

EXECUTIVE SUMMARY

- The purpose of this report is to seek Council's approval for the continuation of projects that were budgeted for in the 2022/2023 Financial Year and are committed or underway but has not been completed at the end of that financial year, and to <u>endorse/not</u> <u>endorse</u> those projects being carried over to the 2023/2024 Financial Year.
- In keeping with part 3.4 of Council's *Budget Management Policy*, capital projects and major operating activities that are committed or underway but not yet completed at the end of one financial year need to be reviewed and considered for carrying forward as soon as practicable in the relevant financial year (i.e., 2023/2024).
- There are a total of 24 outstanding projects which were budgeted but have not been completed as at 30 June 2023. That includes;
 - Sixteen (16) Operating Projects, with an unspent budget of \$3.242m of which \$2.021m are funded by government grants and the remaining \$1.221m (this figure includes \$0.721m for Council's contribution towards the Two Wells PLEC projects) are to be funded from rates/borrowings; and
 - Eight (8) Capital Projects, with an unspent budget of \$2.114m of which \$2.106m are funded under Local Government Partnership Program and the remaining \$0.008m are to be funded from rates/borrowings.
- It is recommended that Council endorse a budget variation to take into account projects that were budgeted and commenced but not completed in the 2022/2023 Financial Year, so that those projects will continue and be carried over to the current (2023/2024) Financial Year.

However, for projects that have not yet commenced, Elected Members may reconsider the relevance of those projects going forward and could decide not to continue projects not meeting strategic and operational objectives of the Council.

RECOMMENDATION

"that Council, having considered Item 14.2 – *Consideration of Projects to be Carried Forward from 2022/2023 to 2023/2024 Financial Year*, dated 24 July 2023, receives and notes the report and in doing so instructs the Chief Executive Officer to:-

1. Carry forward projects not completed by 30 June 2023 and continue with the implementation of same in the 2023/2024 Financial Year as identified in the Attachment 1 subject to following changes;

1<mark>.;</mark>

<mark>2.;</mark>

- 2. Make the necessary budget revision in the 2023/2024 Financial Year to account for the carryover amounts as identified in the Attachment 1 on the condition that the total budget for the projects in the Attachment 1 do not exceed the combined budgets for 2022/2023 and 2023/2024 Financial Years; and
- 3. Advise the Council regarding final carryover amounts as part of the First Budget Review in November 2023."

BUDGET IMPACT

Estimated Cost:	Net carryover Operating Projects costs of \$1.221m
Future ongoing operating costs:	Net carryover Capital Projects costs of \$0.008m
Is this Budgeted?	No

RISK ASSESSMENT

Reputational Risks

Not completing projects in the relevant financial year that they were budgeted after public consultation, could potentially expose the Council to community criticism and dissatisfaction, although there may be valid reasons beyond the control of the Council such as;

- need to have extended consultation with stakeholders;
- waiting for the completion of other relevant studies and programs;
- contractual delays; and
- unfavourable weather conditions.

Some projects are meant to be implemented over more than one financial years (for example, sealing Middle Beach Road & Two Wells Levee).

In addition, there may be situations where Council management is not in a position to complete some projects within 12 months due to reasons such as;

- 11 months being available instead of 12 months to implement projects due to adoption of annual budgets in late July as opposed to early July;
- competing priorities and the availability of internal labour resources; and
- addition of new projects after the annual budget is adopted.

Operational Risks

Projects carried over from prior year to the current year will add to the regular workload of the staff and will have an on-going impact on the timely delivery of the current year's program.

Financial Risk

Carryover project can be defined as 'a work/project or program that is not going to be delivered by committed or planned date resulting in the need for extension into another cycle of planning and funding'

Therefore, carryover projects will not pose a significant financial risk other than potential increases in costs and workload specially if the costs are linked to inflation.

When a project is budgeted in a particular financial year, funds required (rates, grants, other income or new borrowings) to deliver those projects are also incorporated/raised in that year's budget. Therefore, <u>carryover projects do not require additional/new funds</u> (unless there is a cost escalation) as unspent fund means unspent rates, grant, other income or borrowings actually not made). It's simply involved budgets that is moved from an earlier accounting period to a later one.

As shown in the following example;

- a) Break-even budget has been adopted for each financial year (columns A and B).
- b) Due to carryover projects, actual results for 22/23 show a budget surplus of \$17 (column C);
- c) However, this is due to carried over income/borrowings and expenses of \$17 (column D);
- d) When carryover budgets are incorporated in to Q1 budget of 23/24, deficit of \$17 is shown (column E);
- e) If 22/23 Actuals and 23/24 Q1 budget is considered as one budget cycle, then there is a breakeven budget position as a whole.

Description	Α	В	С	D	E = B + D	C + E
	Adopted	d Budget	Actual	Carryover	Q1 Budget	Total Budget for the 2
	22/23	23/24	22/23	22/23	23/24	Financial Years after
						Q1
Outgoings						
Recurrent Budget	100	150	100	0	150	250
Operating Project	100	150	75	25	175	250
Capital Projects	100	150	95	5	155	250
Total Outgoings	300	450	270	30	480	750
Funded by						
Rates	250	350	250	0	350	600
Grants	25	30	3	22	52	55
Borrowings	25	70	0	25	95	95
Total Receipts	300	450	253	47	497	750
Net Budget Position	0	0	17	(17)	(17)	0
				Ļ	Ļ	
	Breakeve	n budget	Surplus	Deficit	Deficit	Breakeven budget

DETAILED REPORT

Purpose

The purpose of this report is for Council to consider a budget variation in 2023/2024 Financial Year to take into account projects that were budgeted for in the 2022/2023 year and are committed or underway but not completed at the end of that financial year, and to <u>endorse/not endorse</u> those projects being carried over to the 2023/2024 Financial Year.

Background

Carryover refers to an allocation of funds (income or expense) that hasn't been used or received by the end of the financial year, but will be used or received in the next financial year. Carryover of projects can be needed because a budget is normally granted for a determined period of time only – one financial year.

Carryover of projects should be an exception and justified by practical/strategic considerations. It is just one of many budget mechanisms used to streamline the transition between two financial years.

The process of carrying forward funds from one financial year to another (or from one budget to another) is restricted to projects only.

Under no circumstances will non-project operational funding (i.e., day-to-day recurrent budgets) be carried forward. This is the trade-off of having access to a recurrent operating source of funding. In essence, funds are only carried forward for activities or projects that are a once-off activity and not occurring every year.

Policy Position

Council's Budget Management Policy, reviewed by Council's Audit Committee, and subsequently reviewed and adopted by Council on 24 February 2020, provides:

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

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

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

The scope and funding requirements of <u>capital projects and major operating-type activities</u> <u>that are committed or underway but not completed at the end of one-financial year needs to</u> <u>be reviewed and the projects/activities considered for carrying forward as soon as practicable</u> <u>in the relevant financial year.</u> Any request for carrying forward activity needs to clearly highlight whether the scope of each activity item and its associated funding quantum is proposed to be varied from that previously approved and if so the reasons for same. Any impact on the achievement of the targets for a financial indicator established in Council's original budget for the current year also should be identified.

Discussion

Adopted budget

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

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

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

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

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

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

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

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

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

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

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

Based on information available as of 30 June 2023, sixteen (16) operating projects with an estimated net cost of \$1.221m were not completed by 30 June 2023 (Please refer to **Attachment 1**). These sixteen (16) projects have;

- a) commenced either in the current or previous financial years and are in progress with relevant financial commitments issued to consultants/contractors;
- b) Council has contractual obligations to make financial contribution for the project to be delivered by a third party; and
- c) Council have approved the implementation of the project as part of prior year budget approval processes.

Attachment 1 also contains the information on potential carryover capital projects. Accordingly, eight (8) capital projects with an estimated net cost of \$0.008m are expected to be carryover to 2023/2024 Financial Year.

The total value of carryover project are summarised below.

Description	Amount
Net Operating Projects costs to be carryover (Attachment 1)	\$1.221m
Net Capital Projects costs to be carryover (Attachment 1)	\$0.008m
Total Carryover	\$1.229m

Financial impact of carryover Operating Projects on the 2023/2024 Financial Year

Once the net cost of the operating projects (\$1.221m) is incorporated in to the 2023/2024 budget as part of First Budget Update in November 2023, the forecast operating deficit is expected to be increased by the same amount. (The value of the carryover amounts would be confirmed in October 2023 following the finalisation of the 2022/2023 Financial Year accounts).

Following the Third Budget Update for 2022/2023 Financial Year, it was estimated that new shortterm borrowings of \$6.940m will be required in 2022/2023. However, due to carryover projects as summarised in the above table, short-term borrowings of \$1.229m budgeted for 2022/2023 Financial Year will not be required and hence will also carryover to 2023/2024 Financial Year.

Conclusion

In accordance with Council's *Budget Management Policy*, projects committed or underway but not completed must be reviewed and considered for carrying forward as soon as practicable in the relevant financial year.

Consideration and subsequent approval of prior year projects not completed by 30 June 2023 recognises Council's commitment to continue with those projects in the 2023/2024 Financial Year.

References

Legislation

Local Government Act 1999

Council Policies/Plans

Budget Management Policy 2022/2023 Annual Business Plan and Budget 2022/2023 Third Quarter Budget Update 2023/2024 Annual Business Plan and Budget

List of Carry Over Projects to 2023/2024 Financial Year

	Amount	Actual	Potential	
Operating Projects	budgeted in	Spend As of	Carried over	Comment
	2022/2023	30 June 2023	amount	
Costs				
Installation of single lane roundabout	500,000	-	500,000	\$439,500 is funded under Heavy Vehicle Safety and Productivity Program. Construction is underway an is likely to be completed early in the 2023/24 financial year.
Establish a horse float parking area in Parham	50.000	-	50.000	Council has determined a location for the Parham Horse Float Park and design work is underway.
Delivery of Strategic Projects	337,000	77,655	259,345	
- Undertake Heritage Study - Part 2	-			Further work and associated costs have been scoped. Discussions occurring with Planning and Land Us Services.
- Dublin - Township Growth & Tourism Master Plan	-			Preparation of the Background Paper including discussions with a range of local stakeholders is underway
- Open Space & Recreation Strategy	-	-	-	Draft project brief prepared but not yet fully commenced.
- Two Wells Oval - Master Plan - Design/Costing/Cons	-	-	-	Consultant procurement process underway.
- Social & Community Infrastructure Plan	-	-	-	Draft project brief prepared but not yet fully commenced.
Two Wells Levee (100% funded by government grant)	1,625,088	56,647	1,568,441	100% funded by a government grant.
Parham - Old Playground Block (Public Consultation on whether to sell or develop Site)	5,000	-	5,000	
Donaldson Road - Design (Reserve corridor)	10,000	-	10,000	Waiting on consultant to undertake broader catchment studies in Two Wells and Lewiston area.
Parham Campground - Formalise Land	5,000	300	4,700	Pending a lease with DEW to continue the Campground operation.
2 Network Shared Drive Migration Strategy (Shared Folders)	9,000	-	9,000	Upgrade to Councils Electronic Document Management is required to be completed before project ca commence. Project set to be complete in early 2023/24 Financial Year.
B Engaging consultants to deliver community waste education	15,000	-	15,000	To be completed in 23/24 through KESAB Community Education Program.
Coastal Settlement Adaptation Study Review	60,000	-		100% funded by a government grant. Awaiting the conclusion of Emergency Management Plan. Deadlin for the completion of work is June 2024 as per grant agreement.
Breeder Education and Compliance	60,000	20,121	39,879	100% funded by State Government grant. In progress. Deadline for the completion of work is June 202 as per grant agreement.
Undergrounding of Power Lines at Old Port Wakefield Road, Two Wells	720,902	-	720,902	Council's contribution to the undergrounding project is \$720,902 and payable to SA Power Networks Construction is programmed to start in July and be completed by mid-2024. (Council's 'in-kind' contribution for work to be performed is \$23,200).
Total Budget Unspent	3,396,990	154,723	3,242,267	
Grant Income				
Installation of single lane roundabout	(439,500)	-	(439,500)	
Coastal Settlement Adaptation Study Review	(60.000)	-	(60.000)	

(60,000)	-	(60,000)	
(60,000)	-	(60,000)	
(1,625,088)	(163,350)	(1,461,738)	
(2,184,588)	(163,350)	(2,021,238)	
1,212,402	(8,627)	1,221,030	
-	(60,000) (1,625,088) (2,184,588)	(60,000) (1,625,088) (163,350) (2,184,588) (163,350)	(60,000) - (60,000) (1,625,088) (163,350) (1,461,738) (2,184,588) (163,350) (2,021,238)

List of Carry Over Projects to 2023/2024 Financial Year

Capital Projects	Amount budgeted in	Actual Spend As of	Potential	Comment
Gapital Hojects		30 June 2023		Comment
Costs				
1 Sealing of Middle Beach Road	2,292,767	1,159,086	1,133,681	50% funded under LGIPP. To be completed in Dec 2023.
2 Various locations - Signage - wayfinding and information	35,000	-	35,000	Council Staff are currently progressing the updating of Council boundary signage, with the strategy and
				design templates being developed during Q3. Due to material and supplier timeframes, it is not feasible fo
				fabrication and installation to be completed by the end of the current financial year.
3 Kerbing - Balaklava Rd-Lisieux St to Aerodrome Rd	240,000	-	240,000	Awaiting DIT to fix pot holes before Council undertake kerbing renewal.
4 New/Upgrade - Council Boundary Signs	60,000	-	60,000	
5 Wasleys Bridge - Repairs	200,000	229	199,771	Carry over to 2023/2024 pending the outcome of grant funding application
6 Longview Rd and Gameau Rd-Traffic calming devices	60,000		60,000	
7 Stage 1 - Hart Reserve Masterplan - Skate Park and pump track design	400,000	93,198	34,000	Carry over funds are required to complete relevant work already being undertaken by consultants
Stage 1 - Hart Reserve Masterplan - Detailed Design			36,000	Carry over funds are required to complete relevant work already being undertaken by consultants
8 Undergrounding of Power Lines at Old Port Wakefield Road, Two Wells	330,000	14,497	315,503	Council contribution (Lighting columns, pits, conduits, footings and install)
Total Budget Unspent	3,617,767	1,267,010	2,113,955	
Grant Income				
Local Government Infrastructure Partnership Program.	(2,340,000)	(234,000)	(2,106,000)	
Net Costs	1,277,767	1,033,010	7,955	
Total Carry Over Budget	2,490,169	1,024,382	1,228,985	

14.3 COMMUNITY AND CIVIC HUB INVESTIGATION - COMPLETION OF PHASE 1

Record Number:	D23/	/27751			
Author:	Director Corporate Services				
Authoriser:	Chief Executive Officer				
Attachments:	1.	Community and Civic Hub Investigation Report prepared by Holmes Dyer - 17 July 2023 🗓 1			

EXECUTIVE SUMMARY

- The purpose of this report is to:
 - Provide Council Members with an update on the Community and Civic Hub Investigation and in doing so, present the report prepared by Holmes Dyer dated June 2023 for Council's endorsement; and
 - Seek Council's approval to proceed with the next phase of the Community and Civic Hub Investigation.
- Council commenced reviewing its current 'accommodation and services' in late 2020 and engaged consultants, Holmes Dyer, to assist with the review.
- The focus of the review has been on the development of a 'Community and Civic Hub', with stakeholder engagement key in the early stages.
- 'Phase 1' of the investigation has now been completed and it is recommended that Council endorse the Holmes Dyer report in relation to same.
- It is also recommended that Council endorse the next steps of the investigation, namely the commencement of 'Phase 2' to be led by Holmes Dyer.
- Representatives from Holmes Dyer have been invited to the Council meeting to present and assist in answering questions members may have.

RECOMMENDATION 1

"that Council, having considered Item 14.3 – *Community and Civic Hub Investigation - Completion of Phase 1*, dated 24 July 2023, receives and notes the report and in doing so endorses the report prepared by Holmes Dyer dated 17 July 2023 in relation to 'Phase 1' of the Community and Civic Hub Investigation (Attachment 1)."

RECOMMENDATION 2

"that Council, having considered Item 14.3 – *Community and Civic Hub Investigation - Completion of Phase 1*, dated 24 July 2023, instructs the Chief Executive Officer to engage Holmes Dyer to continue to advance (Phase 2) the Community and Civic Hub Investigation as outlined within the Holmes Dyer report dated 17 July 2023."

BUDGET IMPACT

Estimated Cost:	\$ 18,000 (Phase 1) 25,000 (Phase 2)
Future ongoing operating costs:	Not Applicable
Is this Budgeted?	Phase 1 is budgeted
	Phase 2 has been included in the draft 2023/2024 budget

RISK ASSESSMENT

Adopting the above recommendations will allow Council to proceed with some certainty as to the next steps, i.e., following the recommendations outlined within Phase 1 of the investigation and commencing Phase 2 accordingly. It also ensures that Council is adapting and responding appropriately to the growth pressures currently being experienced due to the significant growth and development with the Council region.

DETAILED REPORT

Purpose

The purpose of this report is to:

- Provide Council Members with an update on the Community and Civic Hub Investigation and in doing so, present the report prepared by Holmes Dyer dated 17 July 2023 for Council endorsement; and
- Seek Council's approval to proceed with the next phase of the Community and Civic Hub Investigation.

Background

Council commenced reviewing its current 'accommodation and services' in late 2020 (with a 'prudential review') and since that time engaged consultants, Holmes Dyer, to assist with the review. A summary of relevant previous Council resolutions was provided in the report prepared by Council in March this year, which can be viewed <u>here</u>.

When last considering a report on this matter in March, Council resolved as follows:

RESOLUTION 2023/076

Moved: Councillor Paton Seconded: Councillor Bombardieri

"that Council, having considered Item 14.1 – Community and Civic Hub Investigation – Update, dated 27 March 2023, receives and notes the report and in doing so acknowledges the following sessions recently facilitated by Holmes Dyer as part of 'Phase 1' of the Community and Civic Hub Investigation:

- Presentation to Elected Members (as part of report to Council) 19 December 2022;
- Elected Member Study Tour/Site Visits 23 January 2023; and
- Staff and Elected Member Vision Workshops 28 February 2023."

CARRIED UNANIMOUSLY

RESOLUTION 2023/077

Moved: Councillor Boon Seconded: Councillor Stubing

"that Council, having considered Item 14.1 – Community and Civic Hub Investigation - Update, dated 27 March 2023, endorses the 'Communication and Engagement Plan – Summary' prepared by Holmes Dyer (Attachment 1) and in doing so instructs the Chief Executive Officer to continue to advance the Community and Civic Hub Investigation by:

- 1. Making the necessary arrangements to facilitate community 'drop-in sessions' for the purposes of obtaining information and feedback from the community that will inform the Community and Civic Hub Investigation, as outlined in the 'Communication and Engagement Plan Summary'; and
- 2. Directly contacting all local community groups, organisations/businesses Council has on file to inform them of, and encourage their participation in, the abovementioned drop-in sessions."

CARRIED UNANIMOUSLY

Discussion

In line with Council's resolutions, Management (with the assistance of Holmes Dyer) facilitated an extensive block of engagement with the community, Elected Members and Council staff. Community engagement occurred for a period of four (4) intensive weeks (19 April to 19 May 2023) and involved 'drop-in sessions' and surveys. This engagement was supported by a collection of online and print advertisements and information, including a website landing page, fact sheet, event notices, and newspaper public notices and advertisements. Elected Members attended a workshop on 28 February 2023 to facilitate an open discussion. Council staff were engaged by way of a Workplace Assessment Survey (looking at preferred workspace styles) and a brainstorming workshop on 28 February 2023.

Site visits were also conducted as part of the Investigation to provide an opportunity for Elected Members and Council's Executive Management Team to understand the delivery mechanisms, workplace models, budget procurement and facility outcomes other councils had achieved when delivering new community and civic centres and spaces in South Australia.

Holmes Dyer have prepared a detailed summary report dated 17 July 2023, which is provided for at **Attachment 1** to this report ('the Phase 1 report').

Findings/Recommendations from Phase 1

- Development of a vision statement: "Creation of a community and civic hub which provides for the growing needs of the community in an open, welcoming and sustainable facility with adaptable and flexible spaces, while improving the efficiency, effectiveness and functionality of Council's community, administrative and civic operations through building design and service delivery development".
- Definition of the following guiding principles:
 - Optimise community and staff outcomes
 - Improve and expand community facilities and services
 - o Provide seamless customer service
 - Seek best practice building and environmental outcomes
 - Optimise floor space usage and maximise efficiency
 - Provide future-proof flexible/adaptable/shared spaces
 - Free up existing Council sites and repurpose where possible.
- Determination of a preferred facility distribution model comprising:
 - Combined community and civic hub.
 - Centralised but with minor outreach opportunities.
- Identification of a workplace and service provision model comprising:
 - Open plan design with a limited number of offices.
 - Flexible and adaptable workspaces.
 - Shared spaces between staff and community to manage costs and engender cohesion but with some dedicated spaces for staff only.

- Meeting rooms, pods, collaboration spaces, and quiet spaces to support open work areas.
- Open plan design to facilitate teams-based and department-based working.
- o Staff open to some level of operational change but only commencing the journey.
- Limited hybrid working (occasional work from home).
- Some fixed assets (servers, printers etc.) requiring specific fix locations.
- Improved customer interface arrangements and inviting foyer with direct access to community spaces.
- Cost constraints will force floorspace and operational efficiencies (e.g., providing for 0.6 or 0.8 desks/staff number).
- Identification of the following facility requirements:
 - Civic obligations overlapping with facility needs.
 - Accommodation of growing staff numbers and delivery of practical and efficient workspaces.
 - Delivery of community priorities for multi-functional library, community spaces, meeting places, youth facilities and health services along with traditional Councils services such as paying rates etc.
 - Consideration of commercial space to provide flexibility for future Council growth requirements.
 - Increased and formalised car parking with secure staff parking.
 - Associated outdoor space e.g., Village Green.

Next Steps – Phase 2

The Phase 2 investigation will deliver the following outcomes:

- Location assessment
- Schedule of areas
- Order of costs
- Risk, governance, and procurement plan
- High-level project milestone program
- Services delivery model (to inform architectural brief)

Much of this additional work will be required as part of a future prudential management report, to inform the Long-Term Financial Plan and forward budget estimates and project business case.

These tasks are discussed in more detail in the paragraphs from page 54 of the Phase 1 report.

Conclusion

It is recommended that Council endorse the Phase 1 report prepared by Holmes Dyer in relation to the Community and Civic Hub Investigation dated 17 July 2023 and in doing so instruct the CEO to continue to engage Holmes Dyer to proceed with the next steps of the investigation, namely commencement of 'Phase 2'.

References

Legislation Local Government Act 1999 Council Policies/Plans 2021-2024 Strategic Plan 2022/2023-2032/2033 Long Term Financial Plan Public Consultation Policy



COMMUNITY AND CIVIC HUB INVESTIGATION

Prepared for: Adelaide Plains Council Date: 17.07.2023



Proprietary Information Statement

The information contained in this document produced by Holmes Dyer Pty Ltd is solely for the use of the Client identified on the coversheet for the purpose for which it has been prepared and Holmes Dyer Pty Ltd takes no responsibility to any third party who may rely upon this document.

All rights reserved. No section or element of this document may be removed from this document, reproduced electronically stored or transmitted in any form without the written permission of Holmes Dyer Pty Ltd.

Document Control

Revision	Description	Author	Date
V1	Draft	NH & SPH	23.06.2023
V2	Final	NH & SPH	17.07.2023

Approved by: Not yet approved

Date: Not yet approved

Community and Civic Hub Investigation | 17 July 2023



EXECUTIVE SUMMARY

Community and Civic Hub Investigation | 17 July 2023

Page |ii



Executive Summary

In 2022, Adelaide Plains Council engaged Holmes Dyer Pty Ltd to undertake an independent assessment of Council office accommodation (including library facilities and operations centre) and services relative to the current population and growth projections for the district.

Adelaide Plains Council has experienced an upsurge in housing development and population growth in recent years and is identified as one of the fastest growing Local Government Areas in the State. This unprecedented growth will have far reaching implications for the community and economy of the district and will drive changes in community expectations for local government service provision.

The findings of the independent assessment were documented in the *Council Accommodation & Services Review Technical Report,* which ultimately recommended that Council's office and community activities should be consolidated into one Civic Centre.

It was further recommended that this preferred course of action should be substantiated via a series of community and stakeholder consultation sessions in the form of workshops, site visits, drop-in sessions, and online material to explore the important considerations in future facility planning. The findings of this process would then facilitate the preparation of a prioritised scope and facility inclusion list that can be used to assess future site location and budget considerations, including options for staging and partnership.

The outcomes from this Community and Civic Hub Investigation study can be summarised as follows.

- Conducting of comprehensive consultation with Elected Members, Council staff and the community to
 determine key information to inform the direction of any future facility, so that all players have the
 opportunity to be a part of the journey.
- Determination of a project name "Community and Civic Hub Investigation" which was a strategic choice
 to engage stakeholders and create a level of ownership in the project. The name will become the most
 visible component of the project and therefore needs to reflect the community first approach adopted
 by Council. The project naming also reflects the preferred facility distribution model, suggesting a
 centralised hub to respond to community and civic needs.
- A Communication and Engagement Plan which outlined the investigation's key messages and can be viewed in full in Appendix 1.
- Development of a vision statement: "Creation of a community and civic hub which provides for the growing needs of the community in an open, welcoming and sustainable facility with adaptable and flexible spaces, while improving the efficiency, effectiveness and functionality of Council's community, administrative and civic operations through building design and service delivery development".
- Definition of the following guiding principles:
 - » Optimise community and staff outcomes.
 - » Improve and expand community facilities and services.
 - » Provide seamless customer service.
 - » Seek best practice building and environmental outcomes.
 - » Optimise floor space usage and maximise efficiency.
 - » Provide future-proof flexible/adaptable/shared spaces.
 - » Free up existing Council sites and repurpose where possible.
- Determination of a preferred facility distribution model comprising:
 - » Combined community and civic hub.
 - » Centralised but with minor outreach opportunities.
- Identification of a workplace and service provision model comprising:
 - » Open plan design with a limited number of offices.

Community and Civic Hub Investigation | 17 July 2023

Page |iii



- » Flexible and adaptable workspaces.
- » Shared spaces between staff and community to manage costs and engender cohesion but with some dedicated spaces for staff only.
- » Meeting rooms, pods, collaboration spaces, and quiet spaces to support open work areas.
- » Open plan design to facilitate teams-based and department-based working.
- » Staff open to some level of operational change but only commencing the journey.
- » Limited hybrid working (occasional work from home).
- » Some fixed assets (servers, printers etc.) requiring specific fix locations.
- » Improved customer interface arrangements and inviting foyer with direct access to community spaces.
- » Cost constraints will force floorspace and operational efficiencies (e.g., providing for 0.6 or 0.8 desks/staff number).
- Identification of the following facility requirements:
 - » Civic obligations overlapping with facility needs.
 - » Accommodation of growing staff numbers and delivery of practical and efficient workspaces.
 - » Delivery of community priorities for multi-functional library, community spaces, meeting places, youth facilities and health services along with traditional Councils services such as paying rates etc.
 - » Consideration of commercial space to provide flexibility for future Council growth requirements.
 - » Increased and formalised car parking with secure staff parking.
 - » Associated outdoor space e.g., Village Green.
- The next set of deliverables in the Phase 2 Investigation will include:
 - » Location assessment
 - » Schedule of areas
 - » Order of costs
 - » Risk, governance, and procurement plan
 - » High-level project milestone program
 - » Services delivery model (to inform architectural brief).



CONTENTS

EXEC	CUTIVE SUMMARY	
1. I	NTRODUCTION	2
1.1.	Background	2
1.2.	Purpose – Phase 1	3
1.3.	Арргоасн	3
2. 0	CASE STUDIES	5
2.1.	SITE VISITS	5
2.1.1.	Salisbury Community Hub	6
2.1.2.	Prospect Payinthi	7
2.1.3.	Para Hills Community Hub	9
2.1.4.	GAWLER CIVIC CENTRE	10
2.2.	OBSERVATIONS FROM INTERSTATE FACILITIES	12
2.2.1.	Marrickville Library	12
2.2.2.	Wentworth Point Community Centre and Library	13
2.2.3.	Green Square Library and Plaza	14
2.3.	SUMMARY	16
3. 0	COMMUNICATION AND ENGAGEMENT PLAN SUMMARY	
3.1.	Project Naming	18
3.2.	Messaging	18
3.3.	COMMUNICATION OBJECTIVES	18
3.4.	ENGAGEMENT ACTIVITIES	19
4. \	/ISION WORKSHOPS	21
4.1.	Approach	22
4.2.	Findings	24
4.2.1.	Council Staff Workshop	24
4.2.2	. Council Staff Workplace Assessment Survey	25
4.2.3	. Elected Members Workshop	27
4.2.4	. Summary	29
5. 0	COMMUNITY DROP-IN SESSIONS	
5.1.	Approach	31
5.2.	Findings	33
6. 0	COMMUNITY SURVEY	
6.1.	Арргоасн	39

Community and Civic Hub Investigation | 17 July 2023



6.2.	FINDINGS	39
6.2.1.	Respondent Profile Snapshot	39
6.2.2.	Analysis of Responses	40
7. F	UTURE DIRECTIONS	48
7.1.	VISION	49
7.2.	GUIDING PRINCIPLES	50
7.3.	FACILITY DISTRIBUTION MODEL	52
7.4.	Workplace and Service Provision Model	52
7.5.	Facility Requirements	52
8. N	IEXT STEPS	54
8.1.	Phase 2 Investigations	54
8.1.1.	Schedule of Area Development	54
8.1.2.	Multi-Criteria Matrix – Location Assessment Tool	54
8.1.3.	Order of Costs	55
8.1.4.	Risk, Governance & Procurement Plan, Program and Service Delivery Model	55
8.1.5.	Phase 2 Summary Report and Elected Members Briefing	56
8.2.	TIMING	56

Community and Civic Hub Investigation | 17 July 2023

Page |vi



APPENDICES

APPENDIX 1. COMMUNICATION AND ENGAGEMENT PLAN	58
APPENDIX 2. COUNCIL STAFF WORKPLACE ASSESSMENT SURVEY	59
APPENDIX 3. ADELAIDE PLAIN COMMUNITY AND CIVIC HUB INVESTIGATION S	URVEY60
FIGURES	
FIGURE 1. INTERIOR AND EXTERIOR OF SALISBURY COMMUNITY HUB	6
FIGURE 2. INTERIOR AND EXTERIOR OF PROSPECT PAYINTHI	8
FIGURE 3. INTERIOR AND EXTERIOR OF PARA HILLS COMMUNITY HUB	9
FIGURE 4. INTERIOR AND EXTERIOR OF GAWLER COMMUNITY CENTRE	11
FIGURE 1. MARRICKVILLE LIBRARY FOYER AND QUIET STUDY ROOM	12
FIGURE 2. MARRICKVILLE LIBRARY COURTYARD AND EXTERIOR	13
FIGURE 3. WENTWORTH POINT INTERIOR AND EXTERIOR GREEN SQUARE	14
FIGURE 4. GREEN SQUARE LIBRARY AND PLAZA	15
FIGURE 5. SAMPLE OF STAFF SOAR BRAINSTORMING ACTIVITY	22
FIGURE 6. WORKSHOP ACTIVITY FORM	23
FIGURE 7. DROP-IN SESSION ADVERTISEMENTS AND ONLINE INFORMATION	
FIGURE 8. MOBILE AND WEBSITE SURVEY	
FIGURE 9. WHAT IS YOUR AGE BRACKET?	
FIGURE 10. HOW WOULD YOU DESCRIBE YOUR CONNECTION WITH ADELAID	E PLAINS
COUNCIL?	
FIGURE 11. WORD CLOUD	40
FIGURE 12. QUESTION 11 RESPONSES	43
FIGURE 13. QUESTION 13 RESPONSES	45
FIGURE 14. QUESTION 14 RESPONSES	
FIGURE 15. QUESTION 15 RESPONSES	47
FIGURE 16. COMMUNITY CONSULTATION VISION CARDS	49

TABLES

TABLE 1.	SITE VISIT PROGRAM	5
TABLE 2.	OVERVIEW OF ENGAGEMENT ACTIVITIES	19
TABLE 3.	COUNCIL STAFF SOAR SUMMARY	24
TABLE 4.	ELECTED MEMBERS SOAR SUMMARY	27
TABLE 5.	ACTIVITY 1 RESPONSES	33
TABLE 6.	ACTIVITY 2 RESPONSES	34
TABLE 7.	ACTIVITY 3 RESPONSES	35
	ACTIVITY 4 RESPONSES	
TABLE 9.	QUESTION 9 RESPONSES	41
TABLE 10	QUESTION 10 RESPONSES	42
TABLE 11.	QUESTION 12 RESPONSES	44

Community and Civic Hub Investigation | 17 July 2023

Page |vii



1 – INTRODUCTION

Community and Civic Hub Investigation | 17 July 2023



1. Introduction

1.1. Background

The transformation of Adelaide Plains Council's community and civic spaces and services reached a significant milestone in 2022, with the Council endorsing the *Council Accommodation & Service Review Technical Report* (the Technical Report) and its recommendations.

The aim of the Technical Report was to consider the existing Council office accommodation (including library facilities and operations centre) and services relative to the current population and growth projections for the district. The Technical Report identified inefficiencies, inadequacies and changing usage needs, and concluded with the recommendation that the preferred approach is to consolidate Council's office and community activities into one Civic Centre.

It was further recommended that this preferred course of action be substantiated via a series of community and stakeholder consultation sessions in the form of workshops, site visits, drop-in sessions, and online material to explore the important considerations in future facility planning; and develop a prioritised scope and facility inclusion list that can be used to assess future site location and budget considerations, including options for staging and partnership.

Adelaide Plains Council engaged Holmes Dyer to undertake this process and document the findings in a *Community and Civic Hub Investigation* report (the Investigation). The goal of the Investigation is to develop a clear vision, underlying principles and preferred workplace, service delivery and distribution models (Phase 1) to guide future community and civic hub project decisions.

The Investigation aligns with a number of key themes identified in the Adelaide Plains Strategic Plan (2021-2024). The themes and relevant strategies that this document will support include:

Enviable Lifestyle

• Provide, support, and acquire facilities, assets, services, and programs that build community capacity, health, and connection.

Emerging Economy

- Facilitate greater access to local opportunities from public and private investment.
- Reinforce Adelaide Plains Council as a place of choice for business, residents, and visitors.

Proactive Leadership

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





1.2. Purpose – Phase 1

Adelaide Plains Council is the second-fastest growing Local Government Area in South Australia, with a significant scale of new housing estates bringing additional people into the area. While the Council area is rapidly expanding, the current administration and community building assets are aging.

With the residential population forecast to increase by around 50 per cent by 2041, there will be a significant increase in demand at a time when the capacity to supply is constrained. The level and speed of population growth will have far-reaching implications for the Adelaide Plains community, economy and changing expectations on Local Government service provision. This level of growth demands improvements and investment in community infrastructure and resources.

Community infrastructure refers to public places and spaces that accommodate community facilities and services and support individuals, families, and groups to meet their social needs, maximise their potential and enhance community wellbeing.

Adelaide Plains Council remains firmly committed to community and civic spaces as the most financially and socially sustainable means of meeting a wide range of community needs. However, the types of usage, service provision models and programs to be delivered through this community infrastructure requires whole-of-community participation before being established. Phase 1 of the development of a community and civic hub will refine the projects ongoing key messages, including a clear vision for the project and a communication engagement plan.

Furthermore, Phase 1 will determine a preferred approach to the following project components:

- Administration and community facility distribution models (centralised, hub and spoke, distributed, precinct etc.)
- Service provision model (location offer, traditional separation of civic and library service enquires, front desk or floating concierge etc.)
- Workplace design models (combination of closed offices/open plan office, Activity Based Working, hybrid working and recommended Staff Desk Ratio).
- Key community facility provision/service requirements (library, JP, general health, study/workspaces, printing, and computer services etc.) that could include relocation of existing and/or new service offerings not currently offered to the Adelaide Plains community.

A preference on these models will underpin the refinement of Phase 2 of this project, including facility site selection, building schedule of areas, potential partners, and associated costs for the overall project.

1.3. Approach

This *Community and Civic Hub Investigation* outlines Adelaide Plains Council's future priorities for community infrastructure. Phase 1 of the Investigation does not attempt to identify every project that will be delivered but rather identifies broad emerging needs and lists high priority actions in next steps of community infrastructure.

The Investigation is based on the detailed analysis of population forecasts, services benchmarks and recommendations contained within the Technical Report, presented to Council staff on 31 May 2022, as well as extensive consultation with internal stakeholders and the community.



2 – CASE STUDIES

Community and Civic Hub Investigation | 17 July 2023



2. Case Studies

Many metropolitan and regional councils in South Australia and Australia have embraced the 'community hub' model, referring to the integration of community facilities in one location to provide better access to a wide range of services as well as a more cost-effective way of delivering and operating these services. Councils have navigated the various functions and space distributions appropriate for their community, delivering projects that include:

- Single or multiple buildings that can share resources within close proximity to each other.
- Opportunities to deliver a wide range of community services or programs.
- Multi-purpose spaces used by a variety of community organisations, agencies, and groups on a semipermanent and/or casual basis.
- Encouraging the design and development of community facilities as part of other neighbourhood centres, such as retail strips.

Undertaking site visits and reviewing interstate examples highlighted the underlying principles of developing and operating a successful community hub, capturing the context, deliverables, and flow on effects from comparable projects at both a local and national level.

2.1. Site Visits

The site visits conducted as part of the Investigation provided an opportunity for Elected Members and the Councils' Executive Management Team to understand the delivery mechanisms, workplace models, budget procurement and facility outcomes other councils had achieved when delivering new community and civic centres and spaces in Adelaide. The locations identified in Table 1 were visited during a day-long study tour. At each location a representative from the Council or project team provided a short talk about the lessons learned, answered questions from the attending group and gave a brief tour of the facility.

No.	Site Location	Site Representatives
1	Salisbury Community Hub	Mayor Gillian Aldridge, John Harry (CEO) & Charles Mansueto (General Manager: Business Excellence)
2	Payinthi Prospect	Chris White (CEO) & David O'Loughlin (former Mayor)
3	Para Hills Community Hub	Jarred Collins (Manager Infrastructure Delivery)
4	Gawler Civic Centre	Mayor Karen Redman, Henry Inat (CEO) & David Barrett (Executive Manager Community & Strategy)



2.1.1. Salisbury Community Hub

The Salisbury Community Hub is the City of Salisbury's primary council office, community space and library. The facility, which opened in 2020, integrates new technology, 16 bookable meeting rooms, large open spaces, and an indoor café. The ground floor library can be configured in several ways through moveable furniture and bookshelves to create event and function space with capacity for up to 300 people. The original outdoor playground and heritage listed cemetery were retained and upgraded with the addition of a large digital outdoor screen, used to display Council notices, outdoor movies, and advertisements.

Summary of Key Findings

- Started with the community developing project principles.
 - » "Community comes first" was the project driver.
 - » A place to connect not just access council services.
- Annual operations costs \$500-\$600k.
- Operational change was a key challenge that required ongoing modification and buy-in from staff early in the project.
- Adopted 'activity-based working' (ABW) as their workplace model, which allows employees to choose from a variety of settings to undertake their work depending on the nature of the task.
 - » Conducted a study on the space usage and operations of staff.
 - » Pilot space tested first to expose staff to the new style.
 - » Final ABW included:
 - No dedicated desk and seating for 0.8 staff
 - Quiet space and collaboration spaces
- Completed hub integrates their customer service model with the physical space.
- Project received no grants and was funded with cash holdings.

APC Reflection

Key learnings from the site visit to Salisbury Community Hub included the community first approach taken during the development and investigation stage, the adaptability and flexibility of different spaces within the hub, and the use of a concierge rather than the traditional front desk service delivery style. Elements of the development process and product delivered that were noted as outside the Adelaide Plains Council context is the total floor area at Salisbury greatly exceeding the APC needs and therefore hosting more facilities than potentially possible at Adelaide Plains.

Figure 1. Interior and exterior of Salisbury Community Hub



Community and Civic Hub Investigation | 17 July 2023





2.1.2. Prospect Payinthi

Located alongside the existing Prospect Town Hall, Prospect Payinthi consolidates Council's administration with the community library, art gallery and function space to form an integrated civic and community centre. The building has a strong connection to local heritage, integrating the existing heritage listed Town Hall through restoration and internal modification to ensure its future value is maintained. The building has a significant presence on the main street, which serves to activate the Prospect Road frontage and create a destination and sense of place.

Notably, Council used a private-public partnership model for additional investment in the facility and area, choosing to subdivide and sell a portion of the site for private sector development, as well as creating two spaces within the facility for lease in the form of commercial offices on the top floor, and a retail / food & beverage tenancy on the ground floor.

Summary of Key Findings

- Funded through the sale of assets and loans (LGFA Debenture).
 - » No grants for the construction of the \$16M facility
 - 4.5-year process from start to finish including investigation, consultation, design, and construction.
- Managing the interface with the heritage property (Town Hall) was critical.
- A community reference group was established from day one to maintain communication throughout the project.
- Facility provided an opportunity to extend main street activity northwards.
- Staff had internal refence team throughout the project.
- Space incorporated flexible and movable furniture and bookshelves.
- The creation of open and flexible spaces were key aims of the project.

APC Reflection

Reflection on the tour and information shared about Prospect's newly completed community and administration centre was focused on the integration of old and new. The heritage listed Town Hall was the centre point for the development and reflected the community's strong history and character, however the internal connection from the Town Hall into the new library and foyer was somewhat disconnected and created a lot of unusable space. This was a key concern raised by Elected Members, highlighting the need for Adelaide Plains to consider the function and usability of a space when/if integrating existing heritage buildings into the design. It was also noted

Community and Civic Hub Investigation | 17 July 2023



that the modest site area was a major constraint in the development of Prospect Payinthi, which would not be a likely obstacle for Adelaide Plains.

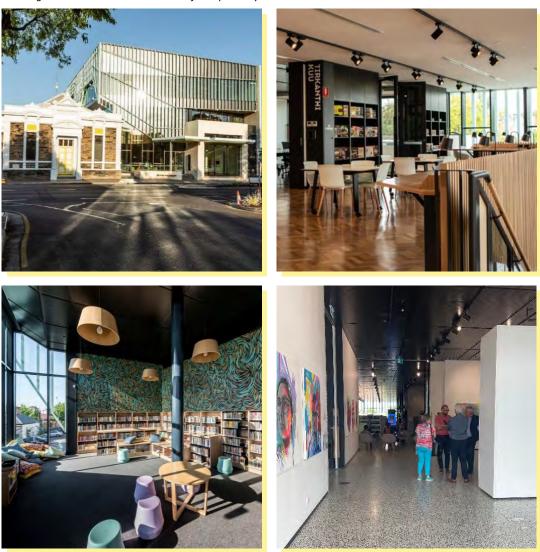


Figure 2. Interior and exterior of Prospect Payinthi

Community and Civic Hub Investigation | 17 July 2023



2.1.3. Para Hills Community Hub

As an adjunct to the existing Community Library and Positive Aging Centre, the new Para Hills Community Hub extension, completed in 2018, was a response to the rapidly changing demographic of the area. The new space includes a multi-function area with a commercial kitchen, bar servery and AV equipment. This space can be hired for a variety of activities including seminars and presentations. Another addition to the centre is the Para Hills Community Garden, which is supported by the Australian Statewide Wellbeing Strategy, led by Wellbeing SA. The community can participate in garden-based programs or use the space informally.

Figure 3. Interior and exterior of Para Hills Community Hub

Community and Civic Hub Investigation | 17 July 2023



Summary of Key Findings

- Renovated the existing community buildings and extended into a new facility wing.
- Fixed lump sum construction contract was executed on 30% design completion drawings.
- Run as an extension of the main Hub with the same operational model.
- Flexible spaces that are mostly utilised by organised groups including NDIS run programs.
- Storage is expensive and not often used by community.
- Priority to maintain the functions of the original library and senior centre but extend the informal work study space.
- Significance of opening day to excite and invigorate community.

APC Reflection

A key learning from the site visit was the seamless integration of new spaces into the existing community centre. Utilising sightlines, similar materials, and natural light, the two buildings blend with one another and the additional space provided by the extension responds to limitations in the original space. Elected Members also recognised the importance of limiting disruption to service provision during the construction phase and taking the community along the journey to generate a sense of ownership.

2.1.4. Gawler Civic Centre

The combination of the heritage Town Hall and institute building into a civic centre required significant restoration. The completed Civic Centre has become a catalyst for further investment in the main street. The Gawler Civic Centre functions as a library, cultural and heritage centre, function space, youth space, business hub and café. The Centre has a dedicated youth space, providing programs and activities for young people aged 12-25 years with a focus on recreation, arts, music, and leadership/capacity building.

Summary of Key Findings

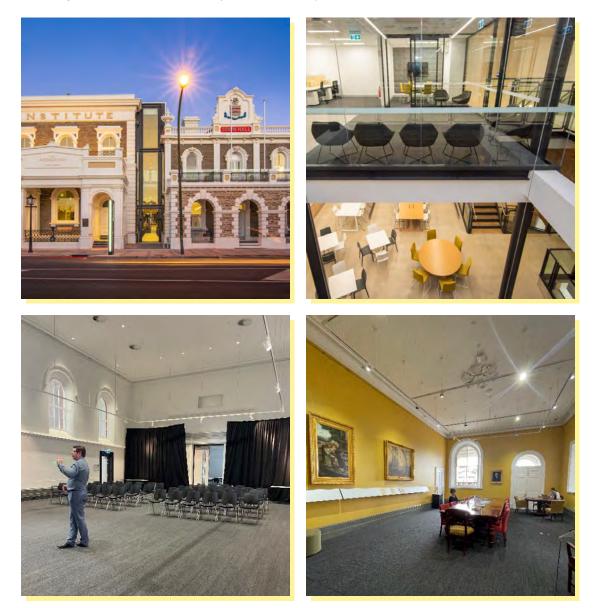
- Based on a 'decentralized operations' workplace model where most council staff are located offsite.
- Mostly serves as a library, cultural and heritage centre, place for council meetings, community activities, and storage of archives.
- 'Business Innovation Hub' is a paid co-working space managed by a third party.
- The impact of latent conditions of the building on construction could have been minimized by up front studies.
- Completion of space encouraged other investments in the main street.
- Youth advisory committee was engaged to create a dedicated youth space.

APC Reflection

Gawler Civic Centre was an example of a decentralised distribution model where the majority of council staff are located at separate locations to community services and spaces. Adelaide Plains Council has large amounts of space and can therefore create degrees of separation between community and civic spaces if required, however there are efficiencies in groups sharing spaces. The value of comprehensive site investigation prior to detailed design and construction commencement can deliver cost savings particularly in respect to soil and geotechnical conditions, contamination risk and the structural integrity of existing heritage buildings.



Figure 4. Interior and exterior of Gawler Community Centre



Community and Civic Hub Investigation | 17 July 2023



2.2. Observations from Interstate Facilities

Interstate case studies attempt to give further depth to this investigations analysis and understanding of effective facility models, service provision and facility inclusions. Each of the following community facilities were toured by several of the investigations project team with the guidance of representees from each of the project to disseminate their experience and learnings.

2.2.1. Marrickville Library

Marrickville Library is an example of adaptive reuse, reimagining a disused heritage hospital into an expansive new library and community centre. The library was funded through an agreement with property developer Mirvac and the Inner West Council, resulting in the delivery of a host of community benefits, including the library, Pavilion function space, community hub, children's playground and public open space, and the creation of 225 new apartments and terrace homes, nine of which will be retained by council for key worker housing. Hospital Lane, which had been closed to the public for many years, was reinstated as part of the project, bringing the library and residential precincts together while also serving as a pedestrian link for wider access to the library, Pavilion, and Marrickville Road.

The library and community space includes the customary bookshelves and silent study areas but ultimately extends beyond the traditional role and facility of a library, including:

- Plaza
- Childrens play space and garden.
- Meeting rooms
- Conference centre

- Café
- Computer and printing facilities.
- Lounge and reading space.
- Quiet study rooms

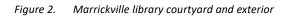
Library statistics since its official opening in 2019 have shown a 100% increase in the number of people visiting the library and a change in library customers and how the spaces are used, including an increase in the number of customers between aged 16–30. The success of the library precinct and new housing is a testament to what can be achieved by a local council and private enterprise working together toward a common goal.

Figure 1. Marrickville library foyer and quiet study room



Community and Civic Hub Investigation | 17 July 2023







2.2.2. Wentworth Point Community Centre and Library

The Wentworth Point Community Centre and Library, operated by the City of Parramatta, was built as part of developer Billbergia's master planned community, and gifted to the Council once completed. The once isolated industrial site has since been transformed into a vibrant community with high quality public amenities.

The Community Centre and Library are co-located over two levels covering 3500m², and accommodate an extensive range of uses, including:

- Library
- Fab Lab / study assist room
- Children's area
- 24-hour access area with book vending machine
- Café
- Meeting rooms

- Quiet study areas
- Multi-purpose activity rooms
- Dance studio
- Kitchen
- Art/maker spaces
- Music practice room
- Training centre

Situated in a suburb with high forecasted population growth, the Community Centre and Library was constructed during the early stages of the master plan, providing an opportunity for future-focussed and strategic planning. Connections to transportation, such as the Bennelong Bridge and easy community accessibility, fast-tracked the usage levels and identity of the Community Centre and Library in the established neighbouring suburbs.

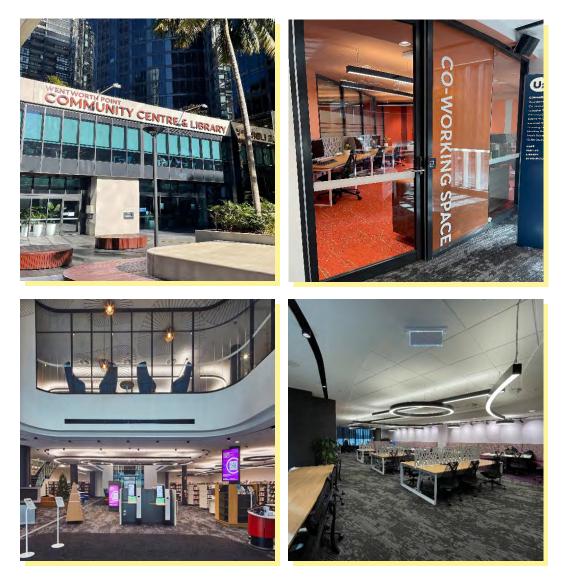
It must be emphasised that the NSW contributions system is vastly different to that operating in SA, hence the provision of this facility by the developer of Wentworth Point. It should be noted that the scale of the Wentworth Point development is substantial, expected to accommodate 15,000 people when complete.

Both Wentworth Point and Marrickville demonstrate that the private sector can play a role in the delivery of community facilities subject to the scale of incentive to do so.

Community and Civic Hub Investigation | 17 July 2023



Figure 3. Wentworth Point interior and exterior Green Square



2.2.3. Green Square Library and Plaza

Green Square Library and Plaza is a community space located at one of Australia's largest urban renewal areas and includes a 3,000sqm library and an 8,000sqm plaza. Over the next ten years Green Square is projected to become home to almost 65,000 new residents. Responding to this projected growth along with changing demographic characteristics, the City of Sydney has created an expansive community space with flexibility and adaptability integrated into the design. Unique features of the library and plaza space include:

- Adjustable height study desks
- Meeting rooms
- Adobe Creative Cloud access on some computers
- After-hours return book chute
- Open 24 hours a day, 7 days a week

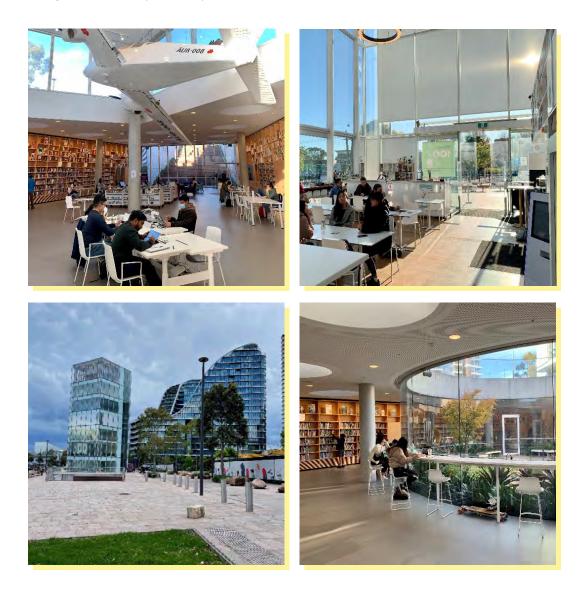
Community and Civic Hub Investigation | 17 July 2023



- Recycling station
- Music room with instruments for hire
- Gaming room

The library and plaza achieved a 5-star rating from the Green Building Council of Australia. Its sustainability features include a central wastewater system and a low energy displacement ventilation system within the library bookshelves.

Figure 4. Green Square Library and Plaza



Community and Civic Hub Investigation | 17 July 2023



2.3. Summary

There are a number of key best practice trends relating to community facilities that will support a community and civic hub to be socially, economically, and environmentally sustainable. These best practice trends have been identified in the site visits and case study research conducted as part of this investigation.

Current best practice trends that should be considered for the design, configuration and use of a Community and Civic Hub in Adelaide Plains are:

- Facilities should be multipurpose and able to adapt with changing community needs.
 - » Single purpose or standalone facilities are defined as being designed and built for one particular purpose or function and for a specific cohort, for example, a senior's centre or a library.
 - » Current best practice in community facility design and provision is to provide a range of different spaces and functions to meet the needs of a range of people within the one building.
- Facilities and services should be co-located to enable pooling of resources, one-stop shopping for users, and concentration of compatible services.
 - » The benefit of co-locating community facilities within community hubs is that it supports the integrated, efficient use of facilities, builds social networks, encourages service users to use other facilities and services co-located on site and reduces the number of motorised trips to enhance sustainability.
 - » Where possible, locate community hubs near other commercial, retail and community activities.
- Locate community facilities near public transport. This increases use and is more sustainable.
- Ensure community facilities are linked to pedestrian and cycle networks and public domain spaces.
- Implement sustainable management and maintenance practices to support community facilities to be financially viable in the longer-term.

Community and Civic Hub Investigation | 17 July 2023



3 - COMMUNICATION AND ENGAGEMENT PLAN

Community and Civic Hub Investigation \mid 17 July 2023



3. Communication and Engagement Plan Summary

3.1. Project Naming

A key initiative in a community and civic project is developing a compelling and clear project name. The project name becomes the identity and defines the projects' objective. The project name "Community and Civic Hub Investigation" was a strategic choice made by Council's Executive Management Team, Elected Members and Consultation team to engage stakeholders and create a level of ownership in the project. The name will become the most visible component of the project and therefore needed to reflect the community first approach adopted by Council. The project naming also reflects the preferred facility distribution model, suggesting a centralised hub to respond to community and civic needs.

3.2. Messaging

Consistent messaging impacts how stakeholders and communities perceive the project and their overall trust in Council. Therefore, it was crucial to develop key messaging during the startup of the project. The following key messages developed in combination with the recommendations from the Accommodation and Service Review as well as direction from Elected Members and key Council staff underpinned the Investigation and in particular the engagement process with the community.

Engagement Process

- The Community and Civic Hub Investigation is a strategic vision for the proactive and planned growth and investment in Adelaide Plains Council.
- Feedback received during the workshops and community consultation will form the basis of recommendations that will be made to Council regarding facility requirements, locations, delivery models, configuration needs, programming, and prioritisation.
- The Investigation will identify prioritised actions, from immediate through to short (1-3 year), medium (3-5 year) and long term (5 years plus) priorities, to enable planned delivery in line with population growth within Council's budget and resource capacity.
- None of these investigations represent a commitment to proceed with a Community and Civic Hub. Rather, they provide the necessary basis for Council to make an informed decision about the delivery of that Hub at a future point in time.

Investigation Process

- The Investigation will seek to establish a draft project vision and set of guiding principles and facility scope recommendations out of the vision workshops, drop-in sessions, survey responses and written feedback. These visions and principles will be critical to guide future decisions, such as site location and key requirements in an architectural brief or Principal Project Requirements document.
- The Investigation will not make any statutory changes to the planning system or to existing use of Councilowned land or buildings; this will be subject to future formal consultation processes prior to implementation.
- The Investigation will be used by Council to inform the next phase of the project, budget, planning and investment, and to advocate with Federal, State and Private Developers for investment in Adelaide Plains to support the growth and vision set out in this Investigation.
- The findings from the Investigation will be used to appropriately inform the Phase 2 Summary Report including draft Risk, Governance & Procurement Plan to Council.

3.3. Communication Objectives

The objectives of the Communication and Engagement Plan centred around the provision of clear direction and strategy for the successful facilitation of engagement activities and conversations as part of the Community and Civic Hub Investigation. The objectives identified below were developed with consideration of the Community Engagement Charter (State Planning Commission, April 2018), Council's Public Consultation Policy (PCP) and the

Community and Civic Hub Investigation | 17 July 2023



IAP2 Engagement Design Principles (IAP2). Communication and Engagement Plan was commitment to undertaking and achieving the following:

Communication Objective 1: Communication and engagement is ongoing to keep the community and stakeholders well informed about the Community and Civic Hub Investigation, their ability to provide input and be involved in the decision-making processes. Communication resources will consider the needs of culturally and linguistically diverse members of the community, with documentation focusing on accessibility and inclusivity.

Communication Objective 2: Ongoing, meaningful engagement between Council, the community, and other stakeholders to generate a sense of ownership in the investigations. Fostering inclusiveness and transparency by actively engaging these groups in all the project's phases.

Communication Objective 3: Build a reputation and identity through consistent, accurate and timely messaging. Strengthen networks, relationships, cooperation, and partnerships amongst stakeholders to act collectively on things that matter most.

3.4. Engagement Activities

The initial engagement program was undertaken from 23 January to 28 February. The engagement program focused on generating a sense of ownerships in the project and being transparent in how ideas and discussions may influence the decision-making process. An overview of the activities can be viewed below.

Table 2. Overview of engagement activities

Engagement Activity	Date	Stakeholders	No. Participants
Site Visits - Case Studies	23 January 2023	Elected Members Executive Management Team	11
Executive Management Team Workshop	8 February 2023	Executive Management Team	5
Council Wide Staff Workshop	28 February 2023	All Council Staff Executive Management Team	50 (approx.)
Workplace Assessment Survey	21 - 28 February 2023	All Council Staff	46
Elected Members Workshop	28 February 2023	Elected Members	8
Drop-In Session 1 (Two Wells)	29 April 2023	APC Community	8
Drop-In Session 2 (Dublin)	3 May 2023	APC Community	6
Drop-In Session 3 (Mallala)	6 May 2023	APC Community	12

Community and Civic Hub Investigation | 17 July 2023



The project's engagement techniques align with the Community Engagement Charter (State Planning Commission, April 2018), Council's Public Consultation Policy (PCP) and the IAP2 Engagement Design Principles (IAP2). The following minimum engagement techniques will be used for the Community and Civic Hub Investigation.

Case Studies (Site Visits)

A core group of Adelaide Plains staff and/or Elected Members visit key sites to increase understanding of the opportunities and considerations for the Adelaide Plains future facility planning. These site visits will be an opportunity to not only walk through the facilities, but discuss lessons learnt relating to process, budget procurement model and governance structures with Council staff responsible for the projects.

Informational Material

A collection of engagement material and advertisements should be prepared to provide the community with basic information on the purpose of the investigation and details of the engagement activities. This material will include 'Key Messaging' outlined earlier in this document.

Survey

A survey, both hard copy and on-line, will be distributed through key businesses, community and sporting facilities and Council offices to capture feedback and ideas from those unable to attend a drop-in session in person. A QR code to the survey should be included in informational and advertisement material as an additional means to capture community feedback.

Vision Workshops

Holmes Dyer will prepare and facilitate a structured program of vision workshop sessions for Elected Members and Council Staff. The workshops will be interactive, involving a range of engagement methods that seek to understand the current need and future requirements of service delivery, workplace models and community and civic space functions.

Drop-in Sessions

Holmes Dyer will prepare and facilitate the equivalent of three (3) 2-hour drop-in sessions for attendance by the public. The drop-in sessions hosted in Two Wells, Mallala and Dublin are opportunities for the local community and community groups to ask questions about the investigation and provide their own thoughts and identify needs for consideration in the next steps of the project. Ideas and discussions from these sessions will influence the decision-making stage in terms of future facility functions, operational models, and locational decisions among many others. Holmes Dyer will prepare drop-in session material (both hard copy and digital), facilitate the sessions, and prepare an engagement outcome report and key recommendations. The drop-in sessions will be interactive, involving a range of engagement methods to be developed in consultation with Adelaide Plains Council. These methods would be targeted towards a broad group of stakeholders and included opportunities for people to verbally share ideas, provide written notes and highlight ideas.

Community and Civic Hub Investigation | 17 July 2023



4 – VISION WORKSHOPS

Community and Civic Hub Investigation | 17 July 2023



4. Vision Workshops

4.1. Approach

Council Staff Vision Workshop

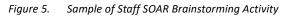
The Council-wide staff workshop was held on the 28th of February 2023 at the Two Wells Football and Netball Club. The engagement purpose of this workshop was to collaborate with staff, understand the needs of staff and council operations and outline their desired vision for a future community and civic space. The workshop focused on staff needs and vision and not a recommended geographic location or specific project concept or design. Staff were provided with a brief outline of the purpose of the Investigation and how their input would impact decision making and recommendations.

A pre-workshop survey was distributed to all staff on the 21st of February 2023. The survey was an opportunity for staff to share their thoughts on their current workplace environment, the types of tasks they generally undertake and their ideal environment to effectively complete those tasks. As of the 28th of February, 46 surveys were completed. The findings of the survey are discussed in Section 4.2.2.

The main discussion and brainstorming activity for the vision workshop was a strengths, opportunities, aspirations, and results (SOAR) analysis. This activity was an opportunity for staff to work in small groups to identify and discuss Council's strengths and how they can be leveraged to take advantage of the opportunities facing Adelaide Plains. For the strengths and opportunities component, participants were asked to focus on the Councils present situation, whereas aspirations and results sought to identify a desired future situation. Staff were given the following three categories to focus their SOAR discussion on.

- Types of workplace models
- Functions of a community and civic hub
- Organizational service delivery models and facility distribution

The aim of the brainstorming SOAR activity was to draw from staff experience and knowledge to formulate a preferred workstyle, work environment model, operations model, and interface with the community.





A print version of the SOAR brainstorming activity was provided to those who were unable to attend the vision workshop with a brief outline of the information shared during the session. Written responses that were received were sorted into the summary of Council activity response as outlined in 4.2 Findings.

Community and Civic Hub Investigation | 17 July 2023

Plains Council	HOLMES D
Figure 6. Workshop Activity Form	
Adelaide Plan Council Staff Activity Form	
Community and Civic Hub Investigation 12022 Adelaide Plans Council endorsed the recommendations of the Review of Accommodation of Services haves: Tachaca Beport. The technical report considered surrent Counce tacilities, definiting indexecutions and community activities imo a civic care, the Community and solve fail biverolightees and community explores into a civic care, the Community and cluster, the dub wordplane index of any provide survey of the Community and clusters, the dub wordplane and community, then the community access services and distinguish content on the providence match.	Identify a current strength in the way Council delivers services to the community
Below at a selection of questions and promuts instal store to you, how takes any increment, sancial addressing words are to be succion of a community and one space. Stepport the denive with your susperiments and disks in a synchronization with. The final address for the denive apportantly for you to take any addressing and address or other doministry and CaVie provide the second state of the investigation.	Identify an opportunity for Council to improve their delivery of services
	Identify an appraison for how you would like service betweed to the community
identify an opportunity to improve your workplace environment	
Mémbly an aspiration for how you would like your workplace to feel or operate	bilontify a method or inseasors for tocognising aucconstitut annuice dolivery
identify a method or measure for how we will know the opportunity or application has been ex.NWVed	Kientify a current function of Councils facilities that is successful or positive and should be maintained

Elected Members Vision Worksop

The Elected Members workshop was held on the 28th of February at the Two Wells Football and Netball Club. A total of 8 Elected Members were in attendance, with two members registered as apologies.

During the workshop the Elected Members were provided with a summary of the Communication and Engagement Plan, including an outline of how the Plan determines the level of influence and interest of different stakeholder, a guide to which engagement techniques are best suited for each stakeholder group, mitigation techniques for challenges and conflicts that may arise during consultation and how the Plan will be used to review the success of the engagement process.

The full Communication and Engagement Plan can be viewed in Appendix 1.

The Vision Workshop was also an opportunity to reflect on the site visits conducted in February. Elected Members shared their key insights and discussed how elements of development, design and operation could be considered in the Adelaide Plains context.

The main discussion and brainstorming activity for the Elected Members session was a strengths, opportunities, aspirations, and results (SOAR) analysis. This activity was run in the same fashion as the Council staff workshop and followed the same three themes: workplace models; centre functions; and service delivery models.



4.2. Findings

4.2.1. Council Staff Workshop

Discussion from the SOAR brainstorming activity generated various reoccurring responses across all three themes. Many staff shared similar ideas, these reoccurring responses and objective ideas were discussed between the workshop participants to allow each brainstorming group an opportunity to expand and explain their ideas and responses to one another. The following table outlines key responses, and reoccurring ideas from the SOAR activity and workshop discussion.

Table 3. Council Staff SOAR Summary

Strengths	Opportunities
 Individual office spaces Ability to work in teams and move around Council locations Mallala Depot Flexible work arrangements Mallala Depot is a purpose-built facility with space to grow The library is located next to Village Green Workshops and council activities are held around the region Transfer station Relationship between the council staff and community Good main street frontage Local staff who know the area, roads, people, and community 	 Bringing staff together in centralised council space Expand services at Mallala Depot Integrate technology into space Integration of services into a single hub (library, service desk, council office, council chambers) Hold Council meetings in locations around the council area to increase accessibility Create flexible and adaptable workspaces to suit different staff needs as well as community use Business hub to provide opportunities for local economy Green Star and NatHERS rating for energy efficiency Repurposing of current council facilities for community and other operations Expand depot activities to additional site that includes horticulture requirements Replicate the success of the Village Green and provide more functional open space Provide cool havens, a location for the community to gather and interact Use of existing Mallala office as a library and lease out office space Reducing barriers between divisions and departments is a big plus by having everyone under one roof as much as possible Heating and cooling with minimum reliance on electric light, heat, and cooling options Implementation of the corporate brand colors and patterns would help increase a perception of consistency
	bins in existing buildings

Community and Civic Hub Investigation | 17 July 2023



Aspirations

- o Purpose built/designed community and civic space
- o Increase efficiency in the use of storage and technology spaces
- A mix of open plan space, meeting rooms and private offices
- o Bookable spaces for collaboration or quiet work
- o Youth and aged care services
- o Multi-purpose space for the community
- o Increase the services and activities able to be provided to the community
- o Have greater recognition of First Nations people
- o Have greater accessibility and services for people living with disabilities
- o Ability to host events and functions in a large multi-purpose community space
- o Positive relationship between Council staff and the community
- o Commercial opportunities in new community and civic centre
- o Open space and plaza area
- o Undercover car parking
- Vibrant, open, and transparent while allowing employees to get on with work and focus

HOLMES DYER

Results

- o Staff retention numbers and increased staff numbers
- o Less travel required between facilities for staff
- o Positive community feedback
- o Improved response time for community inquiries
- o Better informed community
- o Seamless customer services experience
- o Increased energy efficiency
- o Increased provision of services to the community
- o Greater availability of space for community use, activities, and events
- Promoting transparency and community focus by having an open and welcoming space for community members
- Continuing to capture the organizations cultural shifts in areas of workplace environment, service provision and operations
- o Compare electricity costs and reduction of fatigue of employees

Key Insights

The positive and productive relationship between council staff, their teams and departments were a key strength identified in this session. Council staff shared the importance of maintaining workspaces in various Council location for use when traveling, conducting onsite work, storage of equipment and access to amenities.

Council staff shared a clear vision for a multi-functional space for the community and council operations. It was identified that a new community and civic hub should expand upon the current space and service offerings of Council, particularly in response to the need for easily accessible facilities and activities for youth, aging persons, and those living with disabilities.

Several design elements were discussed during the sessions, most notably the integration of technology into a community and civic hub to increase efficiency and accessibility for different user groups, along with achieving high Green Star and NatHERS ratings for energy efficiency to reduce ongoing running costs.

4.2.2. Council Staff Workplace Assessment Survey

The survey identified that there is a strong preference for collaborative work - such as meetings and brainstorming - to take place in the primary workplace (i.e., Council facility rather than remotely). This aligned with staff's preference to communicate with their team and colleagues in person rather than via phone, emails, or other applications. The majority of staff work in their primary workplace (the office, depot, library, or other council

Community and Civic Hub Investigation | 17 July 2023

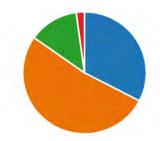


facility) five days a week. Responses to the survey indicated a preference to work remotely one or two days a week, followed by full-time at the workplace. When working remotely, staff indicated that they prefer to undertake individual tasks such as work requiring a high level of concentration as well as phone calls and one-on-one discussions. The full transcript of survey results can be viewed in Appendix 2.

Key Survey Results

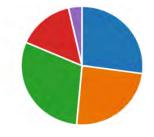
What is your ideal home/workplace breakdown?

- Full time at your primary workpl... 15
- 1 or two days from home and th... 24
- 3 or 4 days from home and the ... 6
- Full time working from home 1



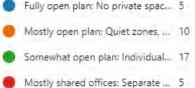
How do you and your immediate work team/colleague(s) communicate about tasks and projects?

•	Emails	38
•	Phone calls	34
•	In person	42
•	Zoom/Video call	21
•	Other	5

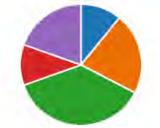


What work related activities/tasks do you prefer to do when working from home/remotely?

۲	Focus work: Individual work req	31	35
•	Process work: Individual work w	26	
-	Phone/video conversations: Pho	22	30
-	Phone/video conversations. Pho	55	25
۲	Small Group Work: Working in a	8	
•	Small Group Discussion: Professi	11	20
•	Specialist Work: Completing tas	12	15
•	Large Group Work: Working in a	5	10
	Formal Meetings: A scheduled	5	5
•	Information Sharing: Knowledge	8	
w	hich of the following best	describes you	r <u>ideal</u> workplace environment?
	Full survey along Ale surfaces and		



Mostly Private: Mostly private of... 9



Community and Civic Hub Investigation | 17 July 2023



Key Insights

Results from the Council staff survey identify a preferred working style and work environment. These findings vary slightly from the current workplace model employed by Adelaide Plains, which suggests that the new community and civic hub should be accompanied by an updated workplace model and physical work environment. These changes should reflect the following finding:

- Flexible work environment that allows for people to come and go, work individually or collaboratively.
 - » Open plan workspace with some private offices and dedicated team areas/desks.
 - » Bookable meeting rooms and quiet work pods for focused tasks and collaboration.
- Hybrid work style where possible (at will policy).
 - » 0.8 staff capacity.
 - » Collaborative and teams based work in office, focused work, calls and reporting remotely.
- Larger conference or training space for whole of council and department sessions, events, activities.
- Investing in technology such as remote communication tools and energy efficient design.
- Maintaining quality and efficiency of spaces (with room to expand) for fixed and specialised activities such as printing and servers, depot activities and formal council meetings.

4.2.3. Elected Members Workshop

Discussion from the SOAR brainstorming activity generated numerous responses across all three themes. Elected Members were given opportunities to share their priority responses and ideas to allow for open discussion with the entire group. During this time EM's were also able to raise any questions or thoughts on the next stages of engagement. The priority points from the SOAR activity have been recorded in Table 4.

Table 4. Elected Members SOAR Summary

Strengths	Opportunities
 Staff are settled and cohesive. Accessibility to Metropolitan Adelaide via the expressway Sufficient room in the region to cater to a variety of uses Museum as a cultural and heritage link New depot Library Health and safety of staff Heritage buildings Ability to provide front counter/desk services 	 Creating a multi-use open plan community and civic space Centralize services and operations Hub and spoke model Greater number and accessibility to car parking Growth council positioning itself as place to start businesses and settle in Community garden could become a part of the whole community space design Create shared uses spaces that are adaptable and flexible for community use and council run events and activities Greater diversity in the number and types of events Council hosts Relocated library into a more fit-for- purpose space Mallala Institute building lends itself to more appropriate uses such as Council Chambers, exhibition space, educational uses Hiring and contracting local businesses Xacated buildings can be put to other uses Role for youth coordinator

Community and Civic Hub Investigation | 17 July 2023



Aspirations

- Adelaide Plains to become an employer of choice
- o Provide for contemporary usage needs based on the current climate and future needs
- o Maintain service delivery in multiple Council locations
- o Have consideration for environmental sensitivity
- o Exhibition space in the main community building
- o Flexible and adaptable buildings
- Any new building or space to have regard and connection to local heritage, the landscape and community
- Offer cadetship and youth programs to support employment for young people in the community
- Staff working in a mixture of open and shared spaces as well as quiet individual workstations
- o Administration and outside staff integrated together

Results

- Community and council staff have a space to connect and be integrated but also with the flexibility to separate the functions when needed
- o A new facility that is accessible to all visitors/community members and staff
- o A welcoming space that invites people in
- o Vacated buildings are reclaimed and utilized for other purposes
- o A celebration of heritage
- o A more cohesive work environment
- o Greater levels of collaboration between staff teams
- o Community survey to identify satisfaction levels
- o Staff responding to community members needs in timely manner
- o Staff survey to identify workspace culture and satisfaction
- o Needs to be flexible to account for future changes in demographic

Key Insights

There were many ideas and responses shared between the Councils staff and the Elected Members vision workshops. Opportunities were centred around the alternative and maximised use of current council facilities that may become vacant or underutilised due to a new community and civic hub, whereas aspirations highlighted the desired operations model and service provision model employed by council. These finding can be summarised as below:

- Administration and outside staff integrated together, yet services maintained in spoke locations.
- Provide for contemporary usage needs as identified by the community including health services, childcare and business support.
- Flexible and adaptable spaces, that can change according to user needs in a formal or informal manner.

Results and methods for measuring the outcomes of a community and civic hub were based upon the feelings the space generate from different user groups including feeling inclusive, welcoming, accessible, and collaborative.



4.2.4. Summary

In analysing the outcomes from the Elected Members and Council staff workshops, there was a significant alignment in respect to priorities between the different stakeholder groups. The collection of common themes and categories are recommended to form a key input and focus within the Community and Civic Hub Investigation, with the outcomes from the community consultation stage to be considered in the same manor. With any Investigation there will be a collection of short-, medium- and long-term actions for Council, most of which will be formulated from the identified themes.

Key Insights

The key insights from the engagement workshops and Council staff survey were:

- 1. Community needs placed at the forefront of any future community and civic space.
- 2. Centralise community services and Council operations but retain limited services elsewhere.
- 3. Flexible and adaptable spaces that can be multi-purpose and accessible to all.
- 4. Open plan, green space, and large community areas.
- 5. Retain and repurpose Council's current facilities and buildings, maintain and celebrate heritage.
- 6. Foster synergies between community and civic spaces to maximise the usage of a space and the ability to provide efficient and effective services.
- 7. Determining and adopting a workplace model is a critical component of delivering a harmonious workplace environment.

Community and Civic Hub Investigation | 17 July 2023



5 – COMMUNITY DROP-IN SESSIONS

Community and Civic Hub Investigation \mid 17 July 2023



5. Community Drop-In Sessions

5.1. Approach

Community consultation ran from the 19th of April until the 19th of May and was supported by a collection of online and print advertisements and informational documents, including a website landing page, fact sheet, event notices via social media and newspaper articles. Community members were able to provide feedback through several channels including:

- An online survey, accessible to all residents via council's website, QR code or distributed link.
- Three informal drop-in sessions hosted in Two Wells, Mallala, and Dublin.
- A stakeholder letter distributed to community groups, clubs, and organisations within the region, inviting then to provide written feedback and attend the drop-in sessions.
- Advertisement material with consultant contact details to provide verbal or written feedback via phone and email and attend the drop-in sessions.

Final States of States	P News Koen keeps his eyes on the skies	Adelaide Plains Council	By no. Committe 🖨 teau Samuel — — — — — — — — — — — — — — — — — — —
 Margia A., and a supervised of the state of	<text><text><text><text><text></text></text></text></text></text>	Note: Due Council Council of Services Weber Sciences Latter: * Statutation of Services Community and Civic Hub Investigation Consultation Noted Date Consultation Noted Date Consultation Noted Date Services Services	98.
A manufacture of the second se	<text><text><text><text><text><text><text></text></text></text></text></text></text></text>	We are smoothing with your, our community, in crosse a strategic solute for the engines's community follows of the future - groups growmany for your to come. Bring over of the future growing heat government areas in South Acadetic to services, what factilities we arround i, and here we accommodate more realiserts, what reas in South Acadetic to Have Your Say. Have Your Say [in field and and grow por sour strategic commits community and choic failities, what you want or rend in the services, that we broad grow for commodity members, inclusives, community group and organization and environ, that we broad grow for.	ng) a change in expectations of how we deliver the house, and whom's important to you
		Onthe Survey	v
Harden Kreisen Bergen von Konstrumt im Kreisen Bergen von Konstrumt im Kreisen Bergen von Konstrumt Kreisen (2006) Cher Sin (2013) Recent (2016) Cher Sin (2016) Recent (2016) Cher Sin (2		Seng a Latter	v. V

Figure 7. Drop-in session advertisements and online information

Three community drop-in sessions were held during the 4-week consultation period. The sessions each ran for two hours and utilised informal engagement activities and informational material to support a range of conversations with the local Adelaide Plains community.

The drop-in sessions were promoted through the Communicator newsletter; local newspaper advertisement; posters and fact sheets; Council offices and libraries; Council website; and direct email correspondence with local community groups and business owners.

The aim of the drop-in sessions was to provide community members with an in-person opportunity to engage with the project team, understand the Community and Civic Hub Investigation and consultation process, and discuss their ideas and feedback for the future of Council facilities and services with the support of visual aids and examples. The engagement activities acted as conversation starters and simple metrics to generate and gather feedback.

The engagement activities and questions used during the sessions included:

- Describe Adelaide Plains in one word.
- What are the main reasons you typically visit an Adelaide Plains Council facility?
- Which of the following services or facilities are important to be included in a Community and Civic Hub?
- What are your ideas for a Community and Civic hub in Adelaide Plains Council?

Community and Civic Hub Investigation | 17 July 2023













Community and Civic Hub Investigation | 17 July 2023



5.2. Findings

Across the three drop-in sessions there were a total of 22 attendees: 8 in Two Wells, 8 in Mallala and 6 in Dublin. The low attendance level shows that there may not be a strong relationship between Council and its community currently, or that the consultation subject is not of a high priority for some community members. Additionally, community members may not have recognised the benefit of their involvement at this early state of the process, prior to sites being identified or plans prepared. Future stages of this investigation should aim to mobilise a larger cross section of participants in order to provide a better representation of the community.

Community members who participated in the drop-in sessions provided both direct and indirect verbal feedback to the consultant team and participated in one or more of the engagement activities. Results from each engagement activity are displayed below and summarised through the identification of key insights. These key insights will inform strategic decision and recommendations of this investigation.

Describe Adelaide Plains in one word – Community members were asked to write a word (or phrase) they felt best describes Adelaide Plains on a post-it note and share it on the display board.

What is one word to describe Adelaide Plains?			
A place for family	Country feel	Diverse	
Community	Space	Inclusive	
Home	Too rural	Welcoming	

Table 5.Activity 1 Responses

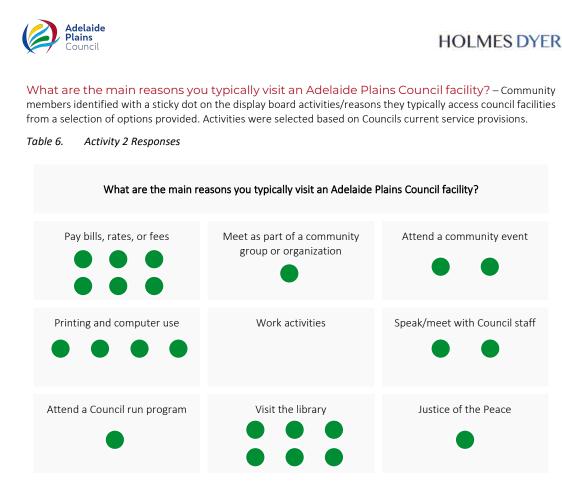
Responses to the question "what is one word to describe Adelaide Plains?" were reflective of Council's shared vision of a diverse, welcoming, and attractive place to live and work. Most respondents communicated a positive description about Adelaide Plains, which they believe should be translated into the use and feel of a community space.

Community members highlighted that Adelaide Plains is a desirable location to live due to the lifestyle and feeling of community. Some community members shared concerns that new residential developments don't consistently support local businesses, shop locally or access the available community services. This opinion transitioned into the belief that a new community and civic hub wouldn't be highly utilised by this same cohort.

Key Insights

- A community and civic hub should reflect the identity of the Adelaide Plains Community by:
 - » Being Inclusive
 - » Encouraging diversity in both usage and user groups
 - » Providing meeting place for community
 - » Having a welcoming feeling.

Community and Civic Hub Investigation | 17 July 2023



Most community members at the drop-in sessions identified that they visit a council facility a few times a year. Visiting council offices to pay rates, bills, or fees along with visiting the library were the two most frequent responses. Some community members suggested they would visit a council facility such as a new community and civic hub more often and for a greater variety of activities if services and spaces were co-located and more services were offered.

Key Insights

- A community and civic hub should include a range of services and spaces to cater for a large range of user groups.
- A community and civic hub should include (but not be limited to):
 - » Printing and computer use
 - » Library space
 - » Council service desk to pay rates, bills, and fees.

Community and Civic Hub Investigation | 17 July 2023



Which of the following services or facilities are important to be included in a Community

and Civic Hub? - Community members identified with a sticky dot which facilities and services from a range of vision photos they believe would be an important inclusion in a new community and civic hub. Vision photos were collected from a range of South Australian and Australian examples of civic centre, community centres, libraries, function hall and other multi-use spaces.

Table 7. Activity 3 Responses

Which of the following services or facilities are important to be included in a Community and Civic Hub?



Integrated technology



Training space



Café and retail space



Theatre and performance space



Business hub



Natural light



Bookable meeting and work rooms



Makers space



Programs for seniors



Repurposing and showcasing heritage



Courtyard and shared outdoor space



Youth programs

Page |35

Item 14.3 - Attachment 1





Function space and flexible space



More books and library space



Open plan layout



Council services



Community garden



Computer and printing facilities



Active community space



Quiet study space

Activity 3 generated the most responses during the drop-in sessions. The help of visual aids gave community members clear examples of services, facilities and space types that have been utilised in other community and civic centres around Australia. Youth programs was the most frequent response identified by community members as an important inclusion in a community and civic facility in Adelaide Plains. Discussions at the drop-in session identified a shortage of spaces and activities in Adelaide Plains for young people to engage in, hangout with friends and participate in informal activities outside of school and club sports. Programs for seniors and spaces for community activities were also identified as important inclusions. A business hub, makers space, open plan layout and natural light received the fewest responses.

Some community members indicated that all services and facilities displayed as part of Activity 3 would be beneficial to the community at various scales.

Key Insights

- A community and civic hub in Adelaide Plains should include large multi-use indoor and outdoor spaces.
- A community and civic hub in Adelaide Plains should provide activities and services outside of the regular council offerings, with youth programs, active community space, programs for seniors and community gardens rating highly.

Community and Civic Hub Investigation | 17 July 2023



0

HOLMES DYER

What are your ideas for a Community and Civic Hub in Adelaide Plains Council? – Community members shared on post-it notes their ideas for what services, facilities, design elements and functions should be included in a new community and civic hub. These ideas were then shared on the display boards.

Table 8. Activity 4 Responses

	What are your ideas for a Community and Civic Hub in Adelaide Plains Council?		
	Quiet work pods		
	Reduce red tape and make planning	0	Training programs and business support
	process easier	0	Accommodation for visitors
•	Communal areas for sharing ideas	0	Toy library
•	Dog park	0	Games and activities in the facility
•	Men's shed	0	Playground
•	Social activities e.g., pool table	0	Health services
•	Mental health services	0	Youth education programs
•	More youth services	0	School partnerships
1	Repurposing unused/underutilized council	0	More shopping and general goods stores
	facilities as meeting rooms and offices	0	Childcare centre
	IT support	0	Pop up immunization service
	Tourism and information centre		All council convisos in one location

- o All council services in one location
- o Bookable meeting rooms and workspaces

o Hot desks

Printing and computer services

Key Insights

0

0

0

Several responses at the drop-in sessions related to the integration of technology within a community and civic space. It was highlighted that the use of printing and computer services should be supported by IT training and education for the public. Online booking systems for the use of meeting rooms and workstations were also identified by participants.

Many of the ideas shared with the consultation team were in relation to expanding Council's current service and facility offerings and filling gaps in services within Adelaide Plains. Some key gaps that were identified by both drop-in sessions participants and survey respondents were the need for more health services including mental health resources and immunisation clinics and activities and programs for youth outside of organised sport.

Interestingly, several community members indicated that they would prefer existing services to be expanded and augmented in the bigger towns such as Two Wells rather than additional services provided in smaller towns, as they would still need to travel to the bigger towns for other purposes anyway, such as grocery shopping.



6 - COMMUNITY SURVEY

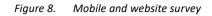
Community and Civic Hub Investigation | 17 July 2023

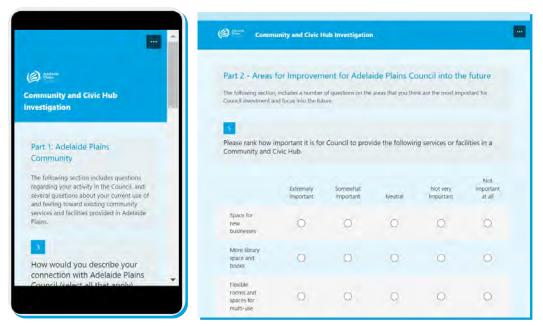


6. Community Survey

6.1. Approach

The Adelaide Plains Community and Civic Hub Investigation Survey was made available to the public online via the Council's website through a dedicated Community and Civic Hub Investigation landing page. The survey was advertised through similar channels as the drop-in sessions, including newsletter articles, media posts, fact sheets and direct email correspondence. All promotional engagement material was accompanied by a QR code that could be scanned on an individual's mobile phone and take them directly to the online survey.





The survey asked 15 questions, including several demographic questions such as age bracket, place of residence and gender; long answer questions which gave the respondent an opportunity to share ideas and concerns with detail; and a Likert scale to rate levels of importance against key topics. The 15 responses received as part of the survey is representative of a very small segment of the Adelaide Plains Community and may make it difficult to determine if a particular outcome is shared by the community or is unique to the individual. However, this information combined with the finding from the vision workshop and drop-in session can give a clearer picture of the community's priorities and needs.

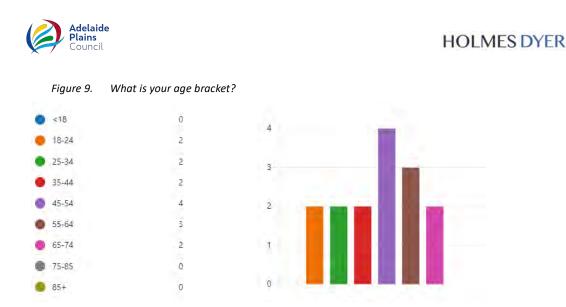
A full transcript of survey responses can be seen in Appendix 3.

6.2. Findings

6.2.1. Respondent Profile Snapshot

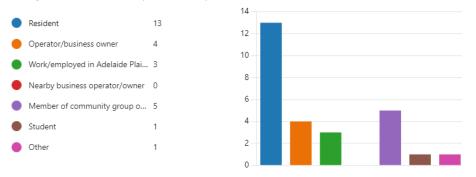
Respondents ages ranged from under 18 to 74 years. The largest respondent age group was 45-54, which captured 27% (4) of survey responses, followed by 20% (3) responses from those aged 35-44. The gender balance of the survey responses identified that 47% (7) of respondents were female and 47% (7) were male. There was 1 (7%) respondent who preferred not to state their gender.

Community and Civic Hub Investigation | 17 July 2023



Question 3 asked respondents to best describe their connection with Adelaide Plains Council. Respondents were instructed to select all options that applied. The majority stated that they were a resident (87%, 13), were a member of community group or organisation in Adelaide Plains (33%, 5), or were an operator/business owner (27%, 4).

Figure 10. How would you describe your connection with Adelaide Plains Council?



The survey was largely responded to by Two Wells residents (53%, 8). Other responses included Mallala (2), Dublin (1), Thompson Beach (1), Windsor (1) and outside the Adelaide Plain Council area (2). Respondents who identified that they live within the Adelaide Plains Council area had predominantly lived in the LGA for more than 30 years.

Respondents predominantly frequented Adelaide Plains community facilities seasonally (6) and weekly (4), with the main reasons for to access the library (9) and attend community events (6).

6.2.2. Analysis of Responses

Question 8: Word Cloud

Respondents were asked to describe Adelaide Plains in one word, with responses including similar results than those provided at the drop-in session. There were several distinctive words identified by respondent, but the recurring theme of community resonated strongly.

Figure 11. Word Cloud

RURAL FAMILY UNATTRACTIVE PERI URBAN LOCATION FLAT COUNTRY COMMUNITY FRIENDLY OUTDATED GROWING OLD-FASHIONED VERY LITTLE PUBLIC FACILITIES POOR SERVICES

Community and Civic Hub Investigation | 17 July 2023



Question 9: What services or facilities in Adelaide Plains Council are important to you?

Respondents were asked to identify the services and facilities provided in Adelaide Plains that are important to them and were provided with a long answer question box. Respondents were able to list as many responses as they desired. This question provides an insight into the usage levels of service and facilities and suggests areas of the community that are successful and could be expanded upon, replicated, or maintain the same level of provision.

Table 9.Question 9 Responses

Open Space	Service Provision
 Village green as a place to hang out and study Open space Good outdoor seating Walking trails and good footpaths Two Wells oval Green spaces in the town and shops Wells to Green walk Sporting and recreational spaces Greenspace 	 Ease of availability to community services Being able to drop into council office without driving too far Transfer Station for recyclables and green waste Book Club Library for family use JP services Community groups Local businesses Library
 Fisheries infrastructure Thompson 	

• Library's convenience in centre of town

Key Insights

beach and wildlife

Responses could be separated into two main themes of open space and service provision. Responses relating to open space included the provision of green spaces such as the Village Green, the Wells to Green walk, and sporting ovals. Responses that referenced service provision focused on the library and services accessible in a library space. A unique response was the "heritage feel of the buildings in Two Wells", referring to the character, sense of place and continuity that the preservation of historic buildings creates.



Question 10: What makes a community building feel welcoming to you?

Design elements were a key response to creating a 'welcoming feeling' community building. Phrases like "open space", "open feel" and "open plan" were used in half of all responses. The service style of staff was also frequently referenced as a key factor in the feeling of a space, with respondents highlighting the importance of staff presence and friendly service. Other responses for this question are outlined below.

Table 10. Question 10 Responses

Design Elements	Usage
 Open, bright, and connected to nature Clean and spacious Single storey Welcoming architecture and design Modern design Clear signage Cheerful colours Country style No big glass urban buildings that don't match the character of the area 	 Light with good facilities for the community Friendly staff Accessible Accessible entry doors for prams and disabled people Seating for waiting Easy parking Garden

Key Insights

To create a community and civic centre that feels welcoming, design elements such as open plan spaces, access to natural light and connection to nature should be considered. The style of service provided by staff is also a key consideration and should be implemented across all council services and departments.

Community and Civic Hub Investigation | 17 July 2023



Question 11: How important it is for Council to provide the following services or facilities in a Community and Civic Hub?

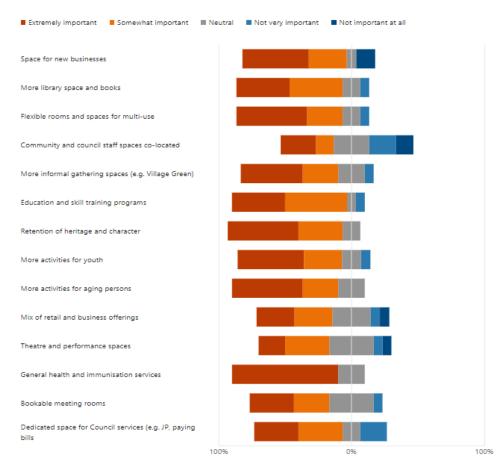
This is an insightful question, as it enables community priorities to be understood, appreciating that there will be limitations to the implementation of these topics and variation between Council's strategic objectives and community importance.

There was a wide range of responses for each topic in the Likert scale, with many service or facility options receiving "extremely important" rankings all the way through to "not important".

The top 4 responses with the highest proportion of "extremely important" rankings included:

- General health and immunisation services (12)
- More activities for aging persons (8)
- Retention of heritage and character (8)
- Flexible rooms and spaces for multi-use (8)

Figure 12. Question 11 Responses



Key Insights

Most services and facilities were considered important to some extent, which demonstrates the need for a diverse offering in any new community facility. The high importance ranking of general health and immunisation services highlights a gap in community services currently available in Adelaide Plains Council. It also solidifies Council's role in supporting community health services and providing for the welfare, wellbeing, and interests of its community. Council should seek to assist the provision of general health services by incorporating commercial/consulting room spaces in any new community and civic facility.

Community and Civic Hub Investigation | 17 July 2023



Question 12: What services or facilities do you think are needed in Adelaide Plains Council, and why?

Respondents were provided with a long answer question box, allowing them to list as many responses as they desired.

The most commonly occurring response was the need for increased health services, followed by publicly accessible meeting and working spaces. Gym and other recreational spaces were identified by several respondents as important. Other ideas shared in response to this question are outlined below.

Table 11.Question 12 Responses

Key Insights

Following the trend of responses in Question 11 (How important it is for Council to provide the following services or facilities in a Community and Civic Hub?), the need for increased general health services was identified by several respondents as a service required in Adelaide Plains. This response was also collected in other survey questions and demonstrates its priority level to the community.



Question 13: How can we share spaces with different user groups, so everyone benefits from any investment?

Question 13 was designed to test people's attitudes and views toward a community and civic facility being a shared place for various user groups. Most responses referced meeting rooms, workstations or study spaces that are adaptable in terms of technology and space configuration. It was noted that these spaces should be bookable and free through a public online system. Two respondents identified the potential to combine any new community development with the development of shopping and commercial activities to create a one stop destination.

Figure 13. Question 13 Responses

Design Elements	Services
 Open plan Extended library space Adaptable design of building and spaces Multipurpose building's Combined with the development of the new shopping precinct Spaces need to be flexible, and able to be closed off into smaller sections if needed. Dedicated room with kitchen and facilities 	 Clear and easy booking and sign up process Tap into local Facebook groups network with interested and likeminded people Free meeting rooms for volunteer groups Council, community groups and students can use the same meeting rooms to do private or collaborative work

Key Insights

Like several other survey questions, responses to Question 13 could be separated into two key categories: design elements and services. Responses to this question reiterated the need for a space to be multifunctional, open, adaptable, and linked to other community and commercial uses. Free and bookable meeting rooms were highlighted as a key service provision.

Community and Civic Hub Investigation | 17 July 2023



Question 14: How can a future Council investment contribute to broader placemaking and township activation improvements?

Ideas around placemaking and township activation through Council investment were mostly linked to extending current community services and facilities including meeting rooms, picnic areas, commercial and retail activities, and a caravan park.

Several responses also considered the importance of maintaining and enhancing the identity and character of the community as well as engaging with and keeping community members involved in the process of township activation and placemaking.

Figure 14. Question 14 Responses

All Responses

- Extend the current community centre with a smaller meeting room for community groups and a freezer for Meals on Wheels.
- Maintain heritage areas like petticoat land.
- Location in the Main Street and not a building out of town
- Provide a caravan park with facilities open to the public, more picnic areas, and guided tours of the region.
- You need good infrastructure planners with a vision for the future.

- Something for youth, especially if there's public transportation; childcare support.
- Activate the Main Street and bring in new commercial and retail as a community hub draws in lots of people.
- Send out surveys to current residents seeking evaluation and feedback.
- By attracting people through a variety of recreational, natural, and commercial elements, without losing the identity of the area.

Key Insights

Question 14 generated several key insights, including that a community and civic hub should be a multifunctional space with opportunities to partner with other private, commercial or community uses; and that a location in the Main Street is desirable to activate the surrounding area. Other responses outlined community priorities and needs that fall outside the scope of a community and civic hub.



Question 15: Do you have any further ideas to improve Adelaide Plains Council's community and civic services and spaces?

Survey respondents were given an opportunity to provide any further feedback or ideas in Question 15. Responses generally fit within the categories of a physical asset: something that could be built or facilities that could be enhanced through investment; or service-based assets including new Council-led services or intangible actions.

Figure 15. Question 15 Responses

Physical Assets	Service Based Assets		
 World class modern well thought out amenities that can house emergency services as well. A place to access multiple services at 	 Amalgamate APC with adjoining council to create population able to support a multicultural, diverse aged area where employment is created. 		
 one time. A dedicated caravan overnight facility. Pool, spa, gym, and community activities area in one space. 	 Promote and maintain our rural feel and identity while modernising the facilities on offer to residents. Keep engaging with residents, improve 		
 Clean up Hart Reserve to encourage people to stop and have a break. 	on participation.Loosen up on the planning permissions.		
 Better health services including a medical hub with everything from X- rays to chiropractic services and a 	 This must be staffed by local population with community commitment not out of area workers. 		
chemist that stays open until at least	Hard rubbish collection twice a year		
9pm.Aged living options, retirement living.	• A proper bus with more frequent stops and times.		
 Investment in existing centres i.e., 	• A self-lead tour of cemeteries and		

- Investment in existing centres i.e., sporting clubs and community organizations to give that feeling of belonging and community and not alienation.
- A self-lead tour of cemeteries and historical areas in the region.

Key Insights

"Promote and maintain our rural feel and identity while modernising the facilities on offer to residents" is a clear statement of the character and feeling a new community and civic space should create.

Other responses to Question 15 were generally linked to additional services and facilities that could be considered in combination with a community and civic hub but do not fall fully within the scope of this investigation. Recreational spaces, commercial activities and accommodation should be considered as potential value-add opportunities or partnerships in the next stage of investigation.



7 – FUTURE DIRECTIONS

Community and Civic Hub Investigation | 17 July 2023



7. Future Directions

7.1. Vision

The project vision is underscored by the key insights identified during consultation with community members, Elected Members and Council staff and will be used to guide Phase 2 of the investigation.

The vision for the Community and Civic Hub Investigation is:

"Creation of a community and civic hub which provides for the growing needs of the community in an open, welcoming and sustainable facility with adaptable and flexible spaces, while improving the efficiency, effectiveness and functionality of Council's community, administrative and civic operations through building design and service delivery development".

Figure 16. Community Consultation Vision Cards



Community and Civic Hub Investigation | 17 July 2023



7.2. Guiding Principles

Based on Council's vision for a community and civic hub, best practice trends in facility location, design and management, and the feedback and ideas shared by stakeholders and the community, seven principles have been developed to guide the formulation of recommendations in Phase 1 of this investigation. These recommendations have been summarised under the headings 'Workplace Model', 'Service Provision Model' and 'Facility Requirements' and follow the guiding principles below. These principles and the recommendation will guide Phase 2 of the investigation, including location selection, procurement process, governance, and concept design.

Optimise community and staff outcomes

Opportunities to optimise community and staff outcomes from a new community and civic hub can come from including complimentary uses such as health services, childcare or retail, generating private and public partnerships and investing in the surrounding infrastructure, including parks, plazas, or transportation. Improved quality of space, function and environmental performance can enhance outcomes for the community and staff alike.

Improve and expand community facilities and services

Adelaide Plains Council is experiencing unprecedented population growth, and community and council administration facilities are reaching their capacity. Improving and expanding community facilities and services will assist the health, social wellbeing, and economic prosperity of APC. The community has identified particular areas of facility and service improvement including youth and aging services and facilities, better library facilities, more meeting spaces and inclusion of health care service in any future development.



Provide seamless customer service

Customer service in Adelaide Plains Council has been via a traditional front counter service, with limited space or facility and information access for customers. Streamlining the customer service experience should include introducing automation that reduces effort and the likelihood of errors or delays and providing front desk staff with the training and tools to respond to a multitude of requests and queries. Enlarged foyers with or without concierge services, opening up to the range of community facilities and services on offer, provide greater inclination to entice the community to utilise those services.



Seek best practice building and environmental outcomes

As the owner and operator of many different types of significant buildings, councils are uniquely able to demonstrate leadership in sustainability. Council should adopt best practice building standards and strive to achieve high NatHERS and Green Star ratings to minimise operational costs and contribute to the wellbeing of building occupants and visitors.



Optimise floor space usage and maximise efficiency

A number of best practice co-located library and civic projects explored as case studies have been developed with other government services, such as community health centres, employment services and council administration. The co-location of Council's civic services and community spaces is an opportunity to share resources, encourage wider public use, reduce duplication of resources and coordinate service delivery. Shared staff and community spaces provides further efficiency opportunities but will require buy-in from staff. Meeting spaces available for staff or community use provides an important space optimisation outcome.



Provide future-proof flexible/adaptable/shared spaces

The community identified the desire for a multi-purpose community space integrated with key council services. Council should aspire to produce a new facility that is adaptable for different uses during its life cycle and incorporates both transient and fixed elements that can be temporarily disassembled, altered, or removed to maximise the various ways a space can be used. Development of commercial spaces that can be converted for council use as the Council grows is another flexible approach to accommodating an expanding staff workforce.



Free up existing Council sites and repurpose where possible

The inefficiency of some existing council facilities requires the rationalisation of single purpose community facilities to a smaller number of multi-purpose facilities. This would include disposal of some facilities, redevelopment of others and change of use for some community and council operated facilities to venues for hire or commercial uses.



7.3. Facility Distribution Model

Through our investigation into best practice facility design and operation, council consultation and engagement with the local community, the following recommendation for a facility delivery model have been proposed:

- Combined community and civic hub.
- Centralised but with minor outreach opportunities.
- Possible use of Mallala depot as an outreach facility.
- Relocation of Two Wells depot to an out of town centre near rural location.
- Conducting of occasional Council meetings outside the main hub.

It is recommended that the Adelaide Plains Council follow a "hub and spoke" model where there is a central headquarters (the hub) in the centre and small satellite offices in parts of the Council area serving smaller population concentrations (the spokes).

7.4. Workplace and Service Provision Model

It is recommended that the following considerations are made in terms of the workplace and service provision model across council and particularly in a new community and civic hub:

- Open plan with a limited number of offices.
- Flexible and adaptable workspaces.
- Shared spaces between staff and community to manage costs and engender cohesion but with some dedicated spaces for staff only.
- Meeting rooms, pods, collaboration spaces, quiet spaces to support open work areas.
- Open plan to facilitate teams based and department based working.
- Staff open to some level of operational change but only commencing the journey.
- Limited hybrid working for Council staff (occasional work from home).
- Some fixed assets (servers, printers etc.) requiring specific fixed locations.
- Improved customer interface arrangements and inviting foyer with direct access to community spaces.
- Cost constraints will force floorspace and operational efficiencies (e.g., providing for 0.6 or 0.8 desks/staff number).

It is suggested that the workplace style adopted by Council should reflect an activity-based working (ABW) model where employees divide their time between working remotely and in their primary workplace, with remote working generally limited to 1-2 days per week. Staff would not have an assigned desk in the office and instead share workspaces based on the particular activity. A typical ABW office has a sharing ratio of eight desks (or less) for every 10 people.

7.5. Facility Requirements

The use and usage groups of a community and civic hub are diverse and should foremost respond to community needs. As such, the community, Council staff and Elected Members have identified a number of key community facility requirements that should be included in the development of a new Community and Civic Hub. These include the following:

- Civic obligations can overlap with community facility needs.
- Must accommodate growing staff numbers and deliver practical and efficient workspaces.
- Community priorities are for multi-functional library, community spaces, meeting places, youth facilities and health services along with accessing traditional Council services such as paying rates etc.
- Commercial space provides flexibility for future Council growth requirements.
- Increased and formalised car parking with secure staff parking.
- Associated outdoor space e.g., Village Green.

Community and Civic Hub Investigation | 17 July 2023



8 – NEXT STEPS

Community and Civic Hub Investigation | 17 July 2023



8. Next Steps

8.1. Phase 2 Investigations

The Phase 2 investigation will deliver the following outcomes:

- Location assessment
- Schedule of areas
- Order of costs
- Risk, governance, and procurement plan
- High-level project milestone program
- Services delivery model (to inform architectural brief)

Much of this additional work will be required as part of a future prudential management report, to inform the Long-Term Financial Plan and forward budget estimates and project business case. These tasks are discussed in more detail in the following paragraphs.

8.1.1. Schedule of Area Development

- Detail a floor area breakdown of existing facilities, including storage areas, meeting rooms, reception foyers, and amenities to be used as a base line to identify the potential efficiencies that could be achieved by combining multiple facilities into a single building or connected within one precinct.
- Define Council's core facility needs through expanded floor area benchmark analysis for current and future population using benchmark areas for circulation and workplace design.
- Develop a detailed schedule of areas table to be used for the initial order of costs and updated site locations, including documented assumptions and principles underpinning the floor areas adopted to provide an evidence-based transparency. This will set the parameters for an architect to meet as part of future concept work in respect to facility size, inclusion, and the associated budget.
- The schedule of areas can include a staged floor space option, that identifies an area that could be leased out as a commercial floor space opportunity until such time as this may be required to meet the staff and community floor space requirements.

8.1.2. Multi-Criteria Matrix – Location Assessment Tool

- Research land ownership constraints, encumbrances, heritage overlays and planning guidelines that may impact the spatial arrangements of the buildings to expand on the preliminary site options identified in the Holmes Dyer technical report.
- Refine conceptual 'blocking plan' for each of the site options identified in the Technical Report including high level consideration of placement and volume of carparking, to reflect the refined schedule of areas on each site option.
- Utilising the vision and guiding principles endorsed within Phase 1, Holmes Dyer would prepare a ranked set of criteria and balanced scoring matrix to assess the refined site options and identify a preferred location that will best meet the community and administrative need.
- Each site analysis and any sub-option would be assessed against the scoring matrix, identified strengths and challenges, potential partners and identify secondary development triggers that would need to be considered to develop a short list for consideration by Council to identify a preferred site. Holmes Dyer would write up the outcomes of this analysis for presentation to Council for a future decision, noting the exact design placement will change once an architect is engaged to develop the concept.
- It would not be recommended that community engagement on multiple site options be undertaken, rather the community engagement in Phase 1 should be used to identify what is important and a preferred solution be put to the community that best responds to their vision and identified needs with enough information so people can visualise the potential outcome.

Community and Civic Hub Investigation | 17 July 2023



8.1.3. Order of Costs

- As outlined in the Holmes Dyer technical report, Adelaide Plains does not have a 'do nothing' option given the level of population growth forecast for the district and the state of the current accommodation. However, we recommend establishing a base line cost for the lowest cost possible upgrade that would be required at Mallala and Two Wells to address the compliance building upgrades and transportable/building extension solutions required for a 'business-as-usual' outcome. Committing to this lowest cost upgrade would effectively push a major investment decision out and the funds would in the most part be a 'sunk cost'. While this is not a recommended option, the cost differential between this 'sunk cost' option and the permanent solution will provide balanced context to underpin future decisions.
- We recommend engaging a cost consultant to produce an order of cost estimate for both the base line option outlined above along with two options for the recommended facility schedule of areas (one a standalone new build and the other an extension to an existing heritage building with the associated upgrades as may be required).
- This high-level order of cost should be benchmarked against recent similar Local Government project costs, adjusted to reflect dollars estimated at the time of APC building. Importantly this cost estimate should include not only the base build, fit out, carparking, ICT, design, and preliminaries but also builder margin, contingency, consultants, and fees reflective of the actual complete cost to Council.
- This order of costs can be used to establish a forecast project budget, set budget boundaries within a future architectural brief, informing future grant, private investor partnership and long-term financial planning forecasts, business case and prudential management report. Holmes Dyer can prepare a consultant brief and secure quotes for this project component; if required an optional fee has been included in the fee proposal.
- To balance the cost of a new facility and understand the full financial picture we would recommend engaging a property valuer and securing valuations for the existing Council facilities, assuming the community land classification is removed, to provide an accurate estimate of potential revenue return that Council could secure should any of these sites be identified as surplus and able to be sold to offset costs for the delivery of the project. Holmes Dyer can prepare a consultant brief and secure quotes for this project component; if required an optional fee has been included in the fee proposal.
- Cost comparison for construction as part of the initial build of additional commercial floor space that will likely be required for future staff /community use as the population grows that could be leased out in the short/medium term versus cost of a future extension can be explored at a high level with the nominated cost manager for NPV calculations.

8.1.4. Risk, Governance & Procurement Plan, Program and Service Delivery

Model

- Prepare a Project Risk Plan for consideration of Council. The plan would be prepared in a format that could be used across the full project lifecycle, with mitigation and responsibility assignment. The Holmes Dyer fee incorporates a risk workshop with APC staff to populate this plan.
- Prepare a Project Governance Plan including identification of a possible project advisory reference panel and community reference panel to support Adelaide Plains throughout the project lifecycle.
- Prepare a Project Procurement Discussion Paper to set out options for architectural and principal contractor engagement and the impact this would have on overall project timing assumptions, balanced against the relevant risks and benefits of the different models.
- Prepare a Service Delivery Model discussion paper for library and customer service to inform the architectural brief, including running staff workshops relating to customer journey mapping to inform the recommended position.
- Produce a high-level Project Milestone Program for the project next steps that would include the development of an architectural project brief and engagement of consultant team as may be required subject to the procurement and governance approach adopted.

Community and Civic Hub Investigation | 17 July 2023



8.1.5. Phase 2 Summary Report and Elected Members Briefing

- Prepare a summary report to outline the findings and recommendations for a Council decision to proceed with a preferred site and project building scope.
- Elected Member Briefing of the outcomes of Phase 2 and the next steps.
- Finalise Summary Report, reflecting feedback from staff and Elected Members.

8.2. Timing

We would suggest an allowance of 4 months for the completion of Phase 2 investigation, following the adoption of the Phase 1 outcomes. Timing of meeting with Elected Members would be in addition to the 4-month investigation period.

Community and Civic Hub Investigation | 17 July 2023



APPENDICES

Community and Civic Hub Investigation | 17 July 2023



Appendix 1. Communication and Engagement Plan

Community and Civic Hub Investigation | 17 July 2023



COMMUNITY AND CIVIC HUB INVESTIGATION Communication and Engagement Plan – Final

PREPARED FOR: ADELAIDE PLAINS COUNCIL DATE: 17.03.2023

Proprietary Information Statement

The information contained in this document produced by Holmes Dyer Pty Ltd is solely for the use of the Client identified on the coversheet for the purpose for which it has been prepared and Holmes Dyer Pty Ltd takes no responsibility to any third party who may rely upon this document.

All rights reserved. No section or element of this document may be removed from this document, reproduced electronically stored or transmitted in any form without the written permission of Holmes Dyer Pty Ltd.

Document Control

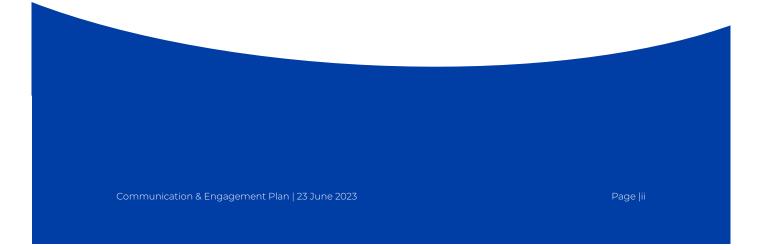
Revision	Description	Author	Date
VI	Draft for Council Feedback	NH	30.01.2023
V2	Final	NH	17.03.2023

Approved by: Adelaide Plains Council Date Approved: 27.03.2023

Communication & Engagement Plan | 23 June 2023

Contents

1. Introduction	2
2. Objectives of the Communication and Engagement Plan	4
3. Engagement Techniques	6
4. Community and Stakeholders	10
5. Stakeholder Level of Influence and Positioning Matrix	14
6. Engagement Assumptions/Limitations	15
7. Communication Approach	16
8. Staging the Engagement	18
9. Evaluation Approach & Closing the Loop	22



Executive Summary

The transformation of community and civic spaces and services reached a significant milestone in 2022 with the Adelaide Plains Council endorsing the recommendation from the Council Accommodation & Service Review Technical Report. The technical report considered current Council facilities, identifying inadequacies and changing usage needs, and presented a recommendation for the investigation of a new space for Council's operations and community activities into a civic centre. It was recommended that this preferred course of action be substantiated by a series of community and stakeholder consultation sessions in the form of workshops, drop-in sessions and other online material to explore the important considerations in future facility planning.

This document sets out an overall communication strategy between the project team, council staff, Elected Members, community and other relevant stakeholders as the project moves through its various phases. The document's purpose is to give clear direction to the running and operation of formal and informal consultation and engagement proceedings as part of the Community and Civic Hub Investigation. This document is to act as a point of reference at each phase of the investigation to ensure messaging remains consistent. The Communication and Engagement Plan has been prepared to support Adelaide Plains Council's commitment to open, transparent relationships and two-way communication with the community and stakeholders.

Communication & Engagement Plan | 23 June 2023

1. Introduction

Adelaide Plains Council is a growing local government area, providing a wide breadth of services to its community.

In late 2022, the Adelaide Plains Council endorsed the recommendations from the Council Accommodation & Service Review Technical Report. The technical report was an analysis of current Council facilities and identified a number of inadequacies, shortfalls and changes to the use of Council's civic and community spaces. The technical report explored three options for the future of Council accommodation and services and presented a recommendation for the consolidation of Council's operations and community activities into a civic centre. The recommendation further noted the importance of conducting thorough and targeted stakeholder consultation to understand scope and needs.

Adelaide Plains Council engaged Holmes Dyer to prepare a Community and Civic Hub Investigation (the Investigation). The Investigation will provide vision and clear principles to which the next phases of the project will follow. The investigation aligns to a number of key themes identified in the Adelaide Plains Strategic Plan (2021-2024). The themes and the relevant strategies are as follows:

Enviable Lifestyle

• Provide, support and acquire facilities, assets, services and programs that build community capacity, health and connection.

Emerging Economy

- Facilitate greater access to local opportunities from public and private investment; and
- Reinforce Adelaide Plains Council as a place of choice for business, residents and visitors.

Proactive Leadership

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



Figure 1: Adelaide Plains Council Strategic Plan 2021-2024

Communication & Engagement Plan | 23 June 2023

1.1. Purpose of the Communication and Engagement Plan

The Communication and Engagement Plan has been prepared to guide engagement and communication between the community, stakeholders and council to inform the Community and Civic Hub Investigation. The Communication and Engagement Plan highlights the methods and actions that will be used to ensure clear and consistent messaging and a wide cross section of stakeholders are engaged in the project.

Council's Strategic Plan 2021-2024 focuses on Council's role in delivering the community's vision for the Adelaide Plains Municipality. This Communication and Engagement Plan is fundamentally linked to the key themes of the Strategic Plan, in particular 'Proactive Leadership'. This Communication and Engagement Plan has been prepared in accordance with the International Association for Public Participation (IAP2) Australasia Engagement Plas processes are already prescribed by legislation and Council's practice will always meet these requirements. The Communication and Engagement Plan has had specific regard to the Adelaide Plains Public Consultation Policy (PCP) and the Community Engagement Strategy (Forums across Adelaide Plains Council) (CES).

Communication & Engagement Plan | 23 June 2023

2. Objectives of the Communication and Engagement Plan

The objectives of this Communication and Engagement Plan centre around the provision of clear direction and strategy for the successful facilitation of engagement activities and conversations as part of the Community and Civic Hub Investigation. The objectives identified below were developed with consideration of the Community Engagement Charter (State Planning Commission, April 2018), Council's Community Engagement Strategy (CES) and the IAP2 Engagement Design Principles (IAP2). This document is a commitment to undertaking and achieving the following:

Communication Objective 1: Communication and engagement is ongoing to keep the community and stakeholders well informed about the Community and Civic Hub Investigation, their ability to provide input and be involved in the decision-making processes. Communication resources will consider the needs of culturally and linguistically diverse members of the community, with documentation focusing on accessibility and inclusivity.

Communication Objective 2: Ongoing, meaningful engagement between Council, the community and other stakeholders to **generate a sense of ownership** in the investigations. Fostering inclusiveness and **transparency** by actively engaging these groups in all the project's phases.

Communication Objective 3: Build a reputation and identity through consistent, accurate and timely messaging. Strengthen networks, relationships, cooperation and partnerships amongst stakeholders to act collectively on things that matter most.

The objectives of the Communication and Engagement Plan will be achieved through a number of ongoing actions. These actions will include clear statements and messaging on the purpose and process of the investigation, adequate time for engagement and feedback that aligns with community and stakeholder expectations, and an open and transparent investigation process. These actions will ensure the community and stakeholders don't feel left behind or blindsided by decisions or operations, maintaining trust with community and stakeholders so that all interested groups feel they have been heard and represented. The following table aligns the aforementioned objectives to a set of actions that Council will employ.

Communication & Engagement Plan | 23 June 2023

	Action	Responsibility	Timeline	Resources	Desired Outcomes
	Develop formal online portal for providing information/update s to the community about the investigation and develop a clear process for receiving feedback (IAP2)	Council and communicatio ns/IT officer	March 2023	Existing	Affected and interested people have the opportunity to participate and be heard
Communication Objective 1	Improve access to those experiencing barriers to services and participation such as engaging community members with limited internet or phone services, through in person methods or letter drops and providing culturally and linguistically diverse material (IAP2)	Council and project team	March 2023	Existing	Keep community informed about current resources, services and initiatives
Communication Objective 2	Enhance participation and inclusion of a broad group of community members and stakeholders across Adelaide Plains through nominated community spokespersons (CES, 1.3)	Project team, Community Partnerships, groups and organizations	March 2023	Engage identified communi ty members	Obtain a comprehensive cross-section of the community's views Increase the influence and reach of messaging and information

Communication & Engagement Plan | 23 June 2023

	The engagement process is targeted, flexible, scalable and timely. People have access to all relevant information at the time it is needed so that they can participate fully.	Project team	On- going	Existing	People are effectively engaged and satisfied with the process People understood how their views were considered and the rationale for final decisions
	Shifting from operational and reactive messages to more strategic and proactive messages with greater consistency, interest and relevance is a priority.	Council and project team	On- going	Existing	Timely information to create a sense of priority about the community's participation and involvement
Communication Objective 3	Changing the narrative, developing Council's communications language to ensure the community is placed at the centre of what we do (CES, 1.6)	Council and project team	On- going	Existing	People had faith and confidence in the engagement process

Communication & Engagement Plan | 23 June 2023

3. Engagement Techniques

3.1. Community Characteristics

The Adelaide Plains residential and business population has the following characteristics that have been considered in the adoption of the recommended engagement techniques. The key community characteristics are summarised below.

- From 2016 to 2021 the population of Adelaide Plains Council increased approximately 1,065 persons.
 - » 2.6% of the population identify as Aboriginal and/or Torres Strait Islander
 - » 88.2% of persons speak only English at home
- Council's operations and services are currently in a decentralised formation, delivered from a number of facilities in both Mallala and Two Wells.

3.2. Best Practice Engagement Research

Research into best practice community engagement by Holmes Dyer identified that the following should be considered in the recommended engagement techniques:

- The project team should look to limit the engagement touch points and repetitive engagement through a bigger and deeper conversation with the community that is focused in one or two different forums or methods.
- The project team should create engagement that was memorable, shareable, describable, post-able and readable.
- The people who are going to incorporate the engagement in their decision making were involved from the start in defining the scope and designing the activities.
- The most successful community engagement will seek to capture the community as part of their normal weekly activity, and invitations to drop-in sessions or scheduled community meetings are likely to be less successful than techniques that take the engagement activities to where the people already are, including the school, organised sport or scheduled major community events.
- The distance between council facilities requires consultation material and sessions to be held at different locations to accommodate people who may not be able to travel and ensure there is no preferential treatment.
- The community consultation period should run for at least 4 weeks to allow time to distribute information and provide sufficient opportunities for the community to be involved and provide feedback.
- Initial phase of engagement should be completed in approximately 3 months from start date.

3.3. Recommended Engagement Methods

The development of the Community and Civic Hub Investigation is not a specified consultation type under the Local Government Act, as per *Adelaide Plains Public Consultation Policy V5*. However, Holmes Dyer has had regard to the consultation methods as set out in this document to inform this project given its strategic importance to both the Adelaide Plains community, surrounding businesses and council operation.

Communication & Engagement Plan | 23 June 2023

To ensure the project engagement techniques are aligned with the *Community Engagement Charter (State Planning Commission, April 2018),* Council's *Community Engagement Strategy (CES)* and the *IAP2 Engagement Design Principles (IAP2),* the following minimum engagement techniques will be used for the Community and Civic Hub Investigation.

Case Studies (Site Visits)

A core group of Adelaide Plains staff and/or elected members visit key sites to increase understanding of the opportunities and considerations for the Adelaide Plains future facility planning. These site visits will be an opportunity to not only walk through the facilities, but discuss lessons learnt relating to process, budget procurement model and governance structures with Council staff responsible for the projects. The sites will include:

- Salisbury Community Hub
- Para Hills Community Hub
- City of Prospect Payinthi
- Gawler Civic Centre

Holmes Dyer will document the outcomes of the site visits and how these discussions should inform the future scoping for the Adelaide Plains project. See Appendix 1 *Engagement Method Plans* for Site Visit agenda.

Inform ational Material

A collection of engagement material and advertisements should be prepared to provide the community with basic information on the purpose of the investigation and details of the engagement activities. Such material will include:

- Publication of a project Fact Sheet, Frequently Asked Questions document.
- Notification of the various opportunities for community engagement on Council's website and Council operated Facebook page.
- Advertisement of the project and details of how to be involved in Council's Newsletter *Communicator* and independent newspapers *Plains Producer* and/or *Two Wells and District Echo*.
- Direct letters to key stakeholders as identified in Section 4.0 Community & Stakeholders to ensure regional, state and national perspective on the project is received, inviting open feedback across a 4-week period.
- Fixed displays, community notice boards, flyers and posters at key locations/facilities around the town.

Survey

An online survey will be distributed through Councils website. A QR code to the survey should be included in informational and advertisement material as an additional means to capture community. This advertisement material will be provided to local businesses, community and sporting facilities and Council offices help capture feedback and ideas from those unable to attend a consultation session in person. The survey can be provided in hard copy format upon request.

Communication & Engagement Plan | 23 June 2023

Workshops

Holmes Dyer will prepare and facilitate a structured program of up to three vision workshop sessions. Holmes Dyer will prepare workshop presentation material (both hard copy and digital), facilitate the sessions and prepare an engagement outcome report and key recommendations. The workshops will be interactive, involving a range of engagement methods to be developed in consultation with Adelaide Plains Council. These methods would be targeted toward the specific stakeholder groups in each session. See Appendix 1 *Engagement Method Plans* for an outline of the draft workshop format and group planning.

- Up to two Staff Sessions, providing an opportunity for involvement of all staff, with workshops staggered to support ongoing operations of facilities with only partial staff absent at any one time.
- One Elected Member workshop, assumed to be out of hours at the Adelaide Plains Council chamber.

As a part of the vision workshops Holmes Dyer will prepare a range of informational material to be distributed prior to the sessions, including:

- Introductory email with background information.
- Staff workplace assessment survey to understand how staff currently work and what their preferred work environment is.
- Workshop agenda highlighting;
 - o Background
 - o Brainstorming activity
 - o Discussion time
 - o Next steps
- Follow up email with opportunity to provide written feedback.

Drop-in Sessions

Holmes Dyer will prepare and facilitate the equivalent of three (3) 2-hour drop-in sessions for attendance by the public. The drop-in sessions hosted in Two Wells, Mallala and Dublin are opportunities for the local community and community groups to ask questions about the investigation and provide their own thoughts and identify needs for consideration in the next steps of the project. Ideas and discussions from these sessions will influence the decision-making stage in terms of future facility functions, operational models and locational decisions among many other. Holmes Dyer will prepare drop-in session material (both hard copy and digital), facilitate the sessions and prepare an engagement outcome report and key recommendations. The drop-in sessions will be interactive, involving a range of engagement methods to be developed in consultation with Adelaide Plains Council. These methods would be targeted towards a broad group of stakeholders and included opportunities for people to verbally share ideas, provide written notes and highlight ideas. The following outlines key elements that will be included in the development and facilitation of the drop-in sessions

Three (equivalent of 6 hours) Community stakeholder 'drop-in sessions' made up of:

Communication & Engagement Plan | 23 June 2023

- Community drop-in sessions, at Two Wells, Mallala, Lewiston and Dublin to seek general community feedback on the vision and key facility inclusions using a range of medium tools and an online survey.
 - » Two Holmes Dyer staff in attendance at each session.
 - » Minimum of one Council staff in attendance at each session.
 - » Location selected based on regular foot traffic, ease of access, visibility and well known in the community.

As a part of the drop-in sessions Holmes Dyer will prepare a range of promotional and informational material including posters, flyers, newspaper advertisements, social media posts and letter to be distributed prior to the sessions.

Digital and print promotional material will outline;

- Summary of the Community and Civic Hub Investigation
- Why Adelaide Plains Council are seeking participation from the community
- How to attend the drop-in session
- How to access additional information and provide written feedback
- Access to the online survey

Letters addressed to key community stakeholders (social, cultural and charity-based groups and organisations) inviting them to participate at one of the drop-in sessions and to use their platform/network to share information and ideas.

4. Community and Stakeholders

Adelaide Plains Council refers to the community as all people who live, work, pay rates, conduct private or government business, visit, utilises services, facilities and public space within the Council. 'Community' is also understood as shared geographical locations, demographics, culture, interests and identity. Council is committed to providing engagement and communication channels to all those who may be affected or have interest in Council's decision making.

Community engagement is considered invaluable in the way it enhances Council's capacity to partner with the community, to make well-informed, accepted and sustainable decisions. Communication with the community and stakeholders should make clear that, engagement does not substitute the final decision-making power of Councillors or the Chief Executive Officer and that the results of community engagement activities are to be balanced against the evidence provided by professional staff to provide a well-rounded and highly informed outcome.

IAP2 Public Participation Spectrum

The IAP2 has developed an international framework for engagement and is considered the best practice benchmark worldwide. It was designed to assist with the selection of the level of participation that defines the communities and stakeholder's role in any engagement and participation process. The actions identified in this Communication and Engagement Plan will assist Council staff to adhere to this spectrum. The below spectrum has been reproduced with the permission of IAP2 Federation.

	Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/ or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.

Table 2. IAP2 Participation Spectrum

Communication & Engagement Plan | 23 June 2023

Promise to the Public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendati ons into the decisions to the maximum extent possible.	implement	vill
-----------------------	-------------------------------	---	---	---	-----------	------

Communication & Engagement Plan | 23 June 2023

Matrix Identifier Refer Section 5.0	Stakeholder Group	Individual Stakeholder	Level of interest in the project (i.e., high, medium or low)	Level of influence/power in the project (i.e., high, medium or low)	Engagement Purpose	Level of engagem (i.e., inform, const
A.	Owner	Adelaide Plains Council (Elected Members & Staff)	High	High	Council is the owner/driver/decision maker for the Community and Civic Hub Investigation and as such will play a core role at both an Elected Member and Staff level.	Empower – with the project develo Case study site vii initiate the first sta views. Undertake work representees from structure to ensur Undertake works Mayor.
В	Adjacent Council	Light Regional Council	Low	Low	To be made aware of the project and provided opportunity to comment if interested	Inform – notified i and Holmes Dyer comment during
В	Adjacent Council	City of Playford	Low	Low	To be made aware of the project and provided opportunity to comment if interested	Inform – notified i and Holmes Dyer comment during
В	Adjacent Council	Wakefield Regional Council	Low	Low	To be made aware of the project and provided opportunity to comment if interested	Inform – notified i and Holmes Dyer comment during
С	Directly Affected Community	Owners and occupiers of residential land within Adelaide Plains	Medium	Medium	To be made aware of the Community and Civic Hub Investigation Encouraged to participate through a range of different techniques to attract as much interest as possible.	Consult – the lance Adelaide Plains C of ideas through support individua both physically copy/online) and c
С	Directly Affected Community	Owners and occupiers of retail, industrial, commercial land within Adelaide Plains Council Area	Medium	Medium	To be made aware of the project and provided an opportunity to comment. Encouraged to participate through a range of different techniques to attract as much interest as possible.	Consult – the lan the retail, industri of the Adelaide F sharing of ideas th to support individ both physically copy/online) and o

Communication & Engagement Plan | 23 June 2023

Page | 12

ement and proposed technique nsult, involve, collaborate, empower)

h Elected Members and Staff at all stages of elopment. Ultimate project decision maker.

visits with Council Elected Members/Staff to stage of collaboration and stimulate ideas and

orkshops with Council staff including om each tier of Council management and staff sure a cross section of views.

kshop with Council Elected Members and

d in writing via dual signed letter (Council CEO ver) or via email of the proposal and invited to ng the formal consultation period.

d in writing via dual signed letter (Council CEO rer) or via email of the proposal and invited to ng the formal consultation period.

d in writing via dual signed letter (Council CEO rer) or via email of the proposal and invited to ng the formal consultation period.

andowners-occupiers of the residential land in s Council and invite participation and sharing gh a range of engagement techniques to ual choice of how/when people are involved y and/or digitally, including survey (hard d community drop-in sessions.

landowners-occupiers-business operators of strial, commercial land or business operations e Plains Council and invite participation and s through a range of engagement techniques vidual choice of how/when people are involved y and/or digitally, including survey (hard d community drop-in sessions

D	Political Stakeholders	State and Federal Members of Parliament including Penny Pratt – Member for Frome and Rowan Ramsay MP - Federal Member for Grey	Low	Medium	To be made aware of the project and provided an opportunity to comment. To be informed of the outcome.	Inform – notified ir and Holmes Dyer) comment during f
E	Agencies/Authorities General	Department for Infrastructure and Transport Department of Primary Industries and Regions Department for Health & Wellbeing South Australian Tourism Commission Department for Environment & Water	Low	Low	To be made aware of the project and provided an opportunity to comment	Inform – notified in and Holmes Dyer) comment during
F	Planning & Land Use Services	Department of Trade and Investment (formerly AGD) – Planning and Land Use Services – possible stakeholder if the project results in the need for a future Code Amendment	Low	Low	To be made aware of the project and provided an opportunity to comment	Inform – notified in and Holmes Dyer) comment during
Н	Community Groups	All community groups and associations as identified by Adelaide Plains contacts and records.	Medium	Medium	That they be made aware of the Community and Civic Hub Investigation and encouraged to participate at a later stage of the project through a range of different techniques to attract as much interest as possible.	Consult – intere participate and engagement tecl how/when peopl digitally, including drop-in sessions
1	Aboriginal & Torres Strait Islander Leaders	Aboriginal Community Leaders	Low	Low	Direct engagement with the nominated community spokesperson is recommended	Inform – notified in and Holmes Dyer) comment during

d in writing via dual signed letter (Council CEO rer) or via email of the proposal and invited to ng the formal consultation period.

d in writing via dual signed letter (Council CEO rer) or via email of the proposal and invited to ng the consultation period.

d in writing via dual signed letter (Council CEO rer) or via email of the proposal and invited to ng the formal consultation period.

erested community groups are invited to ad sharing ideas through a range of echniques to support individual choice of ople are involved both physically and/or ing survey (hard copy/online) and community s

d in writing via dual signed letter (Council CEO rer) or via email of the proposal and invited to ng the consultation period.

5. Stakeholder Level of Influence and Positioning Matrix



Communication & Engagement Plan | 23 June 2023

Page | 14

High Influence / High Interest

Stakeholders within this group should be regularly engaged and promoted as project spokespersons to encourage participation by other stakeholders

Low Influence / High Interest

Stakeholder within this group should be regularly engaged to maintain interest

6. Engagement Assumptions/Limitations

There are many barriers to conducting effective community engagement, including digital capabilities of the community and council, time and location limitations, clarity of communication and other external influences. Holmes Dyer has attempted to mitigate some of the known barriers and have provided the following assumptions.

- All aspects of the engagement period, including informational material and in person sessions will reiterate the key aim of this engagement period:
 - » Engagement with the community and stakeholders is the first step of this Investigation to share ideas, opinions and feedback;
 - » The first phase of Investigation, including engagement is not about decision making, rather exploring community ideas;
 - » There is a rigid process that the Investigation will follow into the next phases to ensure the community is appropriately consulted and that the feedback received critically influences any future decision making.
- All posters, flyers and hard-copy surveys will be graphically produced by Holmes Dyer, to distribute to Adelaide Plains Council digitally, for printing and distribution locally.
- The electronic distribution of all stakeholder letters will be undertaken by Holmes Dyer.
- The content for a letter/Information Flyer/direct mail-out to all identified stakeholders will be digitally produced by Holmes Dyer, with printing and mail-out the responsibility of Adelaide Plains Council on Council letterhead/envelopes to maximise open rate.
- Should the community drop-in or face to face sessions need to be cancelled due to Covid-19 or other unplanned event, all best endeavours will be made to either reschedule within the 4-week consultation period or the engagement transitioned online via a web-based video conference format.
- Holmes Dyer Staff (x2) will be physically present in Adelaide Plains Council for up to 6 days during the initial 4-week consultation period to host the facilitated workshops (Staff, Elected Members, 3 x equivalent community drop-in sessions)
 - » It should be acknowledged that further consultation with stakeholder groups and the community will occur in the next phases of investigation not outlined in this document. Therefore, there will be future opportunities outside this 4-week period for participation and response.
- Co-attendance by Adelaide Plains Council staff at the community drop-in sessions to support Holmes Dyer staff would be encouraged as some community members may feel more comfortable talking to members.

7. Communication Approach

All communications, whether by Council or Holmes Dyer in respect to the Community and Civic Hub Investigation should be directly aligned to the content and timing setout in this Communication and Engagement Plan.

To achieve the overarching objectives as per above, the following (non-exhaustive) list of communication tasks will be used:

- At the 2021 Census 88% of Adelaide Plains Residents recorded English as the language used at home. A review of the community ancestry identifies that there is no dominant ancestry outside of native English-speaking countries. As a result of this analysis, for the purpose of this engagement it has been determined that it is not necessary to translate the information into any other language as part of this engagement.
- All feedback will be directed through a central point of contact being the Holmes Dyer email <u>engagement@holmesdyer.com.au</u>– Attention Community and Civic Hub Investigation for central coordination and analysis of feedback.
- Holmes Dyer staff will keep a record of email addresses by community members/ stakeholders who participated in the engagement and wish to stay informed on the outcomes, to be used as part of the Closing the Loop process set out in Section 10.
- Given the overall population and demographics of the Adelaide Plains Council, as well as the potential volume of feedback received, Holmes Dyer will aggregate or redact portions of the responses to as best as possible ensure the anonymity of any individual response in the consultation outcome summary that will be made publicly available at the end of the engagement period. Unredacted responses and the unedited responses will be provided confidentially to Council staff for information, future reference.
- A Frequently Asked Questions flyer will be produced and updated across the 4week period to address questions and any misunderstandings as they arise and manage community expectations in respect to the project and timelines for delivery.
- All material distributed in respect to this engagement will be prepared by Holmes Dyer and provided to Adelaide Plains Council for review and approval prior to distribution.
- Any press enquiries should be directed to the Chief Executive Officer and Mayor of Adelaide Plains Council for public comment. Holmes Dyer will not provide any comment to the press.

The following key messages will underpin the engagement regarding the Community and Civic Hub Investigation:

- The Community and Civic Hub Investigation is a strategic vision for the proactive and planned growth and investment in Adelaide Plains.
- The Investigation will not make any statutory changes to the planning system or to existing use of Council-owned land or buildings; this will be subject to future formal consultation processes prior to implementation.
- The Investigation will be used by Council to inform the next phase of the project, budget, planning and investment, and to advocate with Federal, State and

Communication & Engagement Plan | 23 June 2023

Private Developers for investment in Adelaide Plains to support the growth and vision set out in this Investigation.

- The Investigation will identify prioritised actions, from immediate through to short (1-3 year), medium (3-5 year) and long term (5 years plus) priorities, to enable planned delivery in line with population growth within Council's budget and resource capacity.
- The Investigation will seek to establish a draft project vision and set of guiding principles and facility scope recommendations out of the vision workshops. These visions and principles will be critical to guide future decisions, such as site location and key requirements in an architectural brief or Principal Project Requirements document.
- The findings from the Investigation will be used to appropriately inform the Phase 2 Summary Report including draft Risk, Governance & Procurement Plan to Council.
- Initial community consultation will occur for a period of 4 weeks. Input from the community will be ongoing throughout the next phases of this investigation.

The following paragraph represents a suitable introduction for communicating the intended and current status of the investigations with the Adelaide Plains community. The following paragraph is intended to be used across various information and consultation material.

"Adelaide Plains Council is one of the fastest growing local government areas in South Australia. This growth brings with it both changing community expectations regarding the nature and delivery of services and facilities and the need to accommodate an increasing population and staffing numbers.

In recognition of this growth, Council commissioned an independent third party to review Council's current community and civic facilities with a view to understanding their suitability to meet the needs of this rapidly growing population. That study identified a critical need to improve the efficiency, functionality and space available to meet the expectations of a rapidly growing population. Council endorsed the findings of that report in late 2022.

The key recommendation was to undertake a "Community and Civic Hub Investigation" which would seek to establish a project vision, guiding principles and a scoping of required facilities through a series of investigations, workshops and community engagement, which would then form the basis for recommended facility requirements, locations options, delivery models, budgeting, risk analysis, project brief, cost estimates, governance and procurement planning as part of the next phase of investigations. None of these investigations represent a commitment to proceed with a Community and Civic Hub. Rather, they provide the necessary basis for Council to make an informed decision about the delivery of that Hub at a future point in time."

8. Staging the Engagement

The following considerations relating to timing for the engagement have been considered in the preparation of this Community and Engagement Plan, relating to the availability of community members and key stakeholders.

- Elected Members Workshop to follow soon after the case study/site visit to ensure ideas and findings from visit is captured in the development of the vision and principles.
- **Council Staff** Workshop to be undertaken soon after the EM workshop to explore workplace operations and styles. Specifically structured sessions and facilitated but not exclusive invite.
- **Community Groups -** Council will directly notify community groups by formal letter, encouraging them to share the engagement with their local networks.
- Drop-in Session Venues Drop-in session will be held post workshops with Elected members and Council staff and informational material going live. Dropin sessions will be held in Two Wells, Mallala and Dublin. The use of venues such as a council buildings, community centres or town halls is to be directed by Council, to ensure a prominent and accessible location is used.
- Weekday and Weekends One community drop-in session will be held during the week and one across the weekend to ensure a variety of times are offered.

Considering the above, the recommended engagement period for the Adelaide Plains Community and Civic Hub Investigation is four (4) weeks, commencing in early May and concluding in late May Early June, over a period equating to at least 21 business days.

Holmes Dyer suggests the following key dates, to be confirmed by Council:

- Holmes Dyer suggests the following key dates, to be confirmed by Council:
- Elected Members Site Visit (Case Studies) 23 January 2023
- Senior Staff Project Workshop 8 February 2023
- Elected Members Vision Workshop 28 February 2023
- Staff Vision Workshop 28 February 2023
- Communication and Engagement Plan Endorsed 27 March 2023
- Informational Material and community consultation support material approved by Council – Early April 2023
- Informational material and advertising of consultation submitted to publications Mid/late April
- Informational material and advertising of consultation goes live Mid/late April 2023
- 4-week public consultation period starts Early May
- Community Drop-in Session 1 Saturday Mid May
- Community Drop-in Session 2 Thursday Mid May
- Community Drop-in Session 3 Saturday Mid May
- 4-week public consultation period ends Late May
- Summary of engagement outcomes Early/mid June

These dates may be subject to change depending on location availability and Council direction.

Communication & Engagement Plan | 23 June 2023

Stage	Objective	Engagement Activity	Stakeholders	By when/whom
Stage 1	Direct engagement with Elected Members and Council Staff to inform the Investigation	Facilitated Workshop Session (x2)	Elected Members Adelaide Plains Staff	Senior Staff Project Workshop – 8 February 2023 Elected Members Vision Workshop – 28 February 2023 Staff Vision Workshop – 28 February 2023
Stage 2	Direct letters and invitations to attend the facilitated drop-in sessions for identified community groups, businesses and organisations. Distributed via email/ or post to ensure arrival prior to the "go live" date	Personally addressed letter to identified local community groups, business and organisations Link to survey and further information Adelaide Plains website Printed flyers/posters distributed by Council to facilities ready for start of community engagement period.	Adelaide Plains Council Personally address Letters to community groups, businesses and organisations as identified by Council.	Identify and collect stakeholders contact details with support from Council two (2) weeks before drop-in sessions. Letters/Invitations to participate in drop-in session and online material sent two (2) weeks before drop-in sessions (Mid-April)

Communication & Engagement Plan | 23 June 2023

Stage 3	Ensure consultation material content is signed off and ready to "go live"	Provision of community consultation material to Adelaide Plains Council for printing and distribution/ display in community facilities/ buildings and online on the website ahead of the Engagement "go live" date.	Adelaide Plains Council	Holmes Dyer to provide content two (2) weeks before commencement of community consultation (Mid-April excluding public holidays)
Stage 4	Inform stakeholders and the community about the Investigation	Emails sent to advise of commencement of consultation and provide information regarding the Investigation and how to provide feedback. Website and displays at Council Library / Council Office goes live Prepare FAQ's Online Survey goes live	Business Stakeholders Community /Sporting Groups Adjacent Councils State and Federal Members of Parliament Department for Infrastructure and Transport (DIT) Department of Trade & Investment (PLUS) Utility Organizations Government Agencies Aboriginal & Torres Strait Islander Leaders	First day of the consultation period (Late April)

Communication & Engagement Plan | 23 June 2023

		Place an advertisement in the digital edition of 'Plains Producer' and 'Two Wells and District Echo' Promotion on Adelaide Plains Council Facebook Page	Community	Informational and advertising material to be submitted for publication 21 days clear notice of the end of the consultation period. Plains Producer and The Bunyip are published each Wednesday Echo published in the first week of each month.
Stage 5	Broad community ideas gathering sessions via direct face to face (Drop-in Session)	Community drop-in sessions / pop-up information stands as part of planned community activities in Two Wells and Mallala	Community	Community Drop-in Session 1 – Saturday in May Community Drop-in Session 2 – Thursday in May Community Drop-in Session 3 – 1 hour split two locations Saturday in May
Stage 6	Inform stakeholders and the community about the impact of the engagement and outcome of the proposal via a summary engagement outcome report	Direct letter and/or email	All participants who made a submission	As soon as practicable following consideration of the engagement outcome report and Community and Civic Hub Investigation by Adelaide Plains Council.

Communication & Engagement Plan | 23 June 2023

9. Evaluation Approach & Closing the Loop

An engagement outcome summary of all meetings, responses and outcomes of the fourweek engagement period will be prepared by Holmes Dyer and presented to Council to inform decision making and serve as a record of issues raised on the project.

As part of the online/hard copy survey, questions will be included to seek feedback on the quality and type of engagement material used to help the community form a view and participate in this engagement. Participants will also be asked if they wish to be kept informed of the Investigation outcomes and contact details will be recorded for distribution of a "Closing the Loop" email/letter and the project website page will be updated.

Holmes Dyer will retain a record of all participants who lodge formal submissions, attend a community drop-in session or make telephone or email enquiries during the engagement period.

It is possible that the survey will receive a relatively small sample size, due to the typical online participation rates. As a result, the confidentiality of responses to maintain anonymity, except where someone is speaking publicly on behalf of an organisation, will be considered by aggregation and redaction in the public version of the outcome report. A full unredacted copy will be provided to the Council in confidence.

Communication & Engagement Plan | 23 June 2023

Appendix 1. Engagement Method Plans

Communication & Engagement Plan | 23 June 2023





Site Visit Itinerary

Community and Civic Hub Investigation

Council Staff and Elected Members – 23rd January 2023, 9:00am

ltem	Site	Site Representees	Time
1.0	Salisbury Community Hub	Charles Mansueto	1 Hour 15 Mins
	• 34 Church St, Salisbury SA 5108		9:15 – 10:30am
2.0	Payinthi Prospect	David O'Loughlin Scott McLuskey	1 Hour 15 Mins
	• 128 Prospect Rd, Prospect SA 5082		11:00am – 12:15pm
3.0	Lunch		40 Mins
	Lunch at Prospect		12:20 – 1:00pm
4.0	Para Hills Community Hub	Jarred Collins	45 Mins
	• 22 Wilkinson Rd, Para Hills SA 5096		1:30 – 2:15pm
5.0	Gawler Civic Centre	Henry Inat David Barrett	1 Hour 15 Mins
	• 89-91 Murray St, Gawler SA 5118		2:30-3:45pm
6.0	Return to Adelaide Plains Council		4pm

Page 1 of 1

Workshop Method Des	ign – Council Staff & Elected Me	embers – 28 th February 2023	
Method:	Council staff workshop - Interactive session - High level interest, high level influence group		
Project Stage:	Early: Phase 1 of Community program.	and Civic Hub Investigation consultation	
Engagement Purpose:	Collaborate: Understand the needs of staff and council operations and desired vision for potential community and civic spaces.		
Rational Aim:	Staff experience and knowledge to formulate a preferred workstyle, work environment, and interface with community.		
Experiential Aim:	Understand how staff best work with one another, how tasks are best completed and how community and civic spaces can be shared.		
	Risks	Mitigation	
	Underrepresentation from various levels of Council	Ensure a representative from various departments, hierarchical levels and skill sets are present at the workshop.	
Risks	Dominant opinions pushing out ideas, visions, statements	If needed, utilise small groups and break out activities to allow for EMs to talk with one another and facilitators. Provide opportunities for ideas, comments and feedback to be scribed or written by individuals during workshop. (Post-it notes and theme trees with discussion topics)	
	Skipping ahead in the sequence of investigation to ideas around design, location etc.	Provide simple workshop discussions framework ahead of session so staff have a clear understanding of the sessions purpose and aims. Facilitators to redirect discussion when needed.	
Question Design Consideration:	 Different roles in Council will have different needs/views Asking questions for specific tangible response or general feeling and principle A selection of outcomes required from workshop therefore some questions need to be pointed 		
Roles and Responsibilities:	Planning Holmes Dyer		

	1	I.	
	Facilitation	Holmes Dyer and A	delaide Plains Council
	Participation Liaison	Adelaide Plains Cou Schenk & Clarisse S	ıncil Project Lead – Sheree emler-Hanlon
	Recording	Holmes Dyer	
	Data Analysis	Holmes Dyer	
	Reporting	Holmes Dyer	
Method Evaluation		g environment identii styles are identified back from staff n with staff about the	fied e general experience on ortunities to contribute)
Pre-Work Activities	Online survey - Provide an online sur Discussion topics	vey link a week prior Ission topics to stimu	to workshop late ideas and thinking
Follow-up Activities	 Summary of responses to be distributed Additional idea/feedback sheet to be distributed 		
Discussion Topics	civic and library service - Workplace design mod Activity based Working Ratio). - Key facility community	ooke, distributed, preci vice model (location of enquires, front desk or els (Combination of clo , Hybrid working and re service provisions/serv nd/or new service offer	nct etc.) fer, traditional separation of floating concierge etc.) sed offices/open plan office, commended Staff Desk
Tools and Activities:	SOAR Brainstorm Strengths, Opportunities, Asp The focus is on what the orga does well, and on converting threats into opportunities. - Facility Models o Hybrid Mode o Activity Base o Hub and Spo o In-Person Wo - Key Service Provisions	nization already weaknesses and !l d Working ke	3 X Facility Model SOAR Brainstorm 3 X Service Provision SOAR Brainstorm 3 X Customer Service Model Brainstorm

- o Library
- o Staff workspace
- o Justice of the Peace
- o Council Chambers
- o Event Space
- o Community Groups
- o Youth Centre
- o Theatre
- Customer Service Models
 - o Self Service
 - o Front Desk Request and Response
 - o Service Stations
 - o Floating Concierge

In groups of 6 use post-it notes and write down your thoughts the under the heading "strengths", "challenges" for a identified topic. After 10 minutes of brainstorming, swap topic page with another group



HOLMES DYER

Adelaide Plain Council Staff Workshop Agenda

Community and Civic Hub Investigation

All Council Staff – 28th February 2023, 2:00pm – 4:00pm

Item	Description	Presenter	Time
1.0	Introduction to the Community and Civic Hub Investigation	SPH	10 Min
1.1 1.2 1.3	 Welcome from Adelaide Plains Council Acknowledgement of Country Run through key points/intended outcomes of Investigation Outline the workshop proceedings 		2:00pm – 2:10pm
2.0	Review Pre-workshop Survey	NH	15 Min
2.1 2.2	 Discuss the outcomes of the workplace assessment survey Identify reoccurring trends and ideas Preferred workplace environment Relationship and interface with community, customers and colleagues Space needed for activities/tasks 		2:10pm – 2:25pm
3.0	Group Brainstorm Activity	NH	35 Min
3.1 3.2	 Introduction to the SOAR brainstorm activity Breakout into groups of 5 or 6 for the brainstorm activity Workplace Model Facility Function 	NH All Discussion	2:25pm – 3:00pm
	» Service Provision Model		
	10 Min Break		
4.0	Preliminary Discussion of Brainstorm Activity Findings	NH	25 Min
	Sharing of ideas by groupsDiscussion of reoccurring ideas	All Discussion	3:10pm – 3:35pm
5.0	Additional Facility Considerations	SPH	20 Min
	 Opportunity for staff to raise other categories of consideration Challenges/limitations with implementing workplace change Interface with the community Use of current Council facilities Questions to discuss with community 	All Discussion	3:35pm – 3:55pm
6.0	Next steps		
	Follow up of outcomes from workshopFuture opportunities to engageOur next steps		5 Min 3:55pm – 4:00pm

Page 1 of 1



HOLMES DYER

Elected Members Workshop Agenda Community and Civic Hub Investigation

Elected Members – 28th February 2023, 4:30pm – 6:30pm

Item	Description	Presenter	Time
1.0	Introduction to EM Workshop	SPH	10 Min
1.1 1.2 1.3	 Welcome from Adelaide Plains Council Acknowledgement of Country Outline the workshop proceedings Provide summary of Communication and Engagement Plan 	APC APC	4:30pm – 4:40pm
2.0	Learnings from Site Visits	NH	20 Min
	 Review site visit locations and learnings Salisbury Community Hub Para Hills Community Hub Prospect Payinthi Gawler Civic Centre 		4:40pm – 5:00pm
3.0	Group Brainstorm Activity	NH	30 Min
3.1	Introduction to the SOAR brainstorm activity	NH	
3.2	 Breakout into small groups for a brainstorm activity Workplace models Facility functions Service provision model 	EM Discussion	5:00pm – 5:30pm
	10 Minute Break		
4.0	Preliminary Discussion of Brainstorm Activity Findings	NH	30 Min
	Sharing of ideas by groupsDiscussion of reoccurring ideas	EM Discussion	5:30pm – 6:00pm
5.0	Additional Facility Considerations	SPH	20 Min
	 Opportunity for EM to raise other categories of consideration Use of current Council facilities Questions to discuss with community Community Reference Group 	EM Discussion	6:00pm – 6:20pm
6.0	Next steps		6:20pm – 6:30pm

Page 1 of 1

Workshop Method Des	ign – Council Staff & Elected Me	embers – 28 th February 2023	
Method:	Council staff workshop - Interactive session - High level interest, high level influence group		
Project Stage:	Early: Phase 1 of Community program.	and Civic Hub Investigation consultation	
Engagement Purpose:	Collaborate: Understand the needs of staff and council operations and desired vision for potential community and civic spaces.		
Rational Aim:	Staff experience and knowledge to formulate a preferred workstyle, work environment, and interface with community.		
Experiential Aim:	Understand how staff best work with one another, how tasks are best completed and how community and civic spaces can be shared.		
	Risks	Mitigation	
	Underrepresentation from various levels of Council	Ensure a representative from various departments, hierarchical levels and skill sets are present at the workshop.	
Risks	Dominant opinions pushing out ideas, visions, statements	If needed, utilise small groups and break out activities to allow for EMs to talk with one another and facilitators. Provide opportunities for ideas, comments and feedback to be scribed or written by individuals during workshop. (Post-it notes and theme trees with discussion topics)	
	Skipping ahead in the sequence of investigation to ideas around design, location etc.	Provide simple workshop discussions framework ahead of session so staff have a clear understanding of the sessions purpose and aims. Facilitators to redirect discussion when needed.	
Question Design Consideration:	 Different roles in Council will have different needs/views Asking questions for specific tangible response or general feeling and principle A selection of outcomes required from workshop therefore some questions need to be pointed 		
Roles and Responsibilities:	Planning Holmes Dyer		

	1	1	
	Facilitation	Holmes Dyer and A	delaide Plains Council
	Participation Liaison	Adelaide Plains Cou Schenk & Clarisse S	ıncil Project Lead – Sheree emler-Hanlon
	Recording	Holmes Dyer	
	Data Analysis	Holmes Dyer	
	Reporting	Holmes Dyer	
Method Evaluation	If a consensus decision was met: - If a preferred working environment identified - If a selection of workstyles are identified Project team analysis of feedback from staff - Direct communication with staff about the general experience on the decision of the prediction of the sector is the staff about the general experience on		
Pre-Work Activities	the day (e.g., felt heard, had multiple opportunities to contribute) Online survey - Provide an online survey link a week prior to workshop Discussion topics - Provide a set of discussion topics to stimulate ideas and thinking ahead of the session (include as part of the agenda)		
Follow-up Activities	 Summary of responses to be distributed Additional idea/feedback sheet to be distributed 		
Discussion Topics	civic and library service - Workplace design mod Activity based Working Ratio). - Key facility community	poke, distributed, preci vice model (location of enquires, front desk or els (Combination of clo , Hybrid working and re service provisions/serv nd/or new service offer	nct etc.) fer, traditional separation of r floating concierge etc.) sed offices/open plan office, commended Staff Desk
Tools and Activities:	SOAR Brainstorm Strengths, Opportunities, Asp The focus is on what the orga does well, and on converting threats into opportunities. - Facility Models o Hybrid Mode o Activity Base o Hub and Spo o In-Person Wo	nization already weaknesses and ! ! d Working ke	3 X Facility Model SOAR Brainstorm 3 X Service Provision SOAR Brainstorm 3 X Customer Service Model Brainstorm

- o Library
- o Staff workspace
- o Justice of the Peace
- o Council Chambers
- o Event Space
- o Community Groups
- o Youth Centre
- o Theatre
- Customer Service Models
 - o Self Service
 - o Front Desk Request and Response
 - o Service Stations
 - o Floating Concierge

In groups of 6 use post-it notes and write down your thoughts the under the heading "strengths", "challenges" for a identified topic. After 10 minutes of brainstorming, swap topic page with another group

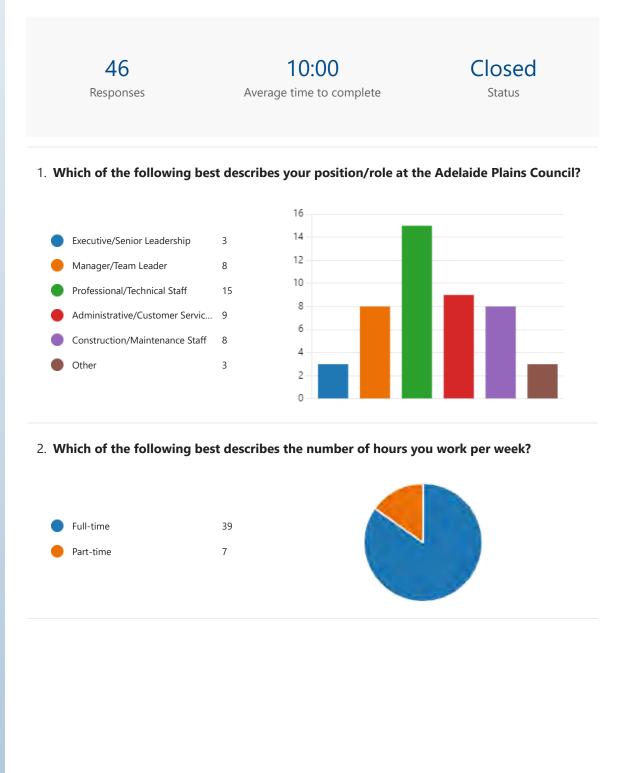


HOLMES DYER

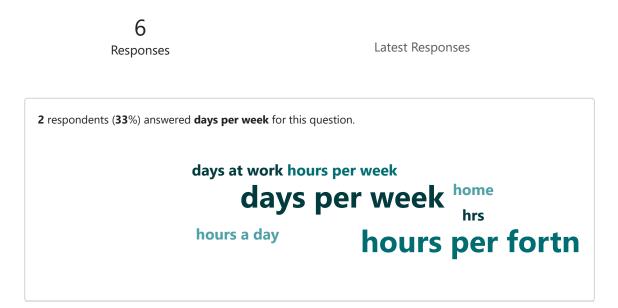
Appendix 2. Council Staff Workplace Assessment Survey

Community and Civic Hub Investigation | 17 July 2023

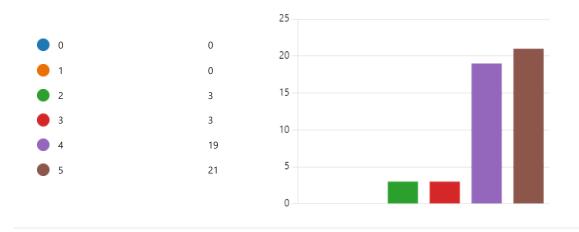


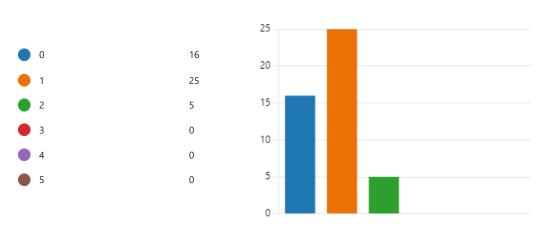


3. If part-time, please specify how many days/hours you work



4. Excluding when you work from home, how many days in an average week do you spend at your <u>primary</u> workplace? ('primary workplace' - the location where you are predominantly located during work hours, e.g. Council offices, library, depot or other Council facility)





5. How many days in an average week do you work remotely or from home?

6. What is your ideal home/workplace breakdown



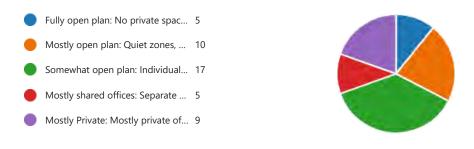
7. Does your role require frequent (weekly or more) interactions with clients, customers, or other non-Council staff?



8. Which of the following best describes your <u>current</u> workplace environment?



9. Which of the following best describes your ideal workplace environment?



10. **Share an example of what your** <u>ideal</u> **workplace would look like.** (eg. hybrid workspace, shared spaces with the community, private offices or hub and spoke facilities)

	Latest Responses "Outside" "Hybrid Workspace" "Outdoor worker"		
36			
Responses			
22 respondents (61%) answered space for this	s question.		
private rooms planned space open plan	office spaces private meeting	Quiet spaces needs rooms and a few c	
spaces for staff meeting roo	ms space	community space	
spaces with the community spaces and facilities	nity senior staff rooms and collat	private offices plan office work a	

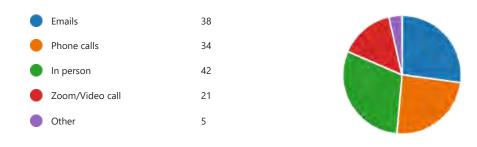
11. How much do you agree with the statement "My <u>current</u> workplace allows me to effectively complete my daily task/activities"



12. How much do you agree with the statement "My <u>current</u> workplace allows me to effectively interact with clients/colleagues/customers"

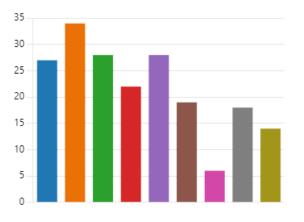


13. How do you and your immediate work team/colleague(s) communicate about tasks and projects? (select all that apply)

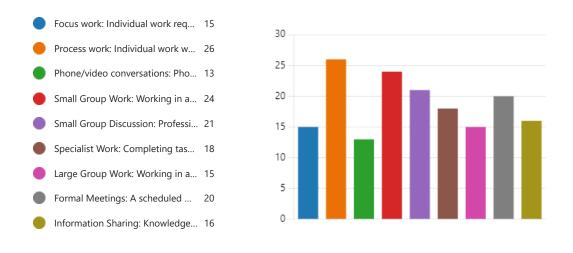


14. What types of tasks do you perform on an average workday? If your tasks vary greatly from one day to the next, respond to this question based on your previous full work day. (Select all that are applicable)



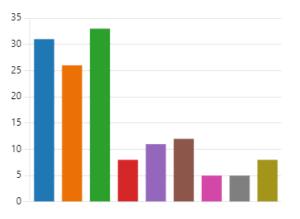


15. What work activities/tasks do you <u>prefer</u> to do at your primary workplace? (select all that apply)



16. What work related activities/tasks do you <u>prefer</u> to do when working from home/remotely? (select all that apply)







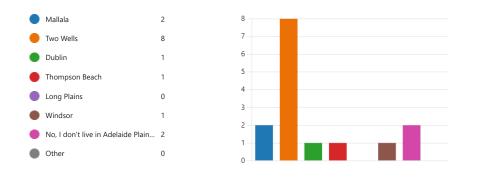
HOLMES DYER

Appendix 3. Adelaide Plain Community and Civic Hub Investigation Survey

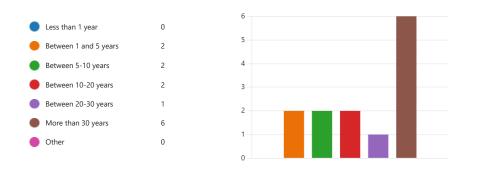
Community and Civic Hub Investigation | 17 July 2023



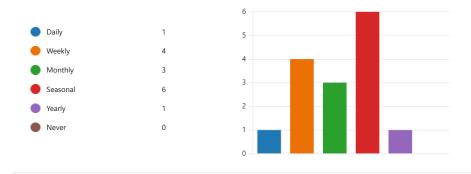
4. Do you live in Adelaide Plains? If so, where?



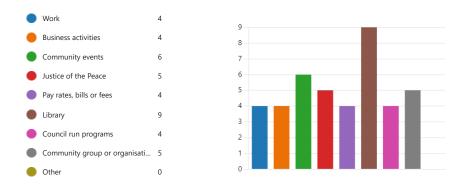
5. How long have you lived in the Adelaide Plains Council area?



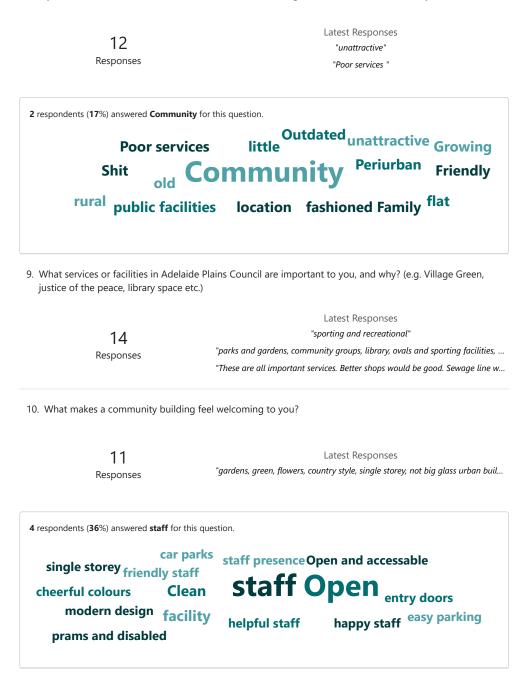
6. How often on average would you visit a Adelaide Plains Council facility (e.g. Library, Council Depot, Community Centre).



7. Identify the main reasons why you typically visit an Adelaide Plains Council facility.



8. If you needed to describe Adelaide Plains to someone using one word, what word would you choose?



11. Please rank how important it is for Council to provide the following services or facilities in a Community and Civic Hub.

Extremely important Somewhat important	Neutral	Not very important	Not important at all
Space for new businesses			
More library space and books			
Flexible rooms and spaces for multi-use			
Community and council staff spaces co-located			
More informal gathering spaces (e.g. Village Green)			
Education and skill training programs			
Retention of heritage and character			
More activities for youth			
More activities for aging persons			
Mix of retail and business offerings			
Theatre and performance spaces			
General health and immunisation services			
Bookable meeting rooms			
Dedicated space for Council services (e.g. JP, paying bills			
	100%	0%	100%

12. What services or facilities do you think are needed in Adelaide Plains Council, and why? (e.g. health services, bookable meeting rooms, co-working spaces etc.)

	Latest Responses
14	"Plenty of available existing community centres that are under utilised and a
Responses	"aged living options, health services, meeting rooms for volunteers."
	"Health services would be good "

7 respondents (50%) answered health services for this question. community members work/study community wellbeing working spaces available health hub services would be good Youth services health Services wells students and community tourism businesses hours community centres meeting rooms services are not community health professionalscommon community groups 13. How can we share spaces with different user groups, so everyone benefits from any investment?



Latest Responses "free meeting rooms for volunteer groups"

3 respondents (27%) answered group	ps for this question.
doves that are	adaptable smaller sections modern facility minded people
	room with kitchen groups network adaptable design
booking system	oking groups meeting rooms adaptable community doves
volunteer groups bo	oking 9100ps adaptable community doves
shopping precinct Dedicated	room community
building and spaces	facebook groups
14. How can a future Council inve placemaking and township ac	estment (e.g., a new community and civic centre), contribute to broader tivations improvements?
10	Latest Responses
Responses	"Locality will only be Two Wells which won't contribute to other townships
Responses	
3 respondents (30%) answered centre	a for this question
S respondents (SO/0) answered centre	
community gro	ups Maybe send COUNCII building maybe extend
N/L = 1	
commercial and retail	n Street Centre new community picnic areas
commercial and retail Mai	n Street ity civic Centre new community picnic areas civic centre people
commercial and retail	n Street Centre new community picnic areas
commercial and retail Mai	ity civic centre new community picnic areas civic centre people
commercial and retail Main communi new commercial public	ity civic Centre new community picnic areas civic centre people area community hub community centre
commercial and retail Communit new commercial public	n Street ity civic centre new community picnic areas civic centre people area community hub community centre vision for the future current residents
commercial and retail Communit new commercial public	n Street ity civic entre new community picnic areas civic centre people area community hub community centre vision for the future current residents
commercial and retail Communit new commercial public 15. Do you have any further ideas spaces?	n Street ity civic centre new community picnic areas civic centre people area community hub community centre vision for the future current residents s to improve Adelaide Plains Council's community and civic services and Latest Responses
commercial and retail Communit new commercial public 15. Do you have any further ideas spaces? 12	n Street ity civic area community hub community centre vision for the future community hub community centre vision for the future current residents current residents current residents current residents current residents
commercial and retail Communit new commercial public 15. Do you have any further ideas spaces? 12	n Street ity civic area community hub community centre vision for the future current residents s to improve Adelaide Plains Council's community and civic services and Latest Responses "Investment in existing centresie sporting clubs and community organizati "aged living options - retirement living places" "Can we get a bus so it's not impossible to travel please A proper bus with m
commercial and retail Communit new commercial public 15. Do you have any further ideas spaces? 12 Responses 4 respondents (33%) answered comm	n Street ity civic area community hub community centre vision for the future current residents is to improve Adelaide Plains Council's community and civic services and Latest Responses "Investment in existing centresie sporting clubs and community organizati "aged living options - retirement living places" "Can we get a bus so it's not impossible to travel please A proper bus with m
commercial and retail Communit new commercial public 15. Do you have any further ideas spaces? 12 Responses 4 respondents (33%) answered comm	n Street ity civic area community hub community centre vision for the future current residents is to improve Adelaide Plains Council's community and civic services and Latest Responses "Investment in existing centresie sporting clubs and community organizati "aged living options - retirement living places" "Can we get a bus so it's not impossible to travel please A proper bus with m hunity for this question. Adelaide area Virginia gym and community area workers
commercial and retail Communit new commercial public 15. Do you have any further ideas spaces? 12 Responses 4 respondents (33%) answered comm historical areas	n Street ity civic Centre new community picnic areas civic centre people area community hub community centre vision for the future current residents to improve Adelaide Plains Council's community and civic services and Latest Responses "Investment in existing centresie sporting clubs and community organizati "aged living options - retirement living places" "Can we get a bus so it's not impossible to travel please A proper bus with m tounity for this question. Adelaide area Virginia Bym and community area workers area health services
commercial and retail Communit new commercial public 15. Do you have any further ideas spaces? 12 Responses 4 respondents (33%) answered comm historical areas groups in Two Wells r population able Servic	n Street ity civic Centre new community picnic areas civic centre people area community hub community centre vision for the future current residents to improve Adelaide Plains Council's community and civic services and Latest Responses "Investment in existing centresie sporting clubs and community organizati "aged living options - retirement living places" "Can we get a bus so it's not impossible to travel please A proper bus with m tounity for this question. Adelaide area Virginia pym and community area workers area health services Wells country communities
commercial and retail Communit new commercial public 15. Do you have any further ideas spaces? 12 Responses 4 respondents (33%) answered comm historical areas groups in Two Wells	n Street ity civic Centre new community picnic areas civic centre people area community hub community centre vision for the future current residents is to improve Adelaide Plains Council's community and civic services and Latest Responses "Investment in existing centresie sporting clubs and community organizati "aged living options - retirement living places" "Can we get a bus so it's not impossible to travel please A proper bus with m hunity for this question. Adelaide area Virginia Pym and community area workers area health services Wells country communities

16. Would you like to be kept informed of the outcomes of the Community and Civic Hub Investigation?



Email	8	
🛑 Mail	0	
Phone Call	0	
Council Website	0	

18. Please provide your email address below



19. Please provide your best contact phone number below

6 Responses 20. Please provide your preferred mailing contact list

6 Responses

Latest Responses

 ${\bf 3}$ respondents (50%) answered ${\bf SA}$ for this question.



14.4 I	EMPLOYEE BEHAVIOURAL STANDARDS (S.120A LOCAL GOVERNMENT ACT 1999)
--------	---

Record Number:	D23/29053		
Author:	Director Corporate Services		
Authoriser:	Chief Executive Officer		
Attachments:	1. Local Government Association - Employee Behavioural Standards Guideline and Model Standard 🖟 🛣		

EXECUTIVE SUMMARY

- The purpose of this report is to provide Council with an update on the legislative change relating to employee behavioural standards and in doing so, seeks Council's approval under section 120(1)(b) of the *Local Government Act 1999* (the Local Government Act) for the Chief Executive Officer (CEO) to act in relation to all aspects of the employee behaviour standards process prescribed under section 120A of the Local Government Act.
- New section 120A of the Local Government Act commenced operation on 17 November 2022. This section requires all councils to consider, within six months after the conclusion of each periodic election, whether it should adopt employee behavioural standards.
- Employee behavioural standards may specify standards of behaviours to be observed by employees of councils and provide for any other matter relating to the behaviour of employees of the Council.
- An employee behavioural standard must not diminish a right or employment condition under an Act, award, industrial agreement or contract of employment.
- The Local Government Association of SA (LGA) has prepared a Guideline and Model Employee Behavioural Standards to assist councils with considering whether to adopt such a standard.
- It is worth noting that Council, at its 26 June 2023 meeting, delegated the authority to the CEO (section 120A) to act in relation to considering, adopting, and revising employee behavioural standards.
- This report provides Council with information relevant to the requirements of section 120A and seeks Council's authorisation for the CEO to act in accordance with s120(1)(b) of the Local Government Act in relation to all aspects under the s120A process including preparation, adoption, substitution, review and consideration process, and any necessary consultation in relation to employee behavioural standards.

RECOMMENDATION 1

"that Council, having considered Item 14.4 – *Employee Behavioural Standards (s.120A Local Government Act 1999)*, dated 24 July 2023, receives and notes the report and in doing so, acknowledges that Council has delegated to the Chief Executive Officer the powers contained within s120A of the *Local Government Act*, specifically sections 120A(1), 120A(4), 120A(5), 120A(6)(a) and 120A(6)(b) relating to the preparation, adoption and revision of employee behavioural standards."

RECOMMENDATION 2

"that Council, having considered Item 14.4 – *Employee Behavioural Standards (s.120A Local Government Act 1999)*, dated 24 July 2023, and in consideration of resolution 2023/XXX above, in accordance with section 120(1)(b) of the Local Government Act 1999 (the Act), authorises the Chief Executive Officer to act, at any time, in relation to all aspects of his delegation of authority under section 120A of the Act, including the preparation, adoption, substitution, review and consideration processes, and any necessary consultation in relation to employee behavioural standards."

BUDGET IMPACT

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

RISK ASSESSMENT

A risk assessment was completed within Council's system ('Skytrust') and the risk rating score is **8 'Medium'**. In order to reduce the risk rating score to a residual risk rating score of 3 'Low', it is critical for Council to consider the Behavioural Standards for Employees as per legislative requirements under the CEO delegation, and in particular to grant an authorisation to enable the CEO to act in circumstances where a conflict of interest would otherwise prevent that occurring in accordance with section 120(1)(b) of the *Local Government Act 1999*.

DETAILED REPORT

Purpose

The purpose of this report is to provide Council with an update on the legislative change relating to employee behavioural standards and in doing so, seeks Council's authorisation under section 120(1)(b) of the *Local Government Act 1999* (the Local Government Act) for the Chief Executive Officer (CEO) to act in relation to all aspects of the employee behaviour standards process prescribed under section 120A of the Local Government Act.

Background

A key policy intent of the conduct management reforms to the Local Government Act was to separate 'conduct' into behaviour, integrity and criminal matters covering Council employees to reflect similar changes made to conduct matters that apply to council members. The intent was also to capture conduct matters that must be observed by all council employees directly within the Local Government Act—these are 'integrity matters', such as conflict of interest and gifts and benefits.Prior to the commencement of reforms in November 2022, section 110 of the Local Government Act provided that the Governor, by regulation, could prescribe a code of conduct to be observed by the employees of all Councils.

In 2014 the then Minister for Planning published a <u>Code of Conduct for Council Employees</u> for the purposes of section 110(1) of the Local Government Act. That Code was comprehensive, and all Council employees were obligated to observe the Code of Conduct.

Following the commencement of the <u>Local Government (General) (Employee Code of Conduct)</u> <u>Variation Regulations 2018</u> on 2 April 2018, the Code of Conduct for Council Employees for the purposes of section 110 was set out in Schedule 2A of the Local Government (General) Regulations 2013. At that time, the Code of Conduct was amended to provide requirements for Council employees in relation to gifts and benefits only.

Many council CEOs addressed the change of scope in 2018 by adding requirements to employment instruments, amending existing HR policies or adopting an 'Employee Code of Conduct' to ensure there were clear expectations in place regarding the conduct and behaviour of Council employees.

Documents relating to employee behaviour and conduct that were introduced following the changes in 2018 remain in operation following the commencement of reforms in November 2022.

Chief Executive Officer responsibilities

The Local Government Act directly empowers a council CEO in relation to human resource management matters and management of council employees within the workplace. Of particular relevance are sections:

- **103**: The CEO is responsible for appointing, managing, suspending and dismissing the other employees of the council (on behalf of the council).
- **104**: subject to any relevant Act, award or industrial agreement, the remuneration and other conditions of service of an employee of the council will be as determined by the CEO.
- **107**: the CEO must ensure that sound principles of human resource management are applied to employment in the administration of the council and must take reasonable steps to ensure that those principles are known to all employees. This section includes obligations to provide employees with safe and healthy working conditions, to protect

employees from sexual harassment and ensure that appropriate processes exist for dealing with complaints relating to sexual harassment.

Currently, as provide by Council at its 26 June 2023 meeting, Council's CEO has the relevant delegations under s120A of the Local Government Act, specifically 120A (1), 120A (4), 120A (5), 120A (6)(a) and 120A (6)(b) relating to all aspects of the preparation, adoption, substitution, review and consideration process in respect of employee behavioural standards.

Section 120A requirements

Section 120A provides a discretionary power for councils which enables the adoption of additional behavioural standards for council employees, if the elected member body wishes to do so.

The requirement that a council must consider whether it will adopt employee behavioural standards within six (6) months of the conclusion of a periodic election does not require a council to, in fact, adopt employee behavioural standards.

From a policy perspective, there was no intent that councils would need to adopt policies and procedures that a CEO may deem necessary in the context of a CEO's responsibilities (including under sections 103, 104 or 107 of the Local Government Act) to manage employees within the workplace.

The commencement of section 120A does not impact the ability of a CEO to establish and maintain such policies and procedures when complying with their mandatory statutory responsibilities such as managing staff, ensuring safe and healthy working conditions, and protecting employees from sexual harassment and unlawful discrimination, under section 107 of the Local Government Act.

Existing behavioural standards for council employees

The CEO has implemented the following policies/procedures that are relevant to employee management under section 107 of the Local Government Act:

- Human Resource Management Policy
- Equal Opportunity Equity Diversity and Inclusion Policy
- Employee Performance and Behavioural Management Procedure
- Employee Grievance Resolution Procedure
- Formal Investigation Procedure

Chief Executive Officer Conflict of Interest Declaration

Section 120(1) of the Local Government Act provides that a CEO who has an interest in a matter in relation to which he or she is required or authorised to act in the course of official duties must disclose the interest to the Council and must not, unless the Council otherwise determines during a meeting that is open to the public, act in relation to the matter.

For the purposes of Section 120(1)(a) of the Local Government Act, the CEO discloses that he has an interest in relation to all aspects of the exercise of the powers delegated to him under s120A of the Local Government Act, including the preparation, adoption, revision, substitution, review and

consideration processes set out in that section, and any necessary consultation in relation to employee behavioural standards.

The CEO has formed this view on the basis that if he were to act in the matter in such a way that any employee behavioural standard prepared, adopted, revised, substituted or reviewed were to occur in a manner such that uniform behavioural standards were to be adopted applying to all employees (or the consideration of whether to have such a standard), such standards would also apply to the CEO. This could be considered an interest for the purpose of section 120(5) of the Local Government Act.

It is prudent from a human resource management perspective (and indeed preserves the status quo in respect of human resource management at Council) that any behavioural standards adopted apply equally to all employees. It is the CEO's intention that if he is granted authorisation of the Council to act in the matter (including the ongoing consideration and exercise of all delegated powers under Section 120A), that any such standards would apply on a uniform basis to all employees, including himself. Given his statutory roles set out above, the CEO considers he is best placed to adopt such standards.

Accordingly, the CEO seeks the Council's authorisation under section 120(1)(b) of the Act to act, at any time, in relation to all aspects of his delegation of authority under section 120A of the Act, including the preparation, adoption, substitution, review and consideration processes, and any necessary consultation in relation to employee behavioural standards.

Discussion

The commencement of section 120A—Behavioural standards of the Local Government Act on 17 November 2022 requires Council to consider whether it wishes to adopt employee behavioural standards. As previously noted, the exercise of the power in section 120A is discretionary. There is <u>no obligation on councils to adopt such standards</u>. The obligation is to **consider** whether employee behavioural standards will be adopted.Section 120A provides the following in relation to the content of employee behavioural standards: (1)

A council may prepare and adopt standards (the *employee behavioural standards*) that—

- (a) specify standards of behaviour to be observed by employees of Councils; and
- (b) provide for any other matter relating to behaviour of employees of Councils.
- (2) An employee behavioural standard must not diminish a right or employment condition under and Act, award, industrial agreement or contract of employment.

The initial obligation to be addressed by council is set out within section 120A (6), which provides:

- (6) A council must, within 6 months after the conclusion of each periodic election
 - (a) in the case of a council that has employee behavioural standards in effect under this section—review the operation of the employee behavioural standards; or
 - (b) in any other case—consider whether it should adopt employee behavioural standards.

The obligation is not to have adopted employee behavioural standards within that timeframe, rather for Council to turn its mind to and determine whether it will do so. The process for developing any employee behavioural standards may occur following this consideration and subsequent decision. It is important to note that before a Council adopts employee behavioural standards,

industrial associations that represent the interest of Council employees must be consulted in relation to the standards.

Timing of consideration

Information on the Electoral Commission SA website relating to lodgement of campaign donation returns indicates that the conclusion of the 2022 periodic elections was Friday 18 November 2022. This means that Council was required to consider, within six months of that date (i.e., by 18 May 2023), whether or not it should adopt employee behavioural standards.

It is noted that this report is being presented to Council for consideration after the required date. Delays arose in the provision of information necessary to inform council decision making by the LGA, as a consequence of legal advice received by the LGA. The LGA considered it essential that clarification of the legal advice be sought, to ensure that councils had the relevant information to support decision making regarding adoption (or not) of employee behavioural standards.

The LGA engaged with the Office of Local Government to secure the necessary clarification. Upon receipt, the LGA finalised information relating to consideration of adoption of employee behavioural standards and distributed that information to the sector. The information distributed by the LGA has been used to support the preparation of this report.

Unfortunately, the timeframe for provision of the information by the LGA has fallen outside of the legislative deadline. Subsequent to (and conditional on) the Council's consideration of this report, the CEO proposes to act promptly to progress this matter.

Model employee behavioural standards

The LGA has prepared a Guideline and Model Employee Behavioural Standards to assist councils with considering whether such standards should be adopted. The Model Standard is an example of relevant standards that councils could adopt and requires each council to consider and customise the document as appropriate. If modified and adopted the document would become the Employee Behavioural Standards of the Adelaide Plains Council.

The LGA has clarified that the preparation of Model Employee Behavioural Standards does not mean that the LGA recommends the adoption of employee behavioural standards. This is a matter for each council to determine. The Model document is merely provided as a resource to support Council's consideration of the section 120A requirement.

A copy of the LGA Guidelines and Model Standard is provided as Attachment 1 to this report.

Having regard to the existing documents in place that regulate employee behaviour and the purpose of employee behavioural standards, Council must now consider whether it wishes to adopt additional employee behavioural standards.

In accordance with the delegation provided by Council on 26 June 2023 in relation to section 120A of the Local Government Act and the other powers of human resource management vested in the CEO as set out in this report, it is proposed the CEO consider whether it is necessary to adopt employee behavioural standards for the purposes of section 120A (over and above the general human resource policies currently in place, as outlined above). As part of this consideration, and to avoid any potential breach of the conflict of interest provisions applying to the CEO, the CEO is seeking Council's authorisation to act under section 120(1)(b) of the Local Government Act in respect of that matter.

Conclusion

As a result of the new section 120A of the Local Government Act, consideration needs to be given to the introduction of Behavioural Standards for Employees by Council. Noting the role of the CEO (as outlined above), the CEO is seeking authorisation from Council to act, in accordance with his delegation, in relation to all aspects of his delegated authority under s120A.

References

<u>Legislation</u> Local Government Act 1999

<u>Council Policies/Plans</u> Strategic Plan 2021-2024 Proactive Leadership Human Resource Management Policy Equal Opportunity Equity Diversity and Inclusion Policy Employee Performance and Behavioural Management Procedure Employee Grievance Resolution Procedure Formal Investigation Procedure



Local Government Association of South Australia

LG Equip

Employee Behavioural Standards

Guideline and Model Standard May 2023





This model standard was developed to support the commencement of the conduct management reforms as part of the implementation of the Statutes Amendment (Local Government Review) Act 2021 and associated changes to the Local Government Act 1999.

This resource has been prepared by the Local Government Association of SA (LGA) to assist councils with implementation of legislative changes arising from Local Government Reforms for the guidance of and use by member councils.

© The LGA claims copyright ownership of the content of this document for member councils in South Australia only. Member councils of the LGA may download, display, print, reproduce and alter the material for use by member councils only. The LGA reserves the right to revoke such permission at any time should a council no longer be a member council. Apart from this permission and uses permitted under the Copyright Act 1968, all other rights are reserved. For further information regarding the use of LGA information/resources please contact the Governance Team on (08) 8224 2000 or *governance@lga.sa.gov.au*.



24 July 2023

LG Equip

Contents

Foreword1
Background1
Legislative Framework1
Interaction of section 120A with other sections of the Local Government Act2
Existing 'codes of conduct' (or similar) adopted by the <i>council</i> 2
Council considerations
Delegation
Authorisation to act (section 120—Conflict of interest)
Timing of consideration4
Consultation with registered industrial organisations4
Model employee behavioural standards
Employee Behavioural Standards7
Part 1—Principles7
Part 2—Behaviour standards7
1. General behaviour7
2. Responsibilities as an employee of council8
3. Relationships within Council
Part 3—Procedures
4. Complaints
Appendix 1 – Clarification of operation of s.120A from the Office of Local Government
Appendix 2 – Template council report15



Foreword

This document has been developed to assist councils with the implementation of reforms associated with conduct management for council employees, arising from the *Statutes Amendment (Local Government Review) Act 2021.*

One focus of the reform process related to conduct and integrity matters, primarily for council members, however, a consistent approach to treatment of relevant provisions of the *Local Government Act 1999* (the Local Government Act) for council employees has been adopted.

This has resulted in changes to the former Code of Conduct for Council Employees established in accordance with (now deleted) section 110 of the Local Government Act.

Background

Prior to the commencement of reforms in November 2022, section 110 of the Local Government Act provided that the Governor, by regulation, could prescribe a code of conduct to be observed by the employees of all councils.

In 2014 the then Minister for Planning published a <u>Code of Conduct for Council Employees</u> for the purposes of section 110(1) of the Local Government Act. That Code was comprehensive, and all council employees were obligated to observe the Code of Conduct.

Following the commencement of the <u>Local Government (General) (Employee Code of Conduct)</u> <u>Variation Regulations 2018</u> on 2 April 2018 the Code of Conduct for Council Employees for the purposes of section 110 was set out in Schedule 2A of the Local Government (General) Regulations 2013. The Code of Conduct was amended to provide requirements for council employees in relation to Gifts and Benefits only.

Many council chief executive officers addressed the change of scope in 2018 by adding requirements to employment instruments, amending existing HR policies or adopting an 'Employee Code of Conduct' to ensure there were clear expectations in place regarding the conduct and behaviour of council employees.

Documents relating to employee behaviour and conduct that were introduced following the changes in 2018 remain in operation following the commencement of reforms in November 2022.

Legislative Framework

Consistent with arrangements in place for council members, 'conduct' has been separated into behaviour, integrity and criminal matters. The changed approach sees 'integrity matters' for council employees now captured directly within the Local Government Act. These include protection of confidential information, register of interest requirements, gifts and benefits, and conflict of interest.

In relation to behavioural matters, new section **120A—Behavioural standards** of the Local Government Act commenced operation on 17 November 2022. The section provides that a council may prepare and adopt *employee behavioural standards* that:

- Specify standards of behaviour to be observed by employees of councils; and
- Provide for any other matter relating to behaviour of employees of councils.

LGA of SA ECM 78	35 Employee Behavioural Standards: Guideline and Model Standard	Page 1
------------------	---	--------



LG Equip

There is an obligation for councils to:

- (in the case of a council that has employee behavioural standards in effect) review the operation of the employee behavioural standards; or
- in any other case, consider whether it should adopt employee behavioural standards

within six (6) months after the conclusion of each periodic election.

Interaction of section 120A with other sections of the Local Government Act

To support the preparation of this document the LGA sought legal advice. As a consequence of the advice received, clarification was sought from the Office of Local Government (OLG) regarding the interaction of section 120A with other sections of the Local Government Act. In particular, the provisions that require the chief executive officer (CEO) to ensure that sound principles of human resource management are applied to employment in the administration of the council.

Under Sections 103 and 104 of the Local Government Act, the CEO is responsible for appointing, managing, suspending and dismissing employees of the Council. Subject to any relevant Act, award or industrial agreement, the remuneration and other conditions of service of such employees will be as determined by the CEO. The CEO also has statutory responsibilities to ensure safe and healthy working conditions and to protect employees from sexual harassment and unlawful discrimination (s.107). In accordance with Sections 96, 98, 99A and 102A, the Council's elected members are responsible for such decisions with respect to the CEO.

The clarification provided by OLG is included as Appendix 1 to this document. It confirms that the introduction of section 120A did not intend that councils would need to adopt policies and procedures that a CEO may deem necessary in the context of existing CEO responsibilities within the Local Government Act.

Existing 'codes of conduct' (or similar) adopted by the council

In circumstances where a **council** (being the elected member body, rather than the CEO) has previously adopted codes of conduct or rules/requirements regarding the way in which employees act or conduct themselves in the workplace and those councils wish to ensure continuing validity of those documents they will need to follow the process set out in section 120A of the Local Government Act. That is, the existing documents will need to be re-adopted by the council in accordance with section 120A, which includes the obligation to consult with relevant industrial organisations.

In the alternative, the council may wish to revoke the operation of previously adopted documents and leave the issue to be managed by the CEO in accordance with their responsibilities under sections 103, 104 and 107.

Council considerations

The obligation in the Local Government Act requires councils to consider whether to adopt employee behavioural standards within six months after a periodic election. It is not the case the employee behavioural standards must be adopted within this timeframe. Nor is it the case that a council **must** adopt employee behavioural standards at all, rather a council is obligated to consider the adoption (or

LGA of SA	ECM 786935	Employee Behavioural Standards: Guideline and Model Standard	Page
-----------	------------	--	------



LG Equip

review the operation of any employee behaviour standards in operation) within the six-month timeframe.

The policy intent and effect of section 120A of the Local Government Act is to provide a <u>discretionary</u> power so that councils 'may' adopt additional behavioural standards, <u>if the elected member body</u> <u>wishes to do so</u>, to capture other standards that, in their view, should be observed by employees.

The legislation requires councils to consult with any registered industrial association that represents the interests of employees of councils on any employee behavioural standards before they are adopted (altered or substituted). If a decision is made to adopt employee behavioural standards the process to develop, adopt and implement the standards must include consultation with employees and the relevant industrial associations.

In determining whether it wishes to adopt employee behavioural standards a council should obtain advice from the chief executive officer (CEO) in relation to any existing documents/instruments that may already be relevant and in operation, e.g., employee codes of conduct, organisational/HR policies etc. As noted above, there was no intent that councils (i.e., the elected member body) would need to adopt policies and procedures that a council CEO may deem necessary in the context of a CEO's responsibilities (including under sections 103, 104 or 107 of the Local Government Act) to manage council employees in the workplace.

Having regard to the CEO advice, and in determining its preferred course of action, councils should consider whether there is potential for confusion between employee behavioural standards adopted by the council under section 120A and the existing framework of policies and directions issued by the CEO.

After considering the relevant information, the decision options for council are to:

- determine that section 120A employee behavioural standards are not required on the basis that there are already sufficient other documents/instruments in place that set standards for employee conduct and performance; or
- exercise its discretion and determine to adopt employee behavioural standards.

Delegation

It is relevant to note that the power to prepare, adopt, alter or substitute employee behavioural standards is vested in the Council, and may be delegated in accordance with Section 44 of the Local Government Act. The LGA Delegations Framework Template Delegations include this power as a delegable power.

Authorisation to act (section 120—Conflict of interest)

Where the power to prepare, adopt, alter or substitute employee behavioural standards is to be exercised under delegation by a CEO, and to avoid any potential breach of the conflict-of-interest provision applying to the CEO, councils can provide approval by resolution under section 120(1)(b) of the Local Government Act for the CEO to adopt a common standard to apply to all employees. Otherwise, in the absence of such approval, the CEO could, under delegation, adopt standards for all

LGA of SA	ECM 786935	Employee Behavioural Standards: Guideline and Model Standard	Page 3



LG Equip

other employees except the CEO with council then responsible for setting any standards that relate to the CEO.

It is noted that the behavioural standards relevant to the CEO could be consistent with (or the same as) employee behavioural standards but must be "prepared and adopted" by **council**, not the CEO under delegated authority.

Timing of consideration

As noted previously, section 120A (6) of the Local Government Act requires councils to consider, within six months after the conclusion of each periodic election, whether it should adopt employee behavioural standards.

Information on the Electoral Commission SA website relating to lodgement of campaign donation returns indicates that the conclusion of the 2022 periodic elections was Friday 18 November 2022. This means that councils were required to consider, within six months of that date (i.e., by 18 May 2023), whether or not it should adopt employee behavioural standards.

Delays occurred in the finalisation of this document as a consequence of legal advice received by the LGA. The LGA considered it essential that clarification of the legal advice be sought, to ensure that councils had the relevant information to support decision making regarding adoption (or not) of employee behavioural standards.

The LGA engaged with the Office of Local Government to secure the necessary clarification. Upon receipt of that clarification, this document has been finalised as promptly as possible and distributed to the sector, albeit after the legislative deadline in section 120A.

Whilst the failure to consider the requirements of section 120A within the relevant timeframe is technically a breach of the Local Government Act, the LGA has documented evidence as to the basis of the delay that could be provided to the Ombudsman in the event of any inquiry regarding the breach. Whilst it is a matter for the Ombudsman to determine, it is considered unlikely that the Ombudsman would pursue any action against a council in relation to the breach.

Consultation with registered industrial organisations

The LGA provided a copy of the Model employee behavioural standards to representatives of the Australian Workers' Union (SA Branch) and the Australian Services Union. Whilst the provision of the document did not constitute formal consultation, the LGA sought to obtain a view from the organisations regarding the model document.

Neither Union expressed concerns with the content of the Model employee behavioural standards, however, they noted that councils should avoid duplicating existing documents/instruments that set standards of behaviour for council employees.

Councils that determine to adopt employee behavioural standards must undertake formal consultation with the relevant industrial organisation(s) before adoption.





Model employee behavioural standards

A Model Employee Behavioural Standards is set out on the following pages. The document contains standards consistent with those set out in existing employee codes of conduct and is not dissimilar to the Behavioural Standards for Council Members. It is provided as a guide only and, where a council determines to adopt Employee Behavioural Standards, the document should be customised as appropriate, including making relevant changes to the substance of the document and applying council branding.

To clarify, the preparation of Model Employee Behavioural Standards by the LGA does not mean that the LGA recommends that a council make a choice to adopt employee behavioural standards. The Model is merely provided as a resource to support councils consideration of the section 120A requirement.

If a council determines to adopt employee behavioural standards, based on the LGA Model, the employee behavioural standards cease to be the LGA Model and become the Employee Behavioural Standards of the relevant council.

Where relevant, examples/drafting notes are included in the document to assist with customisation. These should be deleted prior to finalisation. Example text and drafting notes are formatted with a border, like this:

DRAFTING NOTE: Consider what additional detail should be included at this point in relation to the lodgement of a complaint.

Where specific customisation of text is required within the Employee Behavioural Standards this has been highlighted in yellow, like this, for ease of identification.

Before adopting (or altering) employee behavioural standards, councils **must** consult with any registered industrial association that represents the interests of employees of councils.

Appendix 2 to this document provides a template council report, to support councils with meeting the obligation to consider adoption of employee behavioural standards.

|--|



Employee Behavioural Standards

These Employee Behavioural Standards have been adopted by [insert council name] in accordance with section 120A of the *Local Government Act* 1999 (the Local Government Act).

These Employee Behavioural Standards form part of the conduct management framework for council employees under the Local Government Act. They set out minimum standards of behaviour that are expected of all council employees in the performance of their official duties. The Employee Behavioural Standards are mandatory rules, with which council employees must comply.

Adherence to the Employee Behavioural Standards is essential to upholding the principles of good governance in councils.

These Employee Behavioural Standards are in addition to, and do not derogate from, other standards of conduct and behaviour that are expected of council employees under the Local Government Act, or other legislative requirements. Conduct that constitutes, or is likely to constitute, a breach of the integrity provisions contained in the Local Government Act, maladministration, or which is criminal in nature, is dealt with through alternative mechanisms.

Part 1—Principles

Council employees must comply with these Employee Behavioural Standards in carrying out their functions as public officers. It is the personal responsibility of council employees to ensure that they are familiar with, and comply with, the Employee Behavioural Standards at all times.

Council employees have a responsibility to serve the best interests of the people within the community their Council represents and to discharge their duties conscientiously and to the best of their ability.

Council employees will act honestly in every aspect of their work and comply with all relevant legal obligations and resolutions of council.

Part 2—Behaviour standards

Employees of [insert council name] must:

1. General behaviour

- 1.1 Act honestly in the performance of official duties at all times.
- 1.2 Act with reasonable care and diligence in the performance of official duties.
- 1.3 Discharge duties in a professional manner.
- 1.4 Act in a way that generates community trust and confidence in council.
- 1.5 Act in a reasonable, just, respectful and non-discriminatory way when dealing with all people.
- 1.6 Ensure that personal interests, including financial interests, do not influence or interfere with the performance of their role.

LGA of SA	ECM 786935	Employee Behavioural Standards: Guideline and Model Standard	Page 7



LG Equip

2. Responsibilities as an employee of council

- 2.1 Comply with all applicable Council policies, codes, procedures, guidelines and resolutions.
- 2.2 Deal with information received in their capacity as a council employee in a responsible manner.
- 2.3 Take all reasonable steps to provide accurate information to the council and to the public at all times.
- 2.4 Take all reasonable steps to ensure that their decisions or actions are based on information which is factually correct and they have obtained and considered all relevant information.
- 2.5 Not make improper use of information, including confidential information, acquired by virtue of their position.
- 2.6 Ensure that relationships with external parties do not amount to interference by improper influence, affecting judgement, decisions and/or actions.
- 2.7 Comply with all lawful and reasonable directions given by a person with authority to give such directions.
- 2.8 Only make public comment in relation to their duties where specifically authorised to do so and restrict such comment to factual information and professional advice.
- 2.9 Use council resources effectively and prudently when undertaking council work.
- 2.10 Not use council resources, including the services of council staff, for private purposes, unless legally or properly authorised to do so in accordance with Council policy and payments are made where appropriate.

3. Relationships within Council

- 3.1 Not make any public criticism of a personal nature of fellow council employees or council members.
- 3.2 Take reasonable care that their acts or omissions do not adversely affect the health and safety of themselves or other persons, as required by the *Work Health and Safety Act 2012.*
- 3.3 Report any reasonable suspicion of a breach of these Employee Behavioural Standards to the chief executive officer or nominee.

Part 3—Procedures

4. Complaints

4.1 Complaints about an employee's behaviour that is alleged to have breached these behavioural standards are to be brought to the attention of the chief executive officer of the council, or nominee.

LGA of SA ECM 786935 Employee Behavioural Standards: Guideline and Model Standard Page 8	
--	--



LG Equip

DRAFTING NOTE: Consider what additional information should be provided in relation to the lodgement of complaints. This could include reference to an existing policy or procedure that sets out how and where complaints may be lodged.

4.2 Complaints about a chief executive officer's behaviour should be brought to the attention of the council's principal member (unless the complaint has been made by the principal member or involves the principal member, and in such case the complaint should be brought to the attention of the deputy principal member or other person appointed by the council).

DRAFTING NOTE: Noting the information relating to delegation and authorisation in the accompanying Guideline, clause 4.2 must have regard to and reflect the arrangements in place relating to behavioural standards for the CEO.

Also consider what additional information should be provided in relation to the lodgement of complaints. This could include reference to an existing policy or procedure that sets out how and where complaints may be lodged.

4.3 A complaint may be investigated and resolved according to the disciplinary processes of the council relating to employees.

DRAFTING NOTE: This item may be modified to include details of how complaints will be actioned. This could be addressed by way of reference to a Complaint Handling Procedure, or information on the council website (or available elsewhere) which explains the process.

4.4 Nothing in these employee behavioural standards in any way derogates from the rights of an employee or duties of an employer under the *Fair Work Act 1994*, other legislation, an award, an industrial agreement or a contract of employment.

LGA of SA	ECM 786935	Employee Behavioural Standards: Guideline and Model Standard	Page 9



Appendix 1 – Clarification of operation of s.120A from the Office of Local Government





LG Equip

OUT	Gov
	Dep and

Government of South Australia Department for Infrastructure and Transport

Office of Local Government

Level 4 83 Pirie Street Adelaide SA 5000 GPO Box 1533 Adelaide SA 5001

Telephone: 08 7133 3277

In reply please quote

16 May 2023

Mr Clinton Jury Chief Executive Officer Local Government Association of South Australia ciury@lqa.sa.gov.au

fA3158936

Dear Mr Jury

I write in relation to discussions between officers of the Office of Local Government (OLG) and the Local Government Association (LGA) regarding employee behavioural standards and s 120A of the *Local Government Act 1999* (the Act).

As you may be aware, s 120A of the Act commenced on 17 November 2022 through amendments under the *Statutes Amendment (Local Government Review) Act* 2021.

Section 120A of the Act provides that a council may prepare and adopt employee behavioural standards that 'specify standards of behaviour to be observed by employees of councils' and 'provide for any other matter relating to behaviour of employees of councils'. The section also provides that a council must, within 6 months after the conclusion of each periodic election 'consider whether it should adopt employee behavioural standards', or in the case of a council that 'has employee behavioural standards in effect under this section—review the operation of the employee behavioural standards'.

OLG and LGA have had discussions in relation to the development of the LGA's Model Employee Behavioural Standards, which the LGA intends to release to councils to assist councils in preparing and considering whether to adopt employee behavioural standards under s 120A of the Act.

OLG understands that the LGA has previously received advice about the LGA's Model Employee Behavioural Standards that was presented to the LGA Board for approval. Subsequently, OLG was advised that the LGA received further advice concerning the operation of s 120A and the effect this may have on existing policies and procedures that council chief executive officers (CEOs) may have established to enable them to manage employee behaviour, including the requirements for CEOs in relation to human resource management under the Act.

On 18 April 2023, OLG provided to the LGA the following statement containing its guidance about the intent and the effect of s 120A of the Act—

A key policy intent of the conduct management reforms to the *Local Government Act 1999* (the Act) was to separate 'conduct' into behaviour, integrity and criminal matters covering council employees to reflect similar changes made to conduct matters that apply to council members. The intent

LGA of SA ECM

Employee Behavioural Standards: Guideline and Model Standard



LG Equip

OFFICIAL

was also to capture conduct matters that must be observed by all council employees within the Act—these are 'integrity matters', such as conflict of interest and gifts and benefits.

The Office of Local Government's (OLG's) view is that the policy intent and the effect of section 120A of the Act is to enable councils to adopt additional behavioural standards, if the elected member body wishes to do so, to capture other standards that, in their view, should be observed by employees.

There was no intent that councils (i.e. the elected member body) would need to adopt policies and procedures that a council chief executive officer (CEO) may deem necessary in the context of a CEO's responsibility to manage council employees within the workplace. OLG's view is that the effect of s 120A of the Act does not impact the ability of CEOs to establish and maintain such policies and procedures when complying with their responsibilities for managing staff and ensuring safe working conditions under section 107 of the Act.

OLG and LGA have discussed this matter further and LGA requested OLG to consider providing further guidance to clarify the connection between a council's discretionary power to adopt employee behavioural standards under s 120A of the Act and the ability of CEOs to put in place policies and procedures to manage employee behaviour in line with CEO's mandatory statutory responsibilities.

As provided in the statement of clarification from OLG on 18 April 2023, OLG remains of the view that the discretionary power created for councils under the new s 120A of the Act does <u>not</u> impact on the ability of council CEOs to have policies and procedures related to employee behaviour as part fulfilling of their statutory responsibilities.

In response to the LGA's request for further clarification, OLG provide the following additional advice:

A key policy intent of the conduct management reforms to the *Local Government Act 1999* (the Act) was to separate 'conduct' into behaviour, integrity and criminal matters covering council employees to reflect similar changes made to conduct matters that apply to council members. The intent was also to capture conduct matters that must be observed by all council employees within the Act—these are 'integrity matters', such as conflict of interest and gifts and benefits.

The Office of Local Government's (OLG's) view—and as emphasised by the Government in the Parliamentary debates—is that the policy intent and the effect of s 120A of the Act is to provide a <u>discretionary</u> power so that councils 'may' adopt additional behavioural standards, <u>if the elected member body</u> <u>wishes to do so</u>, to capture other standards that, in their view, should be observed by employees.

The requirement that a council 'must' <u>consider</u> whether it will adopt employee behavioural standards within 6 months of the conclusion of a periodic election does not require a council to, in fact, adopt one.

.GA of SA

Employee Behavioural Standards: Guideline and Model Standard



LG Equip

OFFICIAL

There was also no intent that councils (i.e. the elected member body) would need to adopt policies and procedures that a council chief executive officer (CEO) may deem necessary in the context of a CEO's responsibilities (including under ss 103, 104 of 107 of the Act) to manage council employees within the workplace.

OLG's view is that the effect of s 120A of the Act does not impact the ability of CEOs to establish and maintain such policies and procedures—which implicitly includes the setting of standards of behaviour to be observed by council employees—when complying with their mandatory statutory responsibilities such as managing staff, ensuring safe and healthy working conditions, and protecting employees from sexual harassment and unlawful discrimination, under s 107 of the Act.

If a council CEO was not able to establish and maintain policies and procedures which include standards of behaviour for employees, as part of fulfilling their statutory obligations under s 107 of the Act, and a council exercised its discretionary power under s 120A of the Act to resolve not to adopt any employee behavioural standards, this may significantly impact the CEOs ability to manage employees and ensure a safe workplace.

It appears that if Parliament had intended for standards of behaviour to only be set by a council, s 120A of the Act would have required that a council 'must' adopt employee behavioural standards. OLG's view is that it would not have been Parliament's intention to create a void by creating a discretionary power for councils that, in effect, would diminish a CEO's implicit ability to establish policies relating to council employee behaviour, to fulfill their statutory obligations.

Instead, Parliament also amended s 107 of the Act to require council CEOs to ensure 'that employees are protected from sexual harassment by members of the council or other employees and that appropriate processes exist for dealing with complaints of employees relating to sexual harassment', providing council CEOs with further clarification on their role in relation to this aspect of employee behaviour.

If the LGA considers that it would assist councils, the above guidance may be provided to councils for their consideration in relation to CEOs' responsibilities and the council's consideration of whether to adopt employee behavioural standards under s 120A of the Act.

Yours sincerely

David Whiterod Acting Director Office of Local Government

Cc Ms Tami Norman, LGA

LGA of SA	

Employee Behavioural Standards: Guideline and Model Standard

Appendix 2 – Template council report

Consideration of adoption of Employee Behavioural Standards (s.120A *Local Government Act 1999*)

Subject: Consideration of adoption of Employee Behavioural Standards (s.120A *Local Government Act 1999*)

Author:

Date:

Attachment: LGA Model Employee Behavioural Standards

RECOMMENDATION

That:

- 1. The report be received.
- 2. The matter is for Council to determine, resolution options are provided in section 4 of this report.

1. EXECUTIVE SUMMARY

New section 120A of the *Local Government Act 1999* (the Local Government Act) commenced operation on 17 November 2022. This section requires all councils to consider, within six months after the conclusion of each periodic election, whether it should adopt employee behavioural standards.

Employee behavioural standards may specify standards of behaviours to be observed by employees of councils and provide for any other matter relating to the behaviour of employees of the council.

An employee behavioural standard must not diminish a right or employment condition under an Act, award, industrial agreement or contract of employment.

Where a council adopts employee behavioural standards, an employee of the council must comply with the standards.

The Local Government Association of SA (LGA) has prepared a Model Employee Behavioural Standards to assist councils with considering whether to adopt such a standard. The Model is intended as guidance and requires some customisation by each council if a decision is made to adopt employee behavioural standards.





LG Equip

This report provides council with information relevant to the requirements of section 120A, a copy of the LGA Model Employee Behavioural Standards and seeks a decision as to whether council wishes to adopt such a document.

2. BACKGROUND

A key policy intent of the conduct management reforms to the Local Government Act was to separate 'conduct' into behaviour, integrity and criminal matters covering council employees to reflect similar changes made to conduct matters that apply to council members. The intent was also to capture conduct matters that must be observed by all council employees directly within the Local Government Act—these are 'integrity matters', such as conflict of interest and gifts and benefits.

Prior to the commencement of reforms in November 2022, section 110 of the Local Government Act provided that the Governor, by regulation, could prescribe a code of conduct to be observed by the employees of all councils.

In 2014 the then Minister for Planning published a <u>Code of Conduct for Council Employees</u> for the purposes of section 110(1) of the Local Government Act. That Code was comprehensive, and all council employees were obligated to observe the Code of Conduct.

Following the commencement of the <u>Local Government (General) (Employee Code of Conduct)</u> <u>Variation Regulations 2018</u> on 2 April 2018, the Code of Conduct for Council Employees for the purposes of section 110 was set out in Schedule 2A of the Local Government (General) Regulations 2013. At that time, the Code of Conduct was amended to provide requirements for council employees in relation to gifts and benefits only.

Many council chief executive officers addressed the change of scope in 2018 by adding requirements to employment instruments, amending existing HR policies or adopting an 'Employee Code of Conduct' to ensure there were clear expectations in place regarding the conduct and behaviour of council employees.

Documents relating to employee behaviour and conduct that were introduced following the changes in 2018 remain in operation following the commencement of reforms in November 2022.

Chief Executive Officer responsibilities

The Local Government Act directly empowers a council chief executive officer (CEO) in relation to human resource management matters and management of council employees within the workplace. Of particular relevance are sections:

- **103**: The CEO is responsible for appointing, managing, suspending and dismissing the other employees of the council (on behalf of the council).
- **104**: subject to any relevant Act, award or industrial agreement, the remuneration and other conditions of service of an employee of the council will be as determined by the CEO.
- **107**: the CEO must ensure that sound principles of human resource management are applied to employment in the administration of the council and must take reasonable steps to ensure that those principles are known to all employees. This section includes obligations to provide employees with safe and healthy working conditions, to protect employees from sexual

LGA of SA	ECM 786935	Employee Behavioural Standards: Guideline and Model Standard	Page 16



harassment and ensure that appropriate processes exist for dealing with complaints relating to sexual harassment.

Section 120A requirements

Section 120A provides a discretionary power for councils which enables the adoption of additional behavioural standards for council employees, if the elected member body wishes to do so.

The requirement that a council must consider whether it will adopt employee behavioural standards within six (6) months of the conclusion of a periodic election does not require a council to, in fact, adopt employee behavioural standards.

From a policy perspective, there was no intent that councils would need to adopt policies and procedures that a CEO may deem necessary in the context of a CEO's responsibilities (including under sections 103, 104 or 107 of the Local Government Act) to manage employees within the workplace.

The commencement of section 120A does not impact the ability of a CEO to establish and maintain such policies and procedures—which implicitly includes the setting of standards of behaviour to be observed by council employees—when complying with their mandatory statutory responsibilities such as managing staff, ensuring safe and healthy working conditions, and protecting employees from sexual harassment and unlawful discrimination, under section 107 of the Local Government Act.

Existing behavioural standards for council employees

DRAFTING NOTE: This section of the report should summarise the arrangements implemented by the CEO relating to behavioural standards/conduct requirements for council employees.

It should include identification of whether council (being the elected body) has previously adopted a code of conduct or other documents that constitute employee behavioural standards (these should be differentiated from documents adopted and implemented by the CEO as there are different requirements to ensure the continuing validity of documents adopted by **council**).

This section of the report should provide sufficient information/detail to support council to determine whether it needs to exercise its discretion to adopt additional behavioural standards to be observed by council employees.

3. DISCUSSION

The commencement of section 120A—Behavioural standards of the Local Government Act on 17 November 2022 requires council to consider whether it wishes to adopt employee behavioural standards. As previously noted, the exercise of the power in section 120A is discretionary. There is no obligation on councils to adopt such standards. The obligation is to **consider** whether employee behavioural standards will be adopted.

Section 120A provides the following in relation to the content of employee behavioural standards:

_	-		
LGA of SA	ECM 786935	Employee Behavioural Standards: Guideline and Model Standard	Page 17



- (1) A council may prepare and adopt standards (the *employee behavioural standards*) that—
 - (a) specify standards of behaviour to be observed by employees of councils; and
 - (b) provide for any other matter relating to behaviour of employees of councils.
- (2) An employee behavioural standard must not diminish a right or employment condition under and Act, award, industrial agreement or contract of employment.

The initial obligation to be addressed by council is set out within section 120A (6), which provides:

- (6) A council must, within 6 months after the conclusion of each periodic election—
 - (a) in the case of a council that has employee behavioural standards in effect under this section—review the operation of the employee behavioural standards; or
 - (b) in any other case—consider whether it should adopt employee behavioural standards.

The obligation is not to have adopted employee behavioural standards within that timeframe, rather for council to turn its mind to and determine whether it will do so. The process for developing any employee behavioural standards may occur following this consideration and subsequent decision. It is important to note that before a council adopts employee behavioural standards, industrial associations that represent the interest of council employees must be consulted in relation to the standards.

Timing of consideration

Information on the Electoral Commission SA website relating to lodgement of campaign donation returns indicates that the conclusion of the 2022 periodic elections was Friday 18 November 2022. This means that council was required to consider, within six months of that date (i.e., by 18 May 2023), whether or not it should adopt employee behavioural standards.

It is noted that this report is being presented to council for consideration after the required date. Delays arose in the provision of information necessary to inform council decision making by the LGA, as a consequence of legal advice received by the LGA. The LGA considered it essential that clarification of the legal advice be sought, to ensure that councils had the relevant information to support decision making regarding adoption (or not) of employee behavioural standards.

The LGA engaged with the Office of Local Government to secure the necessary clarification. Upon receipt, the LGA finalised information relating to consideration of adoption of employee behavioural standards and distributed that information to the sector. The information distributed by the LGA has been used to support the preparation of this report.

Unfortunately, the timeframe for provision of the information by the LGA has fallen outside of the legislative deadline. Whilst the failure to consider the requirements of section 120A within the relevant timeframe is technically a breach of the Local Government Act, the LGA has documented evidence as to the basis of the delay that could be provided to the Ombudsman in the event of any inquiry regarding the breach. Whilst it is a matter for the Ombudsman to determine, it is considered unlikely that the Ombudsman would pursue any action against council relating to the breach.

LGA of SA ECM 786935 Employee Behavioural Standards: Guideline and Model Standard Page 18		LGA of SA	ECM 786935	Employee Behavioural Standards: Guideline and Model Standard	Page 18
---	--	-----------	------------	--	---------



Model employee behavioural standards

The LGA has prepared a Model Employee Behavioural Standards (Model Standard) to assist councils with considering whether such standards should be adopted. The Model Standard is an example of relevant standards that councils could adopt and requires each council to consider and customise the document as appropriate. Once modified and adopted the document becomes the Employee Behavioural Standards of the [insert council name].

The LGA has clarified that the preparation of Model Employee Behavioural Standards does not mean that the LGA recommends the adoption of employee behavioural standards. This is a matter for each council to determine. The Model document is merely provided as a resource to support councils consideration of the section 120A requirement.

A copy of the LGA Model Standard is provided as Attachment 1 to this report.

Having regard to the existing documents in place that regulate employee behaviour and the purpose of employee behavioural standards, council must now consider whether it wishes to adopt additional employee behavioural standards. Should council wish to do so, a process will need to be implemented that ensures the appropriate consultation with employees and relevant industrial organisations prior to the formal adoption occurring.

DRAFTING NOTE: The CEO may wish to provide advice as to whether they consider it necessary for the council to adopt <u>additional</u> employee behavioural standards at this point in the report, or whether the existing policies/codes etc are considered sufficient.

The report should provide guidance to council as to what process needs to follow the decision it makes, which may include reference to management of existing documents and/or a process for development/adoption of employee behavioural standards. This could include reference to further reports to council to facilitate the process. The key decision obligation this report is addressing is that council **consider** whether it will adopt employee behavioural standards.

Status of existing documents

<u>Adopted by **council**</u>: As noted in the Guideline, where a council (being the elected member body) has previously adopted a code of conduct or other document(s) that constitute employee behavioural standards and that council wishes to ensure continuing validity of those documents, they will need to re-adopt the documents in accordance with section 120A, including consultation with relevant industrial organisations.

In the alternative, the council may determine to revoke the operation of previously adopted documents and leave the issue to be managed by the CEO. If a decision to revoke is preferred, consideration should be given to any transitional arrangements that may be needed to ensure there continues to be documents in place that specify behavioural requirements for council employees (rather than an immediate decision to revoke).

<u>Adopted by **CEO**</u>: Where the relevant documents in place have been adopted or implemented by the CEO, there is no need for those documents to be re-adopted following the commencement of section 120A (as they are not implemented under that section).

GA of SA	ECM	

Employee Behavioural Standards: Guideline and Model Standard



24 July 2023

LG Equip

Process for development of employee behavioural standards

It may be appropriate to include an outline of a process that could be followed to develop employee behavioural standards to inform council's consideration. If you wish to include that information, determine what process is most appropriate/relevant to your council and insert here – for example:

- Prepare draft employee behavioural standards (this could be based on the Model Standard or some modified version to incorporate council specific requirements). Present to council to endorse for consultation with staff and industrial associations.
- Undertake consultation with staff and registered industrial associations regarding proposed employee behavioural standards.
- Following consultation, amend employee behavioural standards and prepare final version of employee behavioural standards.
- Optional: Provide staff with the opportunity to review/give feedback on final version of employee behavioural standards
- Present final employee behavioural standards to council for endorsement.

A decision from council to not proceed with the adoption of employee behavioural standards at this time does not preclude council from determining to adopt employee behavioural standards in the future.

4. OPTIONS

Resolution options are set out below:

DRAFTING NOTE: The resolution options included are limited to adopting, or not adopting, employee behavioural standards. Depending on the arrangements currently in place there are other options that may also be suitable. Consider what alternative resolution options are required and insert as appropriate.

Option 1 – support adoption of employee behavioural standards

That:

- 1. The report be received.
- 2. In accordance with section 120A of the *Local Government Act 1999*, a draft employee behavioural standards be prepared and returned to Council for endorsement for consultation with employees and registered industrial associations prior to adoption.

Option 2 – not support adoption of employee behavioural standards

That:

1. The report be received.

LGA of SA	ECM 786935	Employee Behavioural Standards: Guideline and Model Standard	Page 20





2. Having considered the requirements of section 120A of the *Local Government Act 1999* and existing arrangements in place that specify standards of behaviour for council employees, additional employee behavioural standards not be adopted at this time.

Council is asked to determine its preference in relation to the adoption (or not) of employee behavioural standards.





LG Equip



14.5 2023 LOCAL GOVERNMENT ASSOCIATION ANNUAL GENERAL MEETING – PROPOSED ITEMS OF BUSINESS

Record Number:	D23/28758	
Author:	Director Corporate Services	
Authoriser:	Chief Executive Officer	
Attachments:	 Guidelines on Considering Proposed Items of Business 	

EXECUTIVE SUMMARY

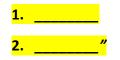
- The purpose of this report is to provide Council with the opportunity to submit proposed items of business to the 2023 Local Government Association (LGA) Annual General Meeting (AGM).
- The LGA AGM is scheduled to be held on Thursday 26 October 2023. A copy of the relevant LGA Latest News Notice, dated 19 June 2023, <u>is available here.</u>
- The purpose of the AGM is to consider items of strategic importance to local government and the LGA, as recommended by South Australian Regional Organisation of Councils (SAROC), Greater Adelaide Regional Organisation of Councils (GAROC) or the Board of Directors.
- Council is invited to submit any proposed items of business for consideration by SAROC, GAROC or the LGA Board of Directors for inclusion in the 2023 AGM agenda.
- Proposals must be received no later than 5.00pm on <u>Friday 4 August 2023</u>. Members may therefore submit Proposed Items of Business at the Ordinary Council Meeting on 24 July 2023.
- Councils are encouraged to discuss proposed items of business with the LGA Secretariat prior to being submitted. A copy of the Guidelines on Considering Proposed Items of Business and Frequently Asked Questions on Items of Business are available on the LGA website and presented as **Attachment 1** and **Attachment 2** to this Report.

RECOMMENDATION 1

"that Council, having considered Item 14.5 – 2023 Local Government Association Annual General Meeting – Proposed Items of Business, dated 24 July 2023, receives and notes the report."

RECOMMENDATION 2

"that Council, having considered Item 14.5 – 2023 Local Government Association Annual General Meeting – Proposed Items of Business, dated 24 July 2023 submits the following Proposed Item(s) of Business to SAROC/GAROC/Board of Directors for approval and inclusion in the agenda of the Local Government Association Annual General Meeting to be held on 26 October 2023:



BUDGET IMPACT

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

RISK ASSESSMENT

Nil

DETAILED REPORT

Purpose

The purpose of this report is to provide Council with the opportunity to submit proposed items of business to the 2023 Local Government Association (LGA) Annual General Meeting (AGM).

Background

The LGA AGM is scheduled to be held on Thursday 26 October 2023. A copy of the relevant LGA Latest News Notice, dated 19 June 2023, <u>is available here.</u>

The purpose of the AGM is to consider items of strategic importance to local government that have been submitted by councils and subsequently recommended by the South Australian Regional Organisation of Councils (SAROC), Greater Adelaide Regional Organisation of Councils (GAROC) or the LGA Board of Directors.

Accordingly, Council is now invited to submit any proposed items of business for consideration by SAROC, GAROC or the LGA Board of Directors for inclusion in the 2023 AGM agenda.

Discussion

Submission of Proposed Items of Business

To submit a proposed item of business, Council is required to complete the *LGA General Meeting* – *Proposed Item of Business* form. Proposals should be accompanied by adequate supporting information to assist SAROC, GAROC and the Board of Directors to make informed decisions and recommendations.

Member councils may, at any time throughout the year, propose an item of business for a General Meeting. Councils are encouraged to discuss proposed items of business with the LGA Secretariat prior to being submitted.

Guidelines on Considering Proposed Items of Business is presented as **Attachment 1** to this Report, and Frequently Asked Questions on Items of Business is presented as **Attachment 2** to this Report. Members are encouraged to consider these documents and discuss proposed items of business with the LGA Secretariat prior to submission.

Further information about LGA General Meetings, Board of Directors, SAROC and GAROC, the LGA Constitution and Ancillary Documents is available on the LGA website (OGM/AGM | LGA South Australia).

In order for items of business to be considered for the AGM on 26 October 2023, proposals must be received no later than 5.00pm on <u>Friday 4 August 2023</u>.

All proposed items will then be considered by either SAROC, GAROC or the Board of Directors and must be approved by them for inclusion in the agenda for the AGM.

Conclusion

The LGA has provided notice of its AGM and is calling for submissions of Proposed Items of Business for the meeting. Proposals must be received by no later than 5.00pm on <u>Friday 4 August 2023</u>. Members may therefore submit Proposed Items of Business at the Ordinary Council Meeting on 24 July 2023.

References

<u>Legislation</u> Local Government Act 1999

Council Policies/Plans

Strategic Plan 2021-2024

Proactive Leadership





Considering Proposed Items of Business for LGA General Meetings





Introduction

The Local Government Association of South Australia (LGA) schedules two General Meetings each year for member councils to consider items of strategic importance to local government and the LGA. Proposing and voting on items of business for a General Meeting is one of the important ways that member councils participate in the development of policy and strategy on issues and influence the advocacy agenda for local government in matters affecting councils and their communities.

These guidelines have been prepared to assist the LGA Board of Directors (Board), South Australian Region Organisation of Councils (SAROC) and Greater Adelaide Region Organisation of Council (GAROC) to consider the items of business to be placed upon an agenda for an LGA Ordinary or Annual General Meeting. They also provide guidance to member councils to develop and prioritise proposals to submit for consideration.

The Considering Proposed Items of Business for LGA General Meetings Guidelines may be reviewed and amended by the LGA Board of Directors from time to time.

LGA Constitution

Section 16 of the LGA Constitution provides guidance about the matters to be discussed at a General Meeting, and the process by which items of business may be proposed for inclusion on the agenda. The requirements of Section 16 are outlined below.

16. Business of General Meetings

- 16.1 The business of a General Meeting will be to consider items of strategic importance to local government and the LGA as recommended by SAROC, GAROC or the Board of Directors and matters which must be determined under this Constitution at a General Meeting.
- 16.2 Any Member may propose an item of business for an Annual General Meeting or an Ordinary General Meeting to SAROC, GAROC or the Board of Directors.
- 16.3 No business shall be brought before a General Meeting of the LGA unless:
 - 16.3.1 it has been placed on the agenda of an Annual General Meeting or an Ordinary General Meeting by SAROC, GAROC or the Board of Directors taking into account the purpose of a General Meeting set out in clause 16.1; or
 - 16.3.2 the business is as stated in the notice of a Special General Meeting, given in accordance with clause 10.

In summary, the Constitution provides all member councils with the opportunity to submit a proposed item of business to the Board, SAROC or GAROC for approval to be placed on the agenda of a General Meeting. No item of business will be placed upon the agenda for a General Meeting unless it has been approved by one of the relevant bodies, which must consider whether a matter is of 'strategic importance' to local government and the LGA'.

Relevant bodies

As outlined in the Constitution, a member council may propose an item of business to SAROC, GAROC or the Board of Directors. This opportunity is also enshrined within the LGA Membership Proposition, which outlines the rights of members to participate in the development of LGA policy and strategy.

LGA of SA	ECM 670949	Guidelines – Considering Proposed Items of Business for LGA General Meetings	Page 1 of 4



While the Constitution refers to members being able to refer items directly to the Board, the Membership Proposition specifically provides for members referring matters relating to policy and strategy development to either SAROC or GAROC (as relevant).

To provide greater clarity to members about the best pathway for submitting an item of business, the following guidance is provided.

LGA Board of Directors

Items should be referred to the Board if related to:

- the LGA Constitution or Ancillary Documents
- a subsidiary of the LGA
- · a commercial service provided (or proposed to be provided) by the LGA
- an activity requiring the allocation of significant resources by the LGA
- any LGA operational matter

SAROC or GAROC

Items should be referred to the relevant ROC if related to:

- the development of LGA policy and strategy
- LGA advocacy activities
- an amendment or addition to the LGA Policy Manual
- an operational matter related to SAROC or GAROC

The Board, SAROC and GAROC may choose to refer items submitted by member councils to each other for advice or consideration. Such referrals will be at the discretion of the Board, SAROC and GAROC.

Guiding principles

The following guiding principles have been developed to provide clarity and consistency to the Board, SAROC, GAROC and member councils about the relevant matters that will be considered in determining whether an item of business will be placed on the agenda of a General Meeting.

1. Strategic importance

The matters discussed at General Meetings should be of strategic importance to local government and the LGA. The policies and activities that are resolved at the LGA General Meetings are important in guiding the priorities and work plans of the LGA, and it is important that the association's resources are focussed on the issues that will be of the greatest benefit to councils and communities.

In determining whether a matter is of strategic importance to local government and the LGA, the Board, SAROC and GAROC will consider:

- whether the item has relevance to and will benefit a particular group (eg regional or metro councils) or the sector as a whole;
- alignment with the strategic plans and business plans of the LGA, SAROC and GAROC;
- the level of urgency required to deal with the issue;
- relevance to the role of local government and the potential positive and negative impacts of the issue on councils and communities;

LGA of SA	ECM 670949	Guidelines – Considering Proposed Items of Business for LGA General Meetings	Page 2 of 4



- whether there are other bodies or industry groups that are better placed to address the issue or undertake the proposed activity; and
- the resources required to execute the policies or activities.

2. Supporting evidence

Good public policy positions need to be supported by solid evidence that the issues are well understood and that the proposed course of action provides the most efficient and effective solution. A strong evidence base is critical to successful advocacy, particularly when trying to change government policy, influence public opinion or attract additional funding.

The Board, SAROC and GAROC will consider whether there is sufficient evidence provided in support of the policy position or course of action being sought. In some instances, an item may be referred back to the submitting council with a request for further information.

In many cases the evidence needed to support a position might not be readily available. In these circumstances it is best for a motion to seek further investigation of an issue and/or further consultation with councils, rather than seeking endorsement of a specific policy position or action. The Board, SAROC and GAROC may proposed an alternative course of action, in consultation with the submitting council.

3. Alignment with LGA policy

The LGA Policy Manual is a compendium of principles and policies that have been developed and endorsed by a majority vote of member councils at previous General Meetings. There are a wide range of policies addressing a number of priority issues for the sector.

The policies act as a guide for advocacy and best practice in the sector. In most cases, the LGA Policy Manual can provide councils with a broad direction on how an issue can be resolved and whether further development of a policy position is required.

The Board, SAROC and GAROC will consider the LGA Policy Manual in determining whether a new or amended policy position is required to be endorsed by members to enable the LGA to take the requested action. If the LGA already has a supportive policy position in relation to the proposed item, further consideration by members at a General Meeting may not be required.

4. Resourcing

In some cases, the items of business put forward by members require significant resources to be allocated in order to achieve the desired outcome. Resources may not be available through the LGA to tackle every issue.

Before determining to place an item on the agenda of a General Meeting; the Board, SAROC and GAROC will consider:

- · whether resources are available within the LGA to achieve the desired outcome;
- other resources that may be available;
- potential impacts on the LGA budget and business plan; and
- the level of input that will be required by councils or other stakeholders to progress the item.

The Board, SAROC and GAROC may determine not to proceed with (or defer) an item of business if the resourcing required would detract from the achievement of outcomes of greater **priority** for members.

LGA of SA	ECM 670949	Guidelines – Considering Proposed Items of Business for LGA General Meetings	Page 3 of 4
_			



Determinations by the Board, SAROC and GAROC

After considering a proposed item of business against these guiding principles and having regard to any other relevant factors, the Board, SAROC and GAROC may determine to:

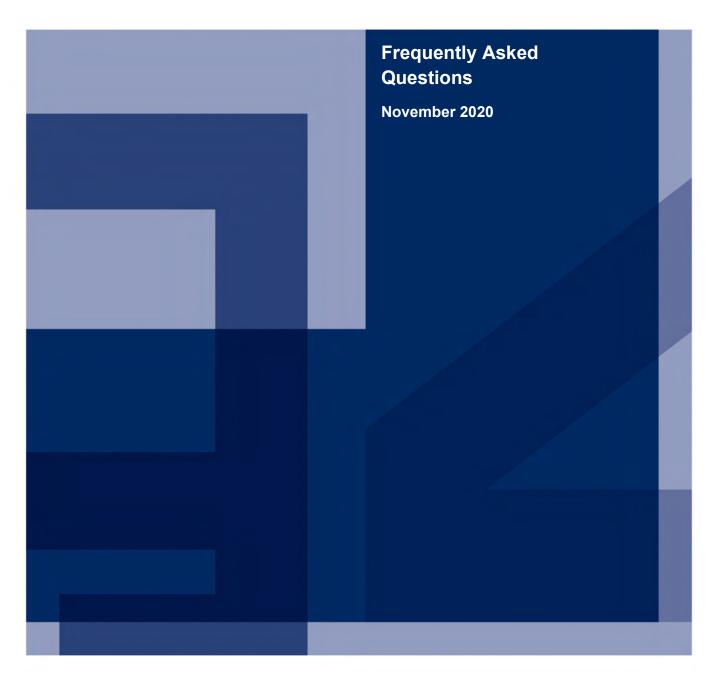
- approve an item of business for inclusion on the agenda of a General Meeting;
- approve an amended item of business for inclusion on the agenda of a General Meeting (in consultation with the submitting councils);
- take no further action;
- request additional information from the submitting council;
- refer an item back to the submitting council or regional LGA for action if it relates to a local or regional issue;
- resolve that the matter be dealt with by the LGA, SAROC or GAROC without progressing to a General Meeting (such as matters requiring urgent attention or actions that can be progressed immediately due to alignment with existing policies and work plans); or
- defer the item to a future General Meeting

The submitting council will be advised in writing of the determination of their proposed item of business.

LGA of SA	ECM 670949	Guidelines – Considering Proposed Items of Business for LGA General Meetings	Page 4 of 4	



Items of business for LGA General Meetings





Items of business for LGA General Meetings

Introduction

The Local Government Association of South Australia (LGA) schedules two General Meetings each year:

- the Ordinary General Meeting (OGM) is held annually in April or May; and
- the Annual General Meeting (AGM) is held annually in October or November.

A key purpose of the AGM/OGM is to bring together member councils to consider 'items of business' that are of strategic importance to local government.

Proposing and voting on items of business for a General Meeting is one of the important ways that member councils participate in the development of policy and strategy on issues and influence the advocacy agenda for local government in matters affecting councils and their communities.

This FAQ provides helpful guidance to councils about how to successfully participate in this process.

General overview of process

Items of business can be submitted by member councils, or a Regional LGA, to either SAROC, GAROC or the LGA Board of Directors for approval to be placed on the agenda of a General Meeting.

It is at the discretion of councils whether to refer an item to SAROC (regional councils), GAROC (metro councils) or the LGA Board of Directors. As a general guide, all policy and advocacy matters should be referred to SAROC or GAROC, and matters related to the operations of the LGA should be referred to the LGA Board.

Items of business can be submitted at any time during the year. Councils do not need to wait for the call for items from the LGA. However, to enable all items to be assessed by the relevant body and for reports to the prepared and included in the Agenda, a closing date is determined for each General Meeting. This closing date will typically be around 8-10 weeks prior to each General Meeting. If you miss the deadline, you can still submit your item, but it will be held until the following General Meeting.

Councils and Regional LGAs must submit their items by completing and submitting the LGA General Meeting - Proposed Item of Business form.

Proposals should be accompanied by enough supporting information to make informed decisions and recommendations. Councils and Regional LGAs are encouraged to discuss proposed items of business with the LGA Secretariat before they are submitted for advice on LGA policy, current activities and the type of supporting evidence or documentation that may be required.

SAROC, GAROC, or the LGA Board of Directors may decide to approve an item of business for inclusion on the agenda of a General Meeting. If appropriate, they may determine another course of action, including approving with amendments, requesting further information, referring the matter back to the council or Regional LGA, or resolving that the matter be dealt with by the LGA/SAROC/GAROC without progressing to an OGM/AGM.

Once an item of business has been recommended for inclusion on the agenda for a General Meeting, and subsequently carried by member councils by a majority vote, the LGA will use its best endeavors to achieve the outcomes sought by member councils.





Before proposing an item of business, member councils and Regional LGAs are encouraged to carefully consider the following *Frequently Asked Questions* and to refer to the *Guidelines on Considering Proposed Items of Business for LGA General Meetings*¹.

Frequently Asked Questions

- Why should I consider an item of business for an LGA general meeting?
- What is a 'strategically important' issue?
- What supporting evidence does the LGA need to consider my item of business?
- When should I submit a proposed item of business to the LGA?
- I have read the agenda for the next General Meeting and think an issue needs to be on there. Can I submit a late item of business?
- How do I submit a proposed item of business?
- Can I write a letter to the LGA President or CEO to submit a proposed item of business?
- Who makes the decision on my proposed item of business / where should I refer my item of business to?
- My council is not a member of a Regional LGA. Can I still submit a proposed item of business?
- Why might the LGA decide not to allow my proposed item of business to go to a General Meeting?
- Can I get help to prepare a proposed item of business?

Why should I consider an item of business for an LGA general meeting?

- Member councils and Regional LGAs should consider submitting a proposed item of business if they believe there is an opportunity for the LGA to take the lead on an issue that is strategically important to local government and will benefit the sector as a whole.
- There is significant value and impact in local government speaking with one voice through the LGA to influence State and Federal Government setting the policy, legislation and funding arrangements that support the delivery of council services and operations. Similarly, the LGA can bring councils together to assist with capacity building and knowledge sharing within local government.

What is a 'strategically important' issue?

- The policies and activities that are resolved at the LGA General Meetings are important in guiding the priorities and work plans of the LGA, and it is important that the Association's resources are focussed on the issues that will be of the greatest benefit to councils and communities.
- · Generally, an item may be deemed to strategically important if:
 - it has direct relevance to the role of local government, or council services and operations; and

¹ https://www.lga.sa.gov.au/	data/assets/pdf_file/0032/467744/ECM	670949 v6 Guidelines-Considering-Proposed-Items-of-Business-for-LGA-Generation	d-
Meetings-2.pdf			-

LGA of SA	ECM 725401	Items of Business FAQs	Page 3 of 7



- o it will benefit the local government sector as a whole; and
- o there is alignment with LGA/SAROC/GAROC strategic and business plans; and
- there is alignment with the LGA Policy Manual.

What supporting evidence does the LGA need to consider my item of business?

- Good public policy positions need to be supported by solid evidence so that the issues are well
 understood and that the proposed course of action provides the most efficient and effective
 solution.
- A strong evidence base is critical to successful advocacy, particularly when trying to change government policy, influence public opinion or attract additional funding.
- To support SAROC, GAROC and the LGA Board of Directors in determining whether an item of business should be recommended to an LGA General Meeting, all submissions should provide a summary of the issue, a clear definition of the problem and its impact on local government or council services and operations. Information should be provided on any relevant legislation, policy settings and relevant research reports and papers.
- If sufficient supporting evidence is not provided, SAROC, GAROC or the LGA Board of Directors may refer an item back to the submitting council with a request for further information.
- In many cases the evidence needed to support a position might not be readily available. In these circumstances it is best for a motion to seek further investigation of an issue and/or further consultation with councils, rather than seeking endorsement of a specific policy position or action.

When should I submit a proposed item of business to the LGA?

- Items of business for LGA General Meetings can be submitted at any time throughout the year.
- A proposed item of business will be referred to SAROC, GAROC or the LGA Board of Directors at their next available meeting, along with a report with recommendations from the LGA Secretariat.
- The LGA will advise member councils of the final date for submitting proposed items of business for the next available General Meeting. This 'closing date' is required to ensure that the LGA Secretariat can engage with the submitting councils and make recommendations to SAROC, GAROC or the LGA Board of Directors at their meeting prior to preparation of the General Meeting Agenda.
- Generally, proposed items of business for the Annual General Meeting (October/November) need to be with the LGA in August and proposed items of business for the Ordinary General Meeting (April/May) need to be with the LGA in February.
- The 'closing date' for each General Meeting is communicated to councils via LGA Latest News, typically five months in advance.

I have read the agenda for the next General Meeting and think an issue needs to be on there. Can I submit a late item of business?

• No. Once the Agenda has been finalised for a General Meeting, no further items of business will be accepted for that Meeting. The Agenda is provided to councils at least 30 days prior to a

	-		
LGA of SA	ECM 725401	Items of Business FAQs	Page 4 of 7



General Meeting to enable each council to discuss and determine a position on the items of business.

- Any items that are received after the closing date will be held until the following General Meeting.
- The LGA Board of Directors, SAROC and GAROC may decide to progress an issue that is strategically important to local government if there is a level of urgency required to deal with the issue outside of the scheduling for the LGA General Meetings.

How do I submit a proposed item of business?

- To submit a proposal please complete the *LGA General Meeting Proposed Item of Business* form. This form requires councils to identify:
 - Which body the proposed item of business is being referred to ie SAROC, GAROC or the LGA Board of Directors
 - o The subject of the proposed item of business a short title is preferred.
 - The proposed motion for the General Meeting a succinct and clear motion ie that the Annual / Ordinary General Meeting requests the LGA to....
 - Supporting information attachments are permitted to ensure adequate supporting information is provided
 - Alignment to the LGA Policy Manual consider if this item requires a change to the LGA Policy Manual (new policy or amendment to existing policy)?
 - Alignment to LGA Strategic Plan reference identify links to one key initiative and one strategy
 - A Council Contact Officer responsible for submitting form the LGA may wish to liaise with the proposing council to request additional information or consult on potential amendments to the motion
 - Council Meeting minute reference and date of meeting all proposed items of business must be appropriately considered by the submitting council or Regional LGA before being sent to the LGA.

Can I write a letter to the LGA President or CEO to submit a proposed item of business?

 No. To ensure that all the required information is provided and that proposed items of business are handled correctly by the LGA Secretariat, please use the LGA General Meeting - Proposed Item of Business form and submit it to <u>lgasa@lga.sa.gov.au</u>

Who makes the decision on my proposed item of business / where should I refer my item of business to?

- It is at the discretion of councils and Regional LGAs whether to refer an item to SAROC, GAROC or the LGA Board of Directors.
- The Guidelines on Considering Proposed Items of Business for LGA General Meetings, suggests that items should be referred to SAROC (from regional member councils) or GAROC (from metropolitan member councils) if they relate to the development of LGA policy and strategy, advocacy issues, the LGA Policy Manual, and operational matters related to SAROC or GAROC.

LGA of SA	ECM 725401	Items of Business FAQs	Page 5 of 7



- Otherwise items should be referred to the LGA Board of Directors if related to:
 - the LGA Constitution or Ancillary Documents
 - o a subsidiary of the LGA
 - \circ $\,$ a commercial service provided (or proposed to be provided) by the LGA
 - o an activity requiring the allocation of significant resources by the LGA
 - o any LGA operational matter

Regional councils may choose to refer their proposed items of business to their Regional LGA prior to submitting with the LGA. This is not required, but it often assists councils with refining the proposed actions and may help to inform and build support for the proposed item of business in their region.

My council is not a member of a Regional LGA. Can I still submit a proposed item of business?

 Yes. Any member council from regional South Australia may submit a proposed item of business to SAROC or to the LGA Board of Directors.

Why might the LGA decide not to allow my proposed item of business to go to a General Meeting?

An item may not be recommended for consideration at a General Meeting:

- If it is not considered to be 'strategically important' to local government; for example, it is not an issue that is within the scope of local government to address or influence.
- If progressing the item would impact negatively on the reputation of local government in South Australia.
- If an issue is only relevant to a particular group of councils it may be referred back to a council or Regional LGA, or resolved that the matter be dealt with by SAROC (for regional issues) or GAROC (for metropolitan issues) without progressing to a General Meeting.
- If there is insufficient supporting evidence provided in support of the policy position or course of action being sought. In some instances, an item may be referred back to the submitting council with a request for further information.
- In circumstances where the evidence needed to support a position might not be readily available, it would be appropriate for a proposed item of busines to request that the LGA seeks further investigation and/or further consultation with councils, rather than seeking endorsement of a specific policy position or action.
- If the LGA already has a supportive policy position in relation to the proposed item, further consideration by members at a General Meeting may not be required.
- If there are a lack of resources available to the LGA to progress the proposed item of business. In some cases, the items of business put forward by members require significant resources to be allocated in order to achieve the desired outcome. Resources may not be available through the LGA to tackle every issue. The Board, SAROC and GAROC may determine not to proceed with (or defer) an item of business if the resourcing required would detract from the achievement of outcomes of greater priority for members.

LGA of SA	ECM 725401	Items of Business FAQs	Page 6 of 7



Can I get help to prepare a proposed item of business?

- Yes. All member councils are encouraged to contact the LGA Secretariat early in the process to discuss the development of their proposed items of business.
- Please contact Allison Down, Executive Coordinator, GAROC and SAROC Committees via email: <u>allison.down@lga.sa.gov.au</u> or telephone: 08 8224 2054.



14.6 DEED OF EXTENSION AND VARIATION OF LEASE – ADELAIDE KERBING PTY LTD

Record Number:	D23/28931		
Author:	Property Officer		
Authoriser:	Director Corporate Services		
Attachments:	 Draft Deed of Extension and Variation of Lease - Adelaide Kerbing Pty Ltd J. T 		

EXECUTIVE SUMMARY

- The purpose of this report is to seek Council's consent to endorse the Draft Deed of Extension and Variation of Lease for the portion of the land comprised in Certificate of Title Volume 5443 Folio 710 being the area at Lot 1, 105 Limerock Road, Lower Light and marked in red within the Draft Deed of Extension and Variation of Lease (**Attachment 1**).
- On 1 July 2011, Council and Adelaide Kerbing Pty Ltd entered into a two-year lease in relation to the relevant land (the Current Lease).
- The Current Lease term ended on 30 June 2013 and has been in 'hold over' (in accordance with clause 16.4 Holding Over).
- Adelaide Kerbing Pty Ltd is seeking a Deed of Extension and Variation of Lease for a term of two (2) years commencing on 1 July 2023 and expiring on 30 June 2025 over the relevant land (the Draft Deed).
- The commencement date maintains continuity of the lease over the relevant land.
- The Draft Deed has been prepared by Council's solicitors, Norman Waterhouse Lawyers, and is provided at **Attachment 1** to this report.
- The relevant land was excluded from community land classification on 17 June 2022 and the Draft Deed therefore does not require any public consultation.
- The lessee has been continuing to operate without concern to Council or the community and there has been no breach of terms and conditions of the existing Lease Agreement.

RECOMMENDATION

"that Council, having considered Item 14.6 – *Deed of Extension and Variation of Lease* – *Adelaide Kerbing Pty Ltd*, dated 24 July 2023, receives and notes the report and in doing so authorises the Chief Executive Officer to:

- i. Negotiate and finalise the terms and conditions of the Draft Deed of Extension and Variation of Lease, and to prepare the Draft Lease for execution; and
- ii. Pursuant to Sections 38 and 44 of the *Local Government Act 1999*, the Mayor and Chief Executive Officer execute the lease agreement between the Adelaide Plains Council and Adelaide Kerbing Pty Ltd."

BUDGET IMPACT

Estimated Cost:	\$ 999 - Cost of lease preparation
Future ongoing operating costs:	Not Applicable
Is this Budgeted?	No

RISK ASSESSMENT

Adelaide Kerbing Pty Ltd will be required to take out Public Liability cover to the value of \$20 million and the Adelaide Plains Council's interest is to be registered on the policy.

The standard indemnity provisions will be included in the Draft Deed of Extension and Variation of Lease.

DETAILED REPORT

Purpose

To seek Council's consent to endorse the Draft Deed of Extension and Variation of Lease for the Portion of the land comprised in Certificate of Title Volume 5443 Folio 710 being the area at 105 Limerock Road Lower Light and marked in red within the Draft Deed of Extension and Variation of Lease (Attachment 1).

Background

On 1 July 2011, Council and Adelaide Kerbing Pty Ltd entered into a two-year lease in relation to the relevant land (the Current Lease).

The Current Lease term ended on 30 June 2013 and has been in 'hold over' (in accordance with clause 16.4 Holding Over) whereby:

The Lessee continues to occupy the Premises after the end of this Lease, the Lessee does so as a monthly tenant under the following sub clauses:

- 16.4.1 either party may terminate on one (1) month's written notice given at any time; and
- 16.4.2 is on the same terms as this Lease.

Discussion

Adelaide Kerbing Pty Ltd is seeking a Deed of Extension and Variation of Lease for a term of two (2) years commencing on 1 July 2023 and expiring on 30 June 2025 over the relevant land (the Draft Deed).

The relevant land was excluded from community land classification on 17 June 2022 and the Draft Deed therefore does not require any public consultation.

The lessee has been continuing to operate without concern to Council or the community and there has been no breach of terms and conditions of the existing Lease Agreement.

<u>The Lease</u>

The Draft Deed has been prepared by Council's solicitors, Norman Waterhouse Lawyers, and is provided at **Attachment 1** to this report.

Conclusion

It is recommended that the Chief Executive Officer be authorised to negotiate and finalise the terms and conditions of the Draft Deed, and prepare the Draft Lease for execution in accordance with Sections 38 and 44 of the *Local Government Act 1999*.

References

Legislation

Local Government Act 1999

Real Property Act 1886

Landlord and Tenant Act 1936

Council Policies/Plans

2021-2024 Strategic Plan – Community

Public Consultation Policy



Deed of Extension and Variation of Lease

Lot 1, 105 Limerock Road, Lower Light

Adelaide Plains Council

Adelaide Kerbing Pty Ltd

Norman Waterhouse Lawyers Pty Ltd ACN 621 909 395

Level 11, 431 King William Street, Adelaide SA 5000 GPO Box 639, Adelaide SA 5001 www.normans.com.au

T +61 8 8210 1200



DATE

PARTIES

Adelaide Plains Council of 2a Wasleys Road, Mallala SA 5502 (Lessor)

Adelaide Kerbing Pty Ltd ACN 008 125 700 of 407 (Lot B) Burton Road, Burton SA 5110 (Lessee)

BACKGROUND

- A. The Lessor has granted the Lease over the Premises to the Lessee.
- B. The Lessee has requested the Lessor to grant to the Lessee an extension of the Lease for the Renewed Term.
- C. The Lessor has agreed to grant the Lessee an extension of the Lease for the Renewed Term on the terms set out in this deed.

AGREED TERMS

1. **DEFINITIONS AND INTERPRETATION**

1.1 **Definitions**

In this deed:

Effective Date means the date described in Item 1 of the Schedule.

Lease means the Memorandum of Lease described in Item 2 of the Schedule.

Premises means the premises described in Item 3 of the Schedule.

Renewed Term means the term described in Item 4 of the Schedule.

1.2 Interpretation

In this deed, unless the context otherwise requires:

- 1.2.1 headings do not affect interpretation;
- 1.2.2 singular includes plural and plural includes singular;
- 1.2.3 words of one gender include any gender;
- 1.2.4 a reference to a party includes its executors, administrators, successors and permitted assigns;
- 1.2.5 a reference to a person includes a partnership, corporation, association, government body and any other entity;
- 1.2.6 a reference to this deed includes any schedules to this deed;
- 1.2.7 a reference to a document is a reference to that document as varied, novated or replaced from time to time;
- 1.2.8 an agreement, representation, warranty or indemnity by two or more parties (including where two or more persons are included in the same defined term) binds them jointly and severally;

YXM/512342 - 2423475.1

- 1.2.9 an agreement, representation, warranty or indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them jointly and severally;
- 1.2.10 a provision is not construed against a party only because that party drafted it;
- 1.2.11 an unenforceable provision or part of a provision may be severed, and the remainder of this deed continues in force, unless this would materially change the intended effect of this deed;
- 1.2.12 the meaning of general words is not limited by specific examples introduced by 'including', 'for example' or similar expressions.

1.3 Background

The Background forms part of this deed and is correct.

2. EXTENSION OF LEASE

- 2.1 Subject to clause 3 of this deed, the Lease is hereby extended for the Renewed Term upon the same terms and conditions as are expressed or implied in the Lease.
- 2.2 The rental payable by the Lessee on and from the Effective Date is \$11,229.44 per annum (exclusive of GST) together with an initial review as at the Effective Date and subject to further review.

3. VARIATION OF LEASE

The terms and conditions of the Lease are amended as set out in Item 5 of the Schedule on and from the Effective Date. In all other respects the terms and conditions of the Lease remain in full force.

4. MISCELLANEOUS

4.1 Assignment

A party must not assign or otherwise deal with this deed or any right under it without the written consent of the other party (which consent must not be unreasonably withheld or delayed).

4.2 Further acts

Each party must do all things necessary to give full effect to this deed and the transactions contemplated by this deed.

4.3 Governing law

- 4.3.1 This deed is governed by the law in South Australia.
- 4.3.2 The parties irrevocably submit to the exclusive jurisdiction of the courts in South Australia.

5. **COSTS**

The parties will bear their own costs of and incidental to the negotiation, preparation and execution of this deed.

Schedule				
Item 1 Effective Date	1 July	2023		
Item 2 Lease	1 July	2011 c	n of Lease between the Lessor and the Lessee dated ommencing on 1 July 2011 and expiring on 30 June ously extended by agreement between the parties	
Item 3 Premises		'10 beir	land comprised in Certificate of Title Volume 5443 ng the area delineated in red on the plan attached to	
Item 4 Renewed Term		of two e 2025	years commencing on 1 July 2023 and expiring on	
Item 5 Variations	1.	A new follows	clause 5.1A is inserted after existing clause 5.1 as s:	
		"5.1A	The Rent on and from each date set out in Item 5 is calculated as follows:	
			$R^2 = R^1 \times (Current CPI/Previous CPI)$	
			Where:	
			<i>R</i> ² is the Rent after the review date;	
			R^1 is the Rent immediately before the review date;	
			Current CPI means the CPI number for the quarter ending immediately before the relevant review date; and	
			Previous CPI means the CPI number for the quarter ending immediately before the previous review date (or if there has not been a review, the Commencement Date)."	
	2.	Clause	e 9.3.3 is amended to read as follows:	
		"9.3.3	not allow stockpiles of rubble to exceed 10,000 tonnes at any time."	
	3.	Item 3	of the First Schedule is amended to read as follows:	
		" <i>(a)</i>	Various rights of renewal as agreed and documented prior to 1 July 2023	
		(b)	One right of renewal of two years commencing on 1 July 2023 and expiring on 30 June 2025"	
YXM/512342 - 2423475.1			3	Ю

4. Item 4 of the First Schedule is amended to read as follows:

"\$11,229.44 (exclusive of GST) per annum (subject to review) plus the crushing of Council's waste at nil cost"

5. Item 5 of the First Schedule is to be amended to read as follows:

"Each anniversary of the Commencement Date"

6. Item 7 of the First Schedule is amended to read as follows:

"Stockpiling and crushing of hard building waste (concrete, stone, bricks etc), with uncrushed stockpile not to exceed 10,000 tonnes at any time"

- 7. Special condition 2 in the Second Schedule is amended to read as follows:
 - "2. The Lessee shall ensure that any associated stockpile does not exceed 10,000 tonnes at any time."
- 8. Additional special conditions are inserted in the Second Schedule as follows:
 - "5. The Lessee must comply with the requirements of Council's EPA Licence Number 324 and without limiting clause 18 is liable for and indemnifies the Council against all actions, liabilities, penalties, claims or demands for any loss, damage, injury or death incurred or suffered directly or indirectly by the Council in connection with or arising out of any failure by the Lessee to do so.
 - 6. The Lessee must pay or reimburse all water rates and charges for water supplied to or consumed at the Premises."
- 9. The plan attached to the Lease is deleted and replaced with the plan attached to this deed at Annexure A.

EXECUTED as a deed	
Lessor	
The common seal of Adelaide Plains Council was affixed in the presence of:	
Signature of Mayor	Signature of Chief Executive Officer
Name of Mayor (print)	Name of Chief Executive Officer (print)
Lessee	
Executed by Adelaide Kerbing Pty Ltd pursuant to section 127 of the Corporations Act 2001	
Signature of Director	Signature of Director/Company Secretary (Please delete as applicable)
Name of Director (print)	Name of Director/Company Secretary (print)
or	
Signature of Sole Director and Sole Company Secre	tary
Name of Sole Director and Sole Company Secretary	(print)

5 N

Annexure A Plan



14.7 RENEWAL OF LEASE – DUBLIN HISTORY GROUP INCORPORATED

Record Number:	D23/24238	
Author:	Property Officer	
Authoriser:	Director Corporate Services	
Attachments:	1. Draft Lease Agreement - Dublin History Group Incorporated 🗓 🛣	

EXECUTIVE SUMMARY

- The purpose of this report is:
 - To seek Council's consent to commence public consultation in relation to the renewal of a lease with the Dublin History Group Incorporated on the whole of the land comprised in Certificate of Title Volume 5801 Folio 136 and known as 9 Sixth Street, Dublin SA 5501 (the Draft Lease); and
 - In the event that no public objections are received, to instruct the Chief Executive Officer (CEO) to negotiate and finalise the terms and conditions of the Draft Lease, and to seek the assistance of Norman Waterhouse Lawyers to prepare the Lease for execution in accordance with Sections 38 and 44 of the Local Government Act 1999.
- On 1 March 2012, Council and the Dublin History Group Incorporated entered into a 5 + 5year lease in relation to the abovementioned property (the Current Lease).
- In March 2017, Council granted a 5-year extension to the Current Lease, with a new expiry of 28 February 2022.
- The Current Lease term ended on 28 February 2022, however continued to operate in 'hold over' (in accordance with clause 16.4 Holding Over).
- The Dublin History Group Incorporated is now seeking a new 5-year lease agreement over the property, with a further 5 years right of renewal (the Draft Lease).
- The Draft Lease has been prepared by Council's solicitors, Norman Waterhouse Lawyers, and is provided at **Attachment 1** to this report.
- As the property is classified as Community Land, and the lease term (including right of renewal) exceeds five (5) years, Council is required to undertake public consultation pursuant to Section 202 of the *Local Government Act 1999*, and in accordance with Council's *Public Consultation Policy*, prior to entering into a further lease agreement.
 - 1.

RECOMMENDATION

"that Council, having considered Item 14.7 – *Renewal of Lease* – *Dublin History Group Incorporated*, dated 24 July 2023, receives and notes the report and in doing so authorises the Chief Executive Officer to:-

1. Commence the public consultation process pursuant to Section 202 of the *Local Government Act 1999,* in regard to the leasing of the whole of the land comprised

in Certificate of Title Volume 5801 Folio 136 and known as 9 Sixth Street, Dublin SA 5501, to the *Dublin History Group Incorporated*; and

- 2. In the event that objections are received to the leasing of the whole of the land comprised in Certificate of Title Volume 5801 Folio 136 and known as 9 Sixth Street, Dublin SA 5501, to the *Dublin History Group Incorporated* at the conclusion of the public consultation process, a report be presented to Council for consideration; and
- 3. In the event that no objections are received to the leasing of the whole of the land comprised in Certificate of Title Volume 5801 Folio 136 and known as 9 Sixth Street, Dublin SA 5501, to the *Dublin History Group Incorporated*, at the conclusion of the public consultation process:
 - i. Negotiate and finalise the terms and conditions of the Draft Lease, and to seek the assistance of Norman Waterhouse Lawyers to prepare the Lease for execution; and
 - ii. Pursuant to Sections 38 and 44 of the *Local Government Act 1999*, the Mayor and Chief Executive Officer execute the lease agreement between the Adelaide Plains Council and *Dublin History Group Incorporated*."

BUDGET IMPACT

Estimated Cost:	\$ 600 cost of Public Consultation
Future ongoing operating costs:	\$ 850 - 50% of cost of lease preparation
Is this Budgeted?	No

RISK ASSESSMENT

The Dublin History Group Incorporated will be required to take out Public Liability cover to the value of \$20 million and the Adelaide Plains Council's interest is to be registered on the policy.

The standard indemnity provisions will be included in the Draft Lease.

DETAILED REPORT

Purpose

- 2. The purpose of this report is:
 - To seek Council's consent to commence public consultation in relation to the renewal of a lease with the Dublin History Group Incorporated on the whole of the land comprised in Certificate of Title Volume 5801 Folio 136 and known as 9 Sixth Street, Dublin SA 5501 (the Draft Lease); and
 - In the event that no public objections are received, to instruct the Chief Executive Officer (CEO) to negotiate and finalise the terms and conditions of the Draft Lease, and to seek the assistance of Norman Waterhouse Lawyers to prepare the Lease for execution in accordance with Sections 38 and 44 of the *Local Government Act 1999*.

Background

The Dublin History Group Incorporated (the Dublin History Group) became an Incorporated Body under the *Associations Incorporation Act 1985* on 4 April 2000.

On 1 March 2012, Council and the Dublin History Group entered into a 5 + 5-year lease (the Current Lease) in relation to the whole of the land comprised in Certificate of Title Volume 5801 Folio 136 and known as 9 Sixth Street, Dublin SA 5501 (the property). In March 2017, Council granted a 5-year extension to the Current Lease, with a new expiry of 28 February 2022.

The Current Lease term ended on 28 February 2022, and the lease has continued to operate and has been in 'hold over' (in accordance with clause 16.4 Holding Over) whereby:

The Lessee continues to occupy the Premises after the end of this Lease, the Lessee does so as a monthly tenant under the following sub clauses:

16.4.1 either party may terminate on one (1) month's written notice given at any time;

16.4.2 and is on the same terms as this Lease.

The Dublin History Group is seeking a new 5-year lease agreement over the property, with a further 5 years right of renewal (the Draft Lease).

3. The Draft Lease has been prepared by Council's solicitors, Norman Waterhouse Lawyers, and is provided at **Attachment 1** to this report.

As the property is classified as Community Land, and the lease term (including right of renewal) exceeds five (5) years, Council is required to undertake public consultation pursuant to Section 202 of the *Local Government Act 1999*, and in accordance with Council's *Public Consultation Policy*, prior to entering into a further lease agreement.

Discussion

The Current Lease expired on 28 February 2022 and the Dublin History Group, by way of email has sought a new 5-year lease agreement over the property with a 5 year right of renewal.

Public Consultation

As the property is Community Land, and the lease term (including the right of renewal) exceeds 5 years, community consultation is required in accordance with Section 202 of the *Local Government Act 1999* and Council's *Public Consultation Policy*.

<u>The Lease</u>

The Draft Lease has been prepared by Council's solicitors, Norman Waterhouse Lawyers, and is provided at **Attachment 1** to this report. The terms and conditions are included within the Draft Lease.

Conclusion

The Dublin History Group is a vital community organisation with an excellent record of maintaining the property.

It is recommended that Council undertake the public consultation process inviting public submissions on the Draft Lease.

It is further recommended that in the event that no public objections are received, the CEO be authorised to negotiate and finalise the terms and conditions of the Draft Lease, and to seek the assistance of Norman Waterhouse Lawyers to finalise the Draft Lease for execution in accordance with Sections 38 and 44 of the *Local Government Act 1999*.

References

Legislation Local Government Act 1999 Real Property Act 1886 Landlord and Tenant Act 1936 Associations Incorporation Act 1985

<u>Council Policies/Plans</u> 2021-2024 Strategic Plan – Community Public Consultation Policy



Lease agreement

9 Sixth Street, Dublin SA 5501

Adelaide Plains Council

Dublin History Group Incorporated

N

Reference Schedule

Item 1 Premises	The whole of the land comprised in Certificate of Title Volume 5801 Folio 136 and known as 9 Sixth Street, Dublin SA 5501 – delineated on the plan attached at Annexure A
Item 2 Land	The whole of the land comprised in Certificate of Title Volume 5801 Folio 136
Item 3 Initial Term	Five years commencing on 1 March 2022 (Commencement Date) and expiring at midnight on 28 February 2027
Item 4 Renewal(s)	One right of renewal of five years commencing on 1 March 2027 and expiring at midnight on 29 February 2032
Item 5 Rent	\$1.00 per annum (exclusive of GST) payable on demand.
Item 6 Outgoings	Outgoings means the total of all amounts paid or payable by the Council in connection with the ownership, management, administration and operation of the Land and/or Premises
Item 7 Permitted Use	Administration, recreation and tourism
Item 8 Public risk insurance	\$20,000,000.00

YXM/511048 - 2321565.1

1 N

DATE

PARTIES

Adelaide Plains Council of 2a Wasleys Road, Mallala SA 5502 (Council)

Dublin History Group Incorporated of PO Box 60, Dublin SA 5501 (Lessee)

BACKGROUND

- A. The Council is the registered proprietor in fee simple of the Land.
- B. The Lessee had a prior lease for the Premises that expired on 28 February 2022.
- C. The Lessee requested a further lease to continue to use the Premises for the Permitted Use.
- D. The Council has resolved to grant the Lessee a further lease to use the Premises for the Permitted Use on the terms and conditions set out in this lease.

AGREED TERMS

1. DEFINITIONS AND INTERPRETATION

1.1 **Definitions**

In this lease:

Act means the Retail and Commercial Leases Act 1995 (SA).

Agreed Consideration means the Rent, Outgoings and all other consideration (whether in money or otherwise) to be paid or provided by the Lessee for any supply or use of the Premises and any goods, services or other things provided by the Council under this lease (other than tax payable under clause 17).

Building Services includes all services (including gas, electricity, water, sewerage, lifts, escalators, communications, fire control, air-conditioning, plumbing and telephone and all plant, equipment, pipes, wires and cables in connection with them) to or of the Premises supplied by any authority, the Council or any person the Council authorises.

Business Day means a day which is not a Saturday, Sunday or public holiday in Adelaide.

Commencement Date means the commencement date described in Item 3 of the Reference Schedule.

Council means the party described as 'Council' in this lease and where the context permits includes the employees, contractors, agents and other invitees of the Council.

Council's Equipment means all fixtures and fittings, plant, equipment, services, chattels and other goods installed or situated in or on the Premises that are owed by the Council and made available for use by the Lessee.

YXM/511048 - 2321565.1

Default Rate means 2% per annum above the Local Government Finance Authority Cash Advance Debenture Rate.

GST has the meaning given to that term in the GST Legislation.

GST Legislation means the *A New Tax System (Goods and Services Tax) Act* 1999 (Cth) and any ancillary or similar legislation.

GST Rate means 10% or the rate of GST imposed from time to time under the GST Legislation.

Initial Term means the initial term of this lease commencing on the Commencement Date and for the period described in Item 3 of the Reference Schedule.

Institute means the South Australian Division of the Australian Property Institute.

Land means the land described in Item 2 of the Reference Schedule and includes any part of the Land.

Legislation includes any relevant Act of Parliament (whether State or Federal) and any regulation or by-law including by-laws issued by any local government body or authority.

Lessee means the party described as 'Lessee' in this lease and where the context permits includes the employees, contractors, agents, customers and other invitees of the Lessee.

Lessee's Equipment means any and all fixtures and fittings and other equipment installed in or brought on to or kept in the Premises by the Lessee.

Outgoings means the outgoings described in Item 6 of the Reference Schedule.

Payment Date means the Commencement Date and the first day of each month during the Term.

Permitted Use means the use described in Item 7 of the Reference Schedule.

Premises means the premises described in Item 1 of the Reference Schedule including all present and future improvements and the Council's Equipment.

Rates and Taxes means all present and future rates, charges, levies, assessments, duty and charges of any Statutory Authority, department or authority having the power to raise or levy any such amounts in respect of the use, ownership or occupation of the Land or Premises and includes water and sewer charges, council rates, emergency services levy and land tax (on a single holding basis).

Renewal Term(s) means the term(s) (if any) of renewal or extension described in Item 4 of the Reference Schedule.

Rent means the rent described in Item 5 of the Reference Schedule.

Statutory Authorities means any government or authorities created by or under any relevant Legislation, including Council in that separate capacity.

YXM/511048 - 2321565.1

Statutory Requirements means all relevant Legislation and all lawful conditions, requirements, notices and directives issued or applicable under any such Legislation or by any Statutory Authorities.

Term means the Initial Term, the Renewal Term(s) and any period during which the Lessee holds over or remains in occupation of the Premises.

Valuer means a qualified valuer appointed to make a determination under this lease:

- (a) who is appointed by agreement of Council and the Lessee or, failing agreement within 14 days of either notifying the other of the requirement for such appointment, at the request of either Council or the Lessee, by the President or acting President of the Institute;
- (b) who has practised as a valuer with a minimum of 10 years relevant experience; and
- (c) who acts as an expert and not as an arbitrator.

Yearly Amounts means the aggregate of the Rent, Outgoings and any other moneys payable by the Lessee during the Term.

1.2 Interpretation

In this lease, unless the context otherwise requires:

- 1.2.1 all obligations on the Lessee under this lease extend to the Lessee's employees, contractors, sublessees, licensees, customers, volunteers and invitees and the Lessee must ensure that its employees, contractors, sublessees, licensees, customers, volunteers and invitees comply with the requirements of this lease;
- 1.2.2 headings do not affect interpretation;
- 1.2.3 singular includes plural and plural includes singular;
- 1.2.4 words of one gender include any gender;
- 1.2.5 a reference to a party includes its executors, administrators, successors and permitted assigns;
- 1.2.6 a reference to a person includes a partnership, corporation, association, government body and any other entity;
- 1.2.7 a reference to this lease includes any schedules and annexures to this lease;
- 1.2.8 a reference to any document (including this lease) is to that document as varied, novated, ratified or replaced from time to time;
- 1.2.9 an agreement, representation, warranty or indemnity by two or more parties (including where two or more persons are included in the same defined term) binds them jointly and severally;

YXM/511048 - 2321565.1

- 1.2.10 an agreement, representation, warranty or indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them jointly and severally;
- 1.2.11 a reference to legislation includes any amendment to it, any legislation substituted for it, and any subordinate legislation made under it;
- 1.2.12 a provision is not construed against a party only because that party drafted it;
- 1.2.13 an unenforceable provision or part of a provision may be severed, and the remainder of this lease continues in force;
- 1.2.14 the meaning of general words is not limited by specific examples introduced by 'including', 'for example' or similar expressions;
- 1.2.15 an expression defined in the *Corporations Act 2001* (Cth) has the meaning given by that act at the date of this lease;
- 1.2.16 a reference in this lease to Council's approval or consent, is to Council's prior written approval or consent which may be granted or withheld in the absolute discretion of Council and which if granted may be granted subject to any conditions as Council sees fit;
- 1.2.17 the covenants and powers implied in leases by virtue of sections 124 and 125 of the *Real Property Act 1886* apply and are implied in this lease unless they are expressly or impliedly excluded or modified; and
- 1.2.18 the special conditions in Schedule 1 prevail over the terms in the body of this lease to the extent of any inconsistency.

1.3 Retail and Commercial Leases Act

The parties acknowledge and agree that this lease has been entered into on the basis that the Act does **not** apply to this lease.

1.4 Background

The Background forms part of this lease and is correct.

2. GRANT OF LEASE

Council grants and the Lessee accepts a lease of the Premises for the Term as set out in this lease.

3. **RENT**

3.1 Payment of Rent

The Lessee must pay the Rent by equal instalments in advance on each Payment Date.

3.2 Instalment

If a rent instalment period is less than a month, the instalment for that period is calculated at a daily rate based on the number of days in the month in which

YXM/511048 - 2321565.1

that period begins and the monthly instalment which would have been payable for a full month.

4. RATES AND TAXES AND OUTGOINGS

4.1 Liability for Rates and Taxes

- 4.1.1 The Lessee must pay or reimburse the Council all Rates and Taxes levied, assessed or charged in respect of the Premises or upon the owner or occupier of the Premises.
- 4.1.2 The Rates and Taxes must be adjusted between Council and the Lessee as at the Commencement Date and the end or termination date of this lease.

4.2 Payment of Outgoings

- 4.2.1 The Lessee must pay or reimburse the Council all Outgoings paid or payable by the Council in respect of the Premises or by the owner or occupier of the Premises.
- 4.2.2 The Outgoings must be adjusted between Council and the Lessee as at the Commencement Date and the end or termination date of this lease.

4.3 **Power and other utilities**

- 4.3.1 The Lessee must pay, when due, all costs for the use of telephone, light and other facilities and the consumption of electricity, gas, water and any and all other services and utilities supplied to or used from the Premises.
- 4.3.2 If there is no separate meter for a service or utility used on or from the Premises and if the Council so requires, then the Lessee must install the meter at its own cost.
- 4.3.3 Without limiting this subclause, the Lessee must comply with the *Electricity (General) Regulations 2012* (SA) and any other applicable electricity laws.

5. USE OF PREMISES

5.1 Permitted Use

The Lessee may use the Premises only for the Permitted Use and must not use or allow the Premises to be used for any other use without the Council's consent.

5.2 Offensive activities

The Lessee must:

- 5.2.1 not carry on any offensive or dangerous activities on or from the Premises;
- 5.2.2 not create a nuisance or disturbance for the Council or for the owners or occupiers of any adjoining property; and

YXM/511048 - 2321565.1

5.2.3 ensure that all activities conducted on or from the Premises, and all acts and activities of the Lessee that are otherwise related to the Permitted Use or the Premises, do not discredit or cause any reputational damage to the Council.

5.3 Use of Building Services

- 5.3.1 The Lessee must ensure that the Building Services are used carefully and responsibly and in accordance with any directions given by the Council from time to time.
- 5.3.2 The Lessee must repair or correct any damage or malfunction which results from any misuse or abuse of the Building Services by the Lessee.

5.4 Statutory Requirements

The Lessee must comply with all Statutory Requirements (including the *Work Health and Safety Act 2012* (SA)) relating to:

- 5.4.1 the Lessee's use and occupation of the Premises; and
- 5.4.2 the Permitted Use.

5.5 Alcohol

5.5.1 Council consent

The Lessee must not sell or supply alcohol, or allow alcohol to be consumed, on the Premises without the Council's consent and, if required, a liquor licence under the *Liquor Licensing Act 1997* (SA).

5.5.2 Application for liquor licence

If the Council consents to the sale, supply or consumption of alcohol on the Premises, if required the Lessee must:

- 5.5.2.1 obtain a liquor licence (Liquor Licence) under the *Liquor Licensing Act 1997* (SA) (Licensing Act); and
- 5.5.2.2 obtain all other licences, approvals, consents and renewals as may be necessary.

5.5.3 Trading hours

The Lessee must not apply for any variation to its trading hours permitted under any Liquor Licence without the prior consent of the Council.

5.5.4 Maintenance of Liquor Licence

The Lessee must comply with all requirements of the Licensing Act and the conditions of the Liquor Licence at all times.

YXM/511048 - 2321565.1

5.5.5 Surrender of Liquor Licence

Upon expiration or sooner termination of this lease the Lessee must surrender the Liquor Licence (unless otherwise agreed with the Council).

5.6 **No gaming or gambling**

- 5.6.1 The Lessee must not install or operate gaming machines on the Premises.
- 5.6.2 The Lessee must not permit or suffer any gambling activity on the Premises for which any approval is required from a Statutory Authority.

5.7 No smoking

The Lessee must not permit or suffer any person to smoke or use electronic smoking or vaping devices on the Premises.

5.8 **Signs**

The Lessee must not place any sign or advertisement on the outside or inside (if they can be seen from outside) of the Premises, except a sign or advertisement which:

- 5.8.1 is approved by the Council; and
- 5.8.2 complies with any relevant Statutory Requirements.

5.9 Dangerous equipment and installations

The Lessee may only install or use within the Premises equipment and facilities which are reasonably necessary for and normally used in connection with the Permitted Use and must not install or bring onto the Premises:

- 5.9.1 any electrical, gas powered or other machinery or equipment that may pose a danger, risk or hazard;
- 5.9.2 any chemicals or other dangerous substances that may pose a danger, risk or hazard; or
- 5.9.3 any heavy equipment or items that may damage the Premises or Building.

5.10 Fire precautions

The Lessee must comply with all Statutory Requirements relating to fire safety and procedures including any structural works or modifications or other building works which are required as a consequence of the Lessee's use of the Premises.

5.11 Security

The Lessee must keep the Premises securely locked at all times when the Premises are not occupied and must provide a key to the Premises to the Council (or if the Council has engaged a manager, then to the manager) to be used only in emergencies.

YXM/511048 - 2321565.1

5.12 No warranty

The Council makes no warranty or representation regarding the suitability of the Premises (structural or otherwise) for the Permitted Use or any other purpose.

6. **INSURANCE**

6.1 Lessee must insure

The Lessee must keep current during the Term:

- 6.1.1 public risk insurance for at least the amount in Item 8 of the Reference Schedule (or any other amount the Council reasonably requires) for each claim;
- 6.1.2 all insurance in respect of the Lessee's Equipment for its full replacement value; and
- 6.1.3 other insurances required by any Statutory Requirement or which Council reasonably requires.

6.2 **Requirements for policies**

Each policy must:

- 6.2.1 be with an insurer and on terms reasonably approved by the Council;
- 6.2.2 be in the name of the Lessee and note the interest of the Council;
- 6.2.3 cover events occurring during the policy's currency regardless of when claims are made;
- 6.2.4 note and cover the indemnities provided by the Lessee to the Council pursuant to this lease; and
- 6.2.5 note that despite any similar policies of the Council, the Lessee's policies will be primary policies.

6.3 Evidence of insurance

The Lessee must give the Council copies of certificates evidencing the currency of each policy. During the Term the Lessee must:

- 6.3.1 pay each premium when it is due for payment;
- 6.3.2 give the Council certificates of currency each year when the policies are renewed and at other times the Council requests;
- 6.3.3 not vary, allow to lapse or cancel any insurance policy without the Council's consent;
- 6.3.4 notify the Council immediately if a policy is cancelled or if an event occurs which could prejudice or give rise to a claim under a policy.

YXM/511048 - 2321565.1

6.4 **Insurance affected**

- 6.4.1 The Lessee must not do anything that may:
 - 6.4.1.1 prejudice any insurance of the Premises or the Building; or
 - 6.4.1.2 increase the premium for that insurance.
- 6.4.2 If the Lessee does anything (with or without the Council's consent) that increases the premium of any insurance the Council has in connection with the Premises or the Building, the Lessee must on demand pay the amount of that increase to the Council.

7. REPAIR AND MAINTENANCE

7.1 Repair

- 7.1.1 The Lessee must keep and maintain the Premises, the Lessee's Equipment and any Building Services situated within the Premises and that exclusively service the Premises in good repair.
- 7.1.2 Subject to the terms of this lease, the Lessee is not responsible for structural repairs to the Premises.
- 7.1.3 If the Council so requires, the Lessee must promptly repair any damage to the Land caused or contributed to by the act, omission, negligence or default of the Lessee.

7.2 Maintain and replace

The Lessee must maintain items in or attached to the Premises, and, if damaged or worn, repair them or replace them with items of quality similar to those in use at the Commencement Date, or, if previously replaced with the Council's approval, when last replaced.

7.3 Alterations by Lessee

- 7.3.1 The Lessee must not carry out any alterations or additions to the Premises without the Council's consent.
- 7.3.2 The Lessee must provide full details of the proposed alterations and additions to the Council.
- 7.3.3 The Council may impose any conditions it considers necessary if it gives its approval, including requiring the Lessee to obtain the Council's consent to any agreements that the Lessee enters into in relation to the alterations or additions.
- 7.3.4 The Lessee must carry out any approved alterations and additions:
 - 7.3.4.1 in a proper and workmanlike manner;
 - 7.3.4.2 in accordance with the conditions imposed by the Council and with the approvals made by the Council in its capacity as lessor under this lease;
 - 7.3.4.3 in accordance with all Statutory Requirements; and

YXM/511048 - 2321565.1

- 7.3.4.4 in a way to minimise disturbance to others.
- 7.3.5 Unless otherwise agreed in writing between the parties, all alterations and additions to the Land or the Premises made pursuant to this clause become the property of the Council.
- 7.3.6 The Lessee must pay all of the Council's costs (including consultant's costs and legal costs) as a result of the Lessee's alterations and additions.

7.4 Cleaning

The Lessee must:

- 7.4.1 keep the Premises clean and tidy;
- 7.4.2 keep the Premises free of vermin, insects and other pests.

8. ASSIGNMENT, SUBLETTING AND CHARGING

8.1 Assignment

The Lessee must not assign or transfer its interest in this lease without the Council's consent.

8.2 Subletting

The Lessee must not sublet or license any part of the Premises without the Council's consent.

8.3 Hiring out Premises

- 8.3.1 The Lessee may hire out the Premises from time to time on a casual basis without the Council's consent for purposes consistent with the Permitted Use.
- 8.3.2 The Lessee will be responsible for the actions of any hirers including any damage caused.

8.4 Charging

- 8.4.1 The Lessee must not mortgage, charge, encumber or grant a security interest over the Lessee's interest in this lease or the Lessee's Equipment without the Council's consent.
- 8.4.2 If the Council consents to a mortgage, charge, encumbrance or other security interest on or over the Lessee's Equipment then the Lessee must enter into a deed in a form required by the Council that ensures the mortgage, charge, encumbrance or security interest is subject to the Council's rights under this lease.

8.5 **Costs**

The Lessee must pay all costs reasonably incurred by the Council (including the costs of any consultant or any legal fees) in relation to any dealing with the Premises, including in considering whether or not to grant consent under this clause.

YXM/511048 - 2321565.1

.

9. LESSEE GOVERNANCE

- 9.1 On or before the Commencement Date the Lessee must provide to the Council a copy of the Lessee's constitution and any other documents that regulate its governance and operations.
- 9.2 The Lessee must provide to the Council any information in relation to the Lessee's use and occupation of the Premises and finances reasonably required by the Council.

10. COUNCIL'S OBLIGATIONS AND RIGHTS

10.1 Quiet enjoyment

Subject to the Council's rights and to the Lessee complying with the Lessee's obligations under this lease, the Lessee may occupy the Premises during the Term without interference from the Council.

10.2 Right to enter

The Council may (except in an emergency when no notice is required) enter the Premises after giving the Lessee reasonable notice:

- 10.2.1 to see the state of repair of the Premises;
- 10.2.2 to verify the Lessee's compliance with the requirements of this lease;
- 10.2.3 to do repairs to the Premises or other works that cannot reasonably be done unless the Council enters the Premises;
- 10.2.4 to do anything the Council must or may do under this lease or must do under any Legislation or to satisfy the requirements of any Statutory Authority; and
- 10.2.5 to show prospective lessees through the Premises.

10.3 Emergencies

In an emergency the Council may:

- 10.3.1 close the Premises or Land; and
- 10.3.2 prevent the Lessee from entering the Premises or Land.

10.4 Works and restrictions

- 10.4.1 The Council may:
 - 10.4.1.1 install, use, maintain, repair, alter, and interrupt Building Services; and
 - 10.4.1.2 carry out works on the Land (including extensions, renovations and refurbishment).
- 10.4.2 The Council must when exercising its rights pursuant to clause 10.4.1 (except in an emergency) take reasonable steps to minimise interference with the Lessee's use and occupation of the Premises.

YXM/511048 - 2321565.1

10.5 Right to rectify

The Council may at the Lessee's cost do anything which the Lessee should have done under this lease but which the Lessee has not done or which the Council reasonably considers the Lessee has not done properly.

11. DAMAGE OR DESTRUCTION

11.1 Termination for destruction or damage

- 11.1.1 If the Premises are destroyed or are damaged so that they are unfit for the Lessee's use then, within three months after the damage or destruction occurs, the Council must give the Lessee either:
 - 11.1.1.1 a notice terminating this lease (on a date at least one month after the Council gives notice); or
 - 11.1.1.2 a notice advising the Lessee that the Council intends to repair the Premises so that the Premises are accessible and the Lessee can occupy and use the Premises (Intention to Repair Notice).
- 11.1.2 If the Council gives an Intention to Repair Notice but does not carry out the repairs within a reasonable time, the Lessee may give notice to the Council that the Lessee intends to end this lease if the Council does not make the Premises accessible and fit for use and occupation by the Lessee within a reasonable time (having regard to the nature of the required work) (Intention to Terminate Notice).
- 11.1.3 If the Council does not give a notice under this subclause or does not take the action specified in the Intention to Terminate Notice, the Lessee may end this lease by giving the Council not less than one month's notice.

11.2 Reduction or abatement of Rent

- 11.2.1 While the Premises are unfit or inaccessible, the Yearly Amounts are reduced unless:
 - 11.2.1.1 the Premises are unfit or inaccessible; or
 - 11.2.1.2 an insurer refuses to pay a claim;

as a result of a deliberate or negligent act or omission of the Lessee.

- 11.2.2 The level of the reduction (if any) depends on the nature and extent of the damage.
- 11.2.3 If the level of the reduction (if any) cannot be agreed it must be determined by a Valuer.

12. REDEVELOPMENT, ASSET RATIONALISATION AND DEMOLITION

If as part of any redevelopment, asset rationalisation or other project conducted by the Council that includes the Land (**Redevelopment**), or for any other reason, the Council wishes to demolish or acquire vacant possession of the Premises or any part of the Premises, then the Council may:

YXM/511048 - 2321565.1

- 12.1 terminate this lease subject to the following provisions:
 - 12.1.1 the Council must provide the Lessee with details of the proposed Redevelopment sufficient to indicate a genuine proposal to carry out that Redevelopment within a reasonably practicable time after this lease is to be terminated;
 - 12.1.2 at any time after providing the Lessee with those details, the Council may give the Lessee a written notice of termination of this lease (**Termination Notice**) specifying the date on which this lease is to come to an end being a date not less than six months after the Termination Notice is given. Unless terminated earlier by the Lessee under clause 12.1.3, this lease comes to an end at midnight on the day specified in the Termination Notice;
 - 12.1.3 at any time after receiving a Termination Notice, the Lessee may terminate this lease by giving not less than seven days' written notice to the Council; and
 - 12.1.4 when either party terminates this lease under this clause, the rights and obligations of the Council and the Lessee under this lease (except with regard to an existing breach) come to an end; rights with regard to an existing breach continue; or
- 12.2 require the Lessee, upon reasonable notice, to vacate the Premises and to occupy an alternative site owned by the Council subject to the following conditions:
 - 12.2.1 the Council must provide the Lessee with details of the proposed Redevelopment sufficient to indicate a genuine proposal to carry out that Redevelopment within a reasonably practicable time after this lease is to be terminated;
 - 12.2.2 the Council may at any time after providing the Lessee with those details, give the Lessee a written notice of termination of this lease (**Relocation Notice**) specifying the date on which the Lessee must relocate being a date not less than six months after the Relocation Notice is given;
 - 12.2.3 the Lessee must relocate to the alternative site on the date stipulated in the Relocation Notice and must give to the Council all assistance and cooperation necessary to give effect to this clause and to the relocation including the execution of any documents or instruments which the Council reasonably requires;
 - 12.2.4 the alternative site must, in the reasonable opinion of the Council, be of comparable quality and utility to the Premises;
 - 12.2.5 any reasonable costs incurred in relocating the Lessee must be borne by the Council; and
 - 12.2.6 the Lessee's occupation of the alternative site is on the terms in this lease (changed as necessary); or
- 12.3 negotiate with the Lessee as to the financial and maintenance contribution which is required from the Lessee in order for the Council to reconsider

YXM/511048 - 2321565.1

undertaking the Redevelopment. The Council may, at any reasonable time during these negotiations exercise any of its other rights under this clause.

13. RENEWAL

- 13.1 If a right of renewal has been granted to the Lessee as described in Item 4 of the Reference Schedule and the Lessee wants to exercise that right of renewal, then the Lessee must serve a written notice on the Council not less than six months and not more than 12 months before the expiry of the Initial Term stating it requires a renewal of this lease.
- 13.2 The Lessee will not be entitled to a right of renewal if:
 - 13.2.1 the Lessee has been in serious or persistent breach of this lease at any time before giving notice of the Lessee's exercise of the right of renewal;
 - 13.2.2 the Lessee is in breach of this lease at the time of giving that notice; or
 - 13.2.3 the Lessee is in breach or commits a breach of this lease after giving notice but before the commencement of the Renewal Term(s).

14. RIGHTS AND OBLIGATIONS ON EXPIRY

14.1 **Expiry**

This lease comes to an end at midnight on the last day of the Term unless it is terminated earlier by the Council or the Lessee under this lease.

14.2 Handover of possession

Before this lease comes to an end, the Lessee must unless agreed otherwise by the Council:

- 14.2.1 remove all of the Lessee's Equipment and repair any damage caused by such removal;
- 14.2.2 remove and reinstate any alterations or additions made to the Premises by the Lessee; and
- 14.2.3 complete any repairs that the Lessee is obliged to carry out under this lease.

14.3 Abandoned goods

If, when this lease comes to an end, the Lessee leaves any goods or equipment at the Premises, then the Council may deal with and dispose of those goods.

14.4 Holding over

If, with the Council's consent, the Lessee continues to occupy the Premises after the end of this lease, the Lessee does so under a monthly tenancy, which:

14.4.1 either party may terminate on one month's notice given at any time; and

14.4.2 is on the same terms as this lease.

15. BREACH

15.1 **Payment obligations**

- 15.1.1 The Lessee must make payments due under this lease:
 - 15.1.1.1 without demand (unless otherwise provided);
 - 15.1.1.2 without set-off, counter-claim, withholding or deduction;
 - 15.1.1.3 to the Council or as the Council directs; and
 - 15.1.1.4 by direct debit or other means directed by the Council.
- 15.1.2 If a Payment Date does not exist, the Lessee must make any payment due on that Payment Date on demand.

15.2 Set off

The Council may, by notice to the Lessee, set off any amount due by the Lessee to the Council under this lease or any other agreement or otherwise against any amount due by the Council to the Lessee under this lease.

15.3 Council's rights on breach

- 15.3.1 The Council may come onto the Premises and remedy a breach of this lease without notice:
 - 15.3.1.1 in an emergency; or
 - 15.3.1.2 if the Lessee breaches any provision of this lease and fails to remedy the breach within 14 days after receiving notice requiring it to do so.
- 15.3.2 The Lessee must pay or reimburse the Council on demand for all costs of remedying the breach.

15.4 Breach and re-entry

If:

- 15.4.1 the Lessee fails to pay a sum of money when due and fails to remedy that failure within seven days after receiving notice requiring it to do so;
- 15.4.2 the Lessee breaches any other provision of this lease and fails to remedy the breach within 14 days after receiving notice requiring it to do so;
- 15.4.3 the Lessee ceases to be able to pay its debts as they become due;
- 15.4.4 any step is taken by a mortgagee to take possession or dispose of the whole or any part of the Lessee's assets, operations or business;

YXM/511048 - 2321565.1

- 15.4.5 any step is taken to enter into any arrangement between the Lessee and its creditors;
- 15.4.6 any step is taken to appoint a receiver, a receiver and manager, a trustee in bankruptcy, a liquidator, a provisional liquidator, an administrator or other like person of the whole or any part of the Lessee's assets or business;
- 15.4.7 the Lessee is deregistered or dissolved or any step is taken by any person towards that;
- 15.4.8 the Lessee is a natural person and commits an act of bankruptcy;
- 15.4.9 the Lessee is convicted of an indictable offence (other than a traffic offence);
- 15.4.10 execution is levied against the Lessee and not discharged within 14 days; or
- 15.4.11 the Premises are unoccupied for one month or more without the Council's consent;

then despite any other clause of this lease, the Council:

- 15.4.12 may re-enter and repossess the Premises, without prejudice to its other rights; and
- 15.4.13 is discharged from any claim by or obligation to the Lessee under this lease.

15.5 Rights of Council not limited

A power or right of the Council under this lease or at law resulting from a breach or repudiation of this lease by the Lessee, or the exercise of such power or right, does not limit the Council's powers or rights.

15.6 Repudiation and damages

- 15.6.1 The following provisions are essential terms of this lease:
 - 15.6.1.1 the obligation to pay Rent;
 - 15.6.1.2 the obligation to pay Outgoings;
 - 15.6.1.3 the provisions about use of the Premises;
 - 15.6.1.4 the provisions about additions and alterations to the Premises; and
 - 15.6.1.5 the restriction on assignment, su-letting and licensing.
- 15.6.2 The Council does not waive the essential nature of an essential term by accepting late payment of Rent or other money or by failing to exercise its rights or by delay in doing so.

YXM/511048 - 2321565.1

- 15.6.3 Any breach of an essential term by the Lessee is a repudiation of this lease. The Council may at any time accept that repudiation, rescinding this lease.
- 15.6.4 If:
 - 15.6.4.1 the Council terminates this lease because of a breach of an essential term by the Lessee; or
 - 15.6.4.2 the Lessee repudiates this lease and the Council accepts that repudiation, rescinding this lease;

the Lessee must pay compensation to the Council including Rent and other money which the Council would otherwise have received under this lease for the balance of the Initial Term and any Renewal Term. The Council must take reasonable steps to mitigate its losses and to endeavour to lease the Premises at a reasonable rent and on reasonable terms.

15.7 Interest on overdue amounts

The Lessee must pay to the Council interest on any overdue amount on demand from when the amount becomes due until it is paid in full. Interest is calculated on outstanding daily balances at the Default Rate.

15.8 Landlord and Tenant Act

A notice under section 10 of the *Landlord and Tenant Act 1936* (SA) must allow 14 days for the Lessee to remedy a breach of this lease if it is capable of remedy and to make reasonable compensation in money to the satisfaction of the Council. No period of notice is required in respect of non-payment of Rent.

16. INDEMNITY AND RELEASE

16.1 **Risk**

The Lessee occupies and uses the Premises at the Lessee's risk.

16.2 Indemnity

The Lessee is liable for and must indemnify the Council against all actions, liabilities, penalties, claims or demands for any loss, damage, injury or death incurred or suffered directly or indirectly including in connection with:

- 16.2.1 any act or omission of the Lessee;
- 16.2.2 the overflow or leakage of water or any other harmful agent into or from the Premises;
- 16.2.3 any fire on or from the Premises;
- 16.2.4 loss or damage to property or injury or death to any person caused by the Lessee, the use of the Premises by the Lessee or otherwise relating to the Premises;
- 16.2.5 a breach of this lease by the Lessee; or

YXM/511048 - 2321565.1

16.2.6 the Lessee's use or occupation of the Premises.

16.3 Release

The Lessee releases the Council from all actions, liabilities, penalties, claims or demands for any damage, loss, injury or death occurring in the Premises or the Building except to the extent that they are caused by the Council's negligence.

16.4 Indemnities are independent

Each indemnity is independent from the Lessee's other obligations and continues during this lease and after this lease ends.

17. GOODS AND SERVICES TAX

- 17.1 If the Council is liable to pay GST in connection with a supply under this lease then:
 - 17.1.1 the Agreed Consideration for that supply is exclusive of GST;
 - 17.1.2 the Council may increase the Agreed Consideration or the relevant part of the Agreed Consideration by the GST Rate; and
 - 17.1.3 the Lessee must pay the increased Agreed Consideration on the due date for payment by the Lessee of the Agreed Consideration.
- 17.2 Where the Agreed Consideration is increased under this clause, the Council must, on or before the date on which the Agreed Consideration is payable, issue a tax invoice to the Lessee.
- 17.3 If the Lessee breaches this clause and as a result the Council becomes liable for penalties or interest for late payment of GST, then the Lessee must pay the Council on demand an amount equal to the penalties and interest.

18. **RESUMPTION**

- 18.1 The Council may terminate this lease by giving at least three months' written notice to the Lessee if the Council receives notice of resumption or acquisition of the Premises (or any part of the Land affecting the Premises) from or by any Statutory Authority governmental or semi-governmental body.
- 18.2 Termination of this lease under this clause releases each party from further liability under this lease, but does not affect a party's rights or liabilities for a prior breach.

19. MISCELLANEOUS

19.1 Approvals and consents

Unless otherwise provided, the Council may in its discretion give (conditionally or unconditionally) or withhold any approval or consent under this lease.

19.2 Entire agreement

This lease:

YXM/511048 - 2321565.1

,

- 19.2.1 constitutes the entire agreement between the parties about the Premises;
- 19.2.2 supersedes any prior understanding, agreement, condition, warranty, indemnity or representation about the Premises.

19.3 Waiver

If the Council accepts or waives any breach by the Lessee, that acceptance or waiver cannot be taken as an acceptance or waiver of any future breach of the same obligation or of any other obligation under this lease.

19.4 Exercise of power

- 19.4.1 The failure, delay, relaxation or indulgence by a party in exercising a power or right under this lease is not a waiver of that power or right.
- 19.4.2 An exercise of a power or right under this lease does not preclude a further exercise of it or the exercise of another right or power.

20. **NOTICE**

- 20.1 A notice, demand, consent, approval or communication under this lease (**Notice**) must be in writing, in English and signed by a person authorised by the sender.
- 20.2 Without excluding any other method, Notice is sufficiently given if posted by pre-paid post to a party at the address set out in this lease (unless notified otherwise by that party):
- 20.3 Notice given by pre-paid post is deemed to have been given five Business Days after posting.
- 20.4 If two or more people comprise a party, notice to one is effective Notice to all.

21. COSTS

- 21.1 On request, the Lessee must pay or reimburse to the Council all legal and other costs incurred by the Council in consequence of any actual or threatened breach by the Lessee under this lease or in exercising or enforcing (or attempting to do so) any rights or remedies of the Council under this lease or at law or otherwise arising in consequence of any actual or threatened breach by the Lessee.
- 21.2 The parties will bear their own costs of this lease and any extension of this lease.

YXM/511048 - 2321565.1

Schedule 1 - Special conditions

1. COUNCIL USE IN THE EVENT OF AN EMERGENCY

The Lessee acknowledges and agrees that the Premises will be available for free and unrestricted use by or as directed by the Council during the Term as a Community Emergency Evacuation Centre if and when the Council enacts its Emergency Management Plan and for so long as the Premises are needed.

2. OWNERSHIP OF ASSETS

A list of certain assets on the Premises and their ownership as at the Commencement Date is attached at Annexure B.

Item 14.7 - Attachment 1

21

Signed for **Adelaide Plains Council** by its authorised delegate in the presence of:

Signature of witness	Signature of authorised delegate
Name of witness (print)	Name of authorised delegate (print)
	Position of authorised delegate
The common seal of Dublin History Group Incorporated was affixed in the presence of: Check Constitution	
Signature of Signature of Committee/Board Member (<i>Please delete as applicable</i>)	Signature of Committee/Board Member (<i>Please delete as applicable</i>)
Name (print)	Name (print)

1 N

Annexure A Plan



1

Annexure B Ownership of	r assets			
		Lease		
	Current	Agreement	Ownership	
Item and Description 2022	Responsibility	Responsibilities	of Asset	
Security System				DHG paid for system and installation Sept 2020 Council pay for monitoring
Blinds x 2 (kitchen)	Council	Council	Council	
Lights Fluoro x 3 (kitchen)	Council	Council	Council	
Exhaust Fan (kitchen)	Council	Council	Council	
Display Cabinet	Institute	Council	Council	
Blinds x 2 (research room)	Institute	Council	Council	
Lights Fluoro x 2 (research room)	Council	Council	Council	
Ceiling Fan (research room)	Council	Council	Council	
Air conditioner (research room)				DHG paid for unit and installation July 2017
Blinds x 10 (hall)	Council	Council	Council	
Lights pendant x2 (hall)	Council	Council	Council	
Lights Fluoro x 6 (hall)	Council	Council	Council	
Lights Spotlight x 2 (hall)	Council	Council	Council	
Ceiling Fans x 4 (hall)	Council	Council	Council	
Hot water System	Council	Council	Council	DHG pay for gas
Fencing	Council	Council	Council	
Tank and stand	Council	Council	Council	Demolished 2022
Shed	Council	Council	Council	
Toilets (new)	Council	Council	Council	2022

Annexure B Ownership of assets

14.8 RENEWAL OF LEASE – TWO WELLS EQUESTRIAN AND PONY CLUB INCORPORATED

Record Number:	D23/25005		
Author:	Property Officer		
Authoriser:	Director Corporate Services		
Attachments:	1. Draft Ground Lease – Two Wells Equestrian and Pony Club Incorporated		

EXECUTIVE SUMMARY

- The purpose of this report is to seek Council's consent:
 - To commence public consultation in relation to entering into a Ground Lease with the Two Wells Equestrian and Pony Club Incorporated on the whole of the land in Certificate of Title Volume 5532 Folio 960 and portion of the land in Certificates of Title Volume 5071 Folio 338 and Volume 5532 Folio 959 (the Draft Lease); and
 - In the event that no objections are received, to instruct the Chief Executive Officer to negotiate and finalise the terms and conditions of the Draft Lease, and to seek the assistance of Norman Waterhouse Lawyers to prepare the Lease for execution in accordance with Sections 38 and 44 of the Local Government Act 1999.
- On 8 October 1997, Council and the Two Wells Equestrian and Pony Club Incorporated entered into a 21-year Ground Lease in relation to the abovementioned land (the Current Lease).
- The Current Lease expired on 7 October 2018.
- The lessee has been continuing to operate without concern to Council or the community.
- The Two Wells Equestrian and Pony Club Incorporated is now seeking a new 10-year lease agreement over the land for the continuity of Land Tenure.
- As the land is classified as Community Land, and the proposed lease term is more than five (5) years, Council is required to undertake public consultation pursuant to Section 202 of the *Local Government Act 1999*, and in accordance with Council's *Public Consultation Policy*, prior to entering into a new lease agreement.

RECOMMENDATION

"that Council, having considered Item 14.8 – *Renewal of Lease* – *Two Wells Equestrian and Pony Club Incorporated*, dated 24 July 2023, receives and notes the report and in doing so authorises the Chief Executive Officer to:-

- 1. Commence the public consultation process pursuant to Section 202 of the *Local Government Act 1999,* in regard to the leasing of the whole of the land in Certificate of Title Volume 5532 Folio 960 and portion of the land in Certificates of Title Volume 5071 Folio 338 and Volume 5532 Folio 959, to the Two Wells Equestrian and Pony Club Incorporated; and
- 2. In the event that objections are received to the leasing of the whole of land in Certificate of Title Volume 5532 Folio 960 and portion of the land in Certificates of Title Volume 5071

Folio 338 and Volume 5532 Folio 959, to the Two Wells Equestrian and Pony Club Incorporated at the conclusion of the public consultation process, a report be presented to Council for consideration; and

- 3. In the event that no objections are received to the leasing of the whole of the land comprised in Certificate of Title Volume 5532 Folio 960 and portion of the land in Certificates of Title Volume 5071 Folio 338 and Volume 5532 Folio 959, to the Two Wells Equestrian and Pony Club Incorporated, at the conclusion of the public consultation process:
 - i. Negotiate and finalise the terms and conditions of the Draft Lease, and to seek the assistance of Norman Waterhouse Lawyers to prepare the Lease for execution; and
 - ii. Pursuant to Sections 38 and 44 of the *Local Government Act 1999*, the Mayor and Chief Executive Officer execute the Lease agreement between the Adelaide Plains Council and Two Wells Equestrian and Pony Club Incorporated."

BUDGET IMPACT

Estimated Cost:	\$ 600 – costs associated with public consultation
Future ongoing operating costs:	\$ 850 – estimate 50% of cost of lease preparation
Is this Budgeted?	No

RISK ASSESSMENT

The Two Wells Equestrian and Pony Club Incorporated will be required to take out Public Liability cover to the value of \$20 million and the Adelaide Plains Council's interest is to be registered on the policy.

The standard indemnity provisions will be included in the Draft Lease.

Detailed Report

Purpose

The purpose of this report is to seek Council's consent:

- To commence public consultation in relation to entering into a Ground Lease with the Two Wells Equestrian and Pony Club Incorporated on the whole of the land in Certificate of Title Volume 5532 Folio 960 and portion of the land in Certificates of Title Volume 5071 Folio 338 and Volume 5532 Folio 959 (the Draft Lease); and
- In the event that no objections are received, to instruct the Chief Executive Officer to negotiate and finalise the terms and conditions of the Draft Lease, and to seek the assistance of Norman Waterhouse Lawyers to prepare the Lease for execution in accordance with Sections 38 and 44 of the *Local Government Act 1999*.

Background

On 8 October 1997, Council and the Two Wells Equestrian and Pony Club Incorporated (the TW Equestrian and Pony Club) entered into a 21-year Ground Lease in relation to the abovementioned land (the Current Lease).

The Current Lease expired on 7 October 2018.

The lessee has been continuing to operate without concern to Council or the community.

Discussion

The TW Equestrian and Pony Club is seeking a new 10-year lease agreement over the land (the Draft Lease) for the continuity of Land Tenure.

Public Consultation

As the land is Community Land, and the lease term exceeds 5 years, community consultation is required in accordance with Section 202 of the *Local Government Act 1999* and Council's *Public Consultation Policy*.

<u>The Lease</u>

The Draft Lease has been prepared with assistance from Council's solicitors, Norman Waterhouse Lawyers, and outlines the relevant terms and conditions **(Attachment 1)**.

Conclusion

The TW Equestrian and Pony Club is a vital community organisation with an excellent record of maintaining the leased area.

It is recommended that Council undertake the public consultation process inviting public submissions on the Draft Lease. In the event that no public objections are received, it is recommended that the CEO be authorised to negotiate and finalise the terms and conditions of the Lease, and to seek the assistance of Norman Waterhouse Lawyers to prepare the Lease for execution in accordance with Sections 38 and 44 of the *Local Government Act 1999*.

References

Legislation

Local Government Act 1999

Real Property Act 1886

Landlord and Tenant Act 1936

<u>Council Policies/Plans</u> 2021-2024 Strategic Plan - Community Public Consultation Policy



Ground Lease

Aunger Road, Lewiston SA 5501

Adelaide Plains Council

Two Wells Equestrian and Pony Club Incorporated

Norman Waterhouse Lawyers Pty Ltd ACN 621 909 395

Level 11, 431 King William Street, Adelaide SA 5000 GPO Box 639, Adelaide SA 5001 www.normans.com.au

T +61 8 8210 1200

DATE

PARTIES

Adelaide Plains Council ABN 53 384 968 672 of 2a Wasleys Road, Mallala SA 5502 (Council)

Two Wells Equestrian and Pony Club Incorporated ABN 29 725 496 473 of PO Box 553, Two Wells SA 5501 (Lessee)

BACKGROUND

- A. Council is the registered proprietor of the Land.
- B. The Lessee has requested a ground lease of the Leased Area, which forms part of the Land.
- C. The Lessee has made or will make improvements to the Leased Area to make it suitable for the Permitted Use.
- D. Council and the Lessee wish to record the terms of their agreement in this lease.

AGREED TERMS

1. DEFINITIONS AND INTERPRETATION

1.1 **Definitions**

In this lease:

Act means the Retail and Commercial Leases Act 1995 (SA).

Agreed Consideration means the Rent, Outgoings and all other consideration (whether in money or otherwise) to be paid or provided by the Lessee for any supply or use of the Leased Area and any goods, services or other things provided by Council under this lease (other than tax payable under clause 17).

Approvals means all approvals required under any Legislation or by any Statutory Authorities.

Business Day means a day which is not a Saturday, Sunday or public holiday in Adelaide.

Commencement Date means the commencement date of the Initial Term described in Item 3 of Schedule 1.

Common Areas means any areas of the Land that are not leased or tenanted and that are for common use by tenants and lessees of the Land and their invitees and customers (which may be changed by Council from time to time by written notice to the Lessee).

YXM/511398 - 2395202.1

Council means the party described as 'Council' in this lease and where the context permits includes the employees, contractors, agents and other invitees of the Council.

Council's Equipment means all fixtures and fittings, plant, equipment, services, chattels and other goods (if any) installed or situated in or on the Leased Area that are owned or controlled by Council and that are made available for use by the Lessee.

Default Rate means 2% per annum above the Local Government Finance Authority Cash Advance Debenture Rate and if there is more than one rate published the highest of those rates and if such rate is no longer published means 10% per annum.

GST has the meaning given to that term in the GST Legislation.

GST Legislation means the *A New Tax System (Goods and Services Tax) Act* 1999 (Cth) and any ancillary or similar legislation.

GST Rate means 10% or the rate of GST imposed from time to time under the GST Legislation.

Institute means the South Australian Division of the Australian Property Institute.

Initial Term means the initial term of this lease commencing on the Commencement Date and for the period described in Item 3 of Schedule 1.

Land means the land described in Item 2 of Schedule 1 and includes any part of the Land.

Leased Area means the land described in Item 1 of Schedule 1 including the Council's Equipment (if any) but <u>excluding</u> the Lessee's Improvements.

Legislation includes any relevant Act of Parliament (whether State or Federal) and any regulation or by-law including by-laws issued by any local government body or authority.

Lessee means the lessee under this lease, being the party described as 'Lessee' in this lease and where the context permits includes the members, employees, contractors, agents, customers and other invitees of the Lessee.

Lessee's Equipment means any and all fixtures and fittings and other equipment installed in or brought on to or kept on the Leased Area by the Lessee.

Lessee's Improvements means those improvements set out in special condition 1.1 as at the Commencement Date, together with any other improvements made by the Lessee during the Term that become Lessee's Improvements pursuant to the terms of this lease.

Lessee's Share means the proportion the area of the Leased Area bears from time to time to the total area of the Land or the proportion calculated in accordance with such other reasonable method of measurement as Council notifies the Lessee.

YXM/511398 - 2395202.1

Outgoings means the outgoings described in Item 8 of Schedule 1.

Permitted Use means the use described in Item 6 of Schedule 1.

Rates and Taxes means all present and future rates, charges, levies, assessments, duty and charges of any Statutory Authority (including Council in its separate capacity as local government authority), other department or authority having the power to raise or levy any such amounts in respect of the use, ownership or occupation of the Leased Area and includes water and sewer charges, council rates, emergency services levy and land tax (on a single holding basis).

Renewal Term means the term (if any) of renewal or extension in Item 4 of Schedule 1.

Rent means the rent described in Item 5 of Schedule 1.

Services includes all services (including gas, electricity, water, sewerage, and all plant, equipment, pipes, wires and cables in connection with them) to or within or associated with the Leased Area supplied by any authority, Council or any person Council authorises.

Statutory Authorities means any government or authorities created by or under any relevant Legislation (including Council in its separate capacity as local government authority).

Statutory Requirements means all relevant Legislation and all lawful conditions, requirements, notices and directives issued or applicable under any such Legislation or by any Statutory Authorities.

Term means the Initial Term, the Renewal Term and any period during which the Lessee holds over or remains in occupation of the Leased Area.

1.2 Interpretation

In this lease, unless the context otherwise requires:

- 1.2.1 headings do not affect interpretation;
- 1.2.2 singular includes plural and plural includes singular;
- 1.2.3 words of one gender include any gender;
- 1.2.4 a reference to a party includes its executors, administrators, successors and permitted assigns;
- 1.2.5 a reference to a person includes a partnership, corporation, association, government body and any other entity;
- 1.2.6 a reference to this lease includes any schedules and annexures to this lease;
- 1.2.7 a reference to any document (including this lease) is to that document as varied, novated, ratified or replaced from time to time;

YXM/511398 - 2395202.1

- 1.2.8 an agreement, representation, warranty or indemnity by two or more parties (including where two or more persons are included in the same defined term) binds them jointly and severally;
- 1.2.9 an agreement, representation, warranty or indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them jointly and severally;
- 1.2.10 a reference to legislation includes any amendment to it, any legislation substituted for it, and any subordinate legislation made under it;
- 1.2.11 a provision is not construed against a party only because that party drafted it;
- 1.2.12 an unenforceable provision or part of a provision may be severed, and the remainder of this lease continues in force;
- 1.2.13 the meaning of general words is not limited by specific examples introduced by 'including', 'for example' or similar expressions;
- 1.2.14 an expression defined in the *Corporations Act 2001* (Cth) has the meaning given by that act at the date of this lease;
- 1.2.15 the covenants and powers implied in leases by virtue of sections 124 and 125 of the *Real Property Act 1886* apply and are implied in this lease unless they are expressly or impliedly excluded or modified; and
- 1.2.16 the special conditions in Schedule 2 prevail over the terms in the body of this lease to the extent of any inconsistency.

1.3 Retail and Commercial Leases Act

The parties acknowledge and agree that this lease has been entered into on the basis that the Act does **not** apply to this lease.

1.4 Background

The Background forms part of this lease and is correct.

2. GRANT OF LEASE

Council grants and the Lessee accepts a ground lease of the Leased Area for the Term as set out in this lease.

3. RENT

The Lessee must pay to the Council the Rent on demand.

4. RATES AND TAXES, POWER AND OTHER UTILITIES

4.1 Liability for Rates and Taxes

4.1.1 The Lessee must pay or reimburse Council all Rates and Taxes levied, assessed or charged in respect of the Leased Area or upon the owner or occupier of the Leased Area.

YXM/511398 - 2395202.1

4.1.2 The Rates and Taxes must be adjusted between Council and the Lessee as at the Commencement Date and the end or termination date of this lease.

4.2 Liability for Outgoings

- 4.2.1 The Lessee must pay or reimburse Council all Outgoings paid or payable by Council, or otherwise levied, assessed or charged in respect of the Leased Area or upon the owner or occupier of the Leased Area.
- 4.2.2 The Outgoings must be adjusted between Council and the Lessee as at the Commencement Date and the expiry or termination date of this Lease.

4.3 Lessee's Share

If any of the Rates and Taxes or Outgoings are not separately assessed or charged in respect of the Leased Area, then the Lessee must pay the Lessee's Share of any such Rates and Taxes or Outgoings assessed or charged in respect of the Land.

4.4 **Power and other Services**

- 4.4.1 The Lessee must pay when they are due for payment, all costs for the use of telephone, lights and other facilities and the consumption of electricity, gas, water and any and all other services and utilities supplied to or used from the Leased Area.
- 4.4.2 If there is no separate meter for recording or measuring the Services and utilities consumed on or from the Leased Area, then before the Lessee commences use of the Leased Area for the Permitted Use the Lessee must, at its own cost, install separate meters for recording or measuring the Services and utilities consumed on or from the Leased Area.
- 4.4.3 Without limiting the generality of this clause 4.4, the Lessee will comply in all respects with the *Electricity (General) Regulations 2012* and any other applicable electricity laws.

5. USE OF PREMISES

5.1 Permitted Use

- 5.1.1 The Lessee must use the Leased Area only for the Permitted Use and must not use or allow the Leased Area to be used for:
 - 5.1.1.1 residential purposes; or
 - 5.1.1.2 any other use,

without Council's prior written consent.

5.1.2 If the Lessee breaches the obligation in clause 5.1.1, Council may terminate this lease at any time by written notice to the Lessee.

YXM/511398 - 2395202.1

5.2 **Offensive activities**

The Lessee must:

- 5.2.1 not carry on any offensive or dangerous activities on or from the Lased Area;
- 5.2.2 not create a nuisance or disturbance for Council or for the owners or occupiers of any adjoining property; and
- 5.2.3 ensure at all times that activities conducted on or from the Leased Area do not discredit Council.

5.3 Use of Services

- 5.3.1 The Lessee must ensure that any Services are used carefully and responsibly and in accordance with any directions given by Council from time to time.
- 5.3.2 The Lessee must repair or correct any damage or malfunction which results from any misuse or abuse of the Services by the Lessee.

5.4 Statutory Requirements

The Lessee must comply with all Statutory Requirements (including the *Work Health and Safety Act 2012* (SA)) relating to:

- 5.4.1 the Lessee's use and occupation of the Premises; and
- 5.4.2 the Permitted Use.

5.5 Approvals

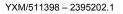
- 5.5.1 Council does not warrant that it has any or all relevant Approvals for any current or proposed use of the Leased Area by the Lessee.
- 5.5.2 The Lessee acknowledges that it is solely responsible for obtaining any Approvals required for its occupation and use of the Leased Area during the Term.
- 5.5.3 Prior to making any application for any Approvals, the Lessee must first obtain Council's consent as lessor to such application.

5.6 No alcohol

The Lessee must not:

- 5.6.1 serve, sell or provide to persons; or
- 5.6.2 consume or allow persons to consume,

alcoholic beverages on the Leased Area without Council's consent and without obtaining any required licence.



5.7 **Signs**

The Lessee must not place any sign or advertisement on Leased Area, except a sign or advertisement that:

- 5.7.1 is approved by Council; and
- 5.7.2 complies with any relevant Statutory Requirements.

5.8 Dangerous equipment and installations

The Lessee may only install or use within the Leased Area equipment and facilities that are reasonably necessary for and normally used in connection with the Permitted Use and must not install or bring onto the Leased Area:

- 5.8.1 any electrical, gas powered or other machinery or equipment that may pose a danger, risk or hazard;
- 5.8.2 any chemicals or other dangerous substances that may pose a danger, risk or hazard; or
- 5.8.3 any heavy equipment or items that may damage the Leased Area or Land.

5.9 Fire precautions

The Lessee must, at its own cost:

- 5.9.1 comply with all requirements and directives of Council with regard to fire safety systems and procedures including fire evacuation drills and other procedures;
- 5.9.2 comply with all Statutory Requirements relating to fire safety and procedures including any structural works or modifications or other building works which are required as a consequence of the Lessee's particular use of the Leased Area; and
- 5.9.3 without limiting clauses 5.9.1 and 5.9.2, undertake maintenance of any fire safety equipment.

5.10 Notice of defect

The Lessee must:

- 5.10.1 give the Council prompt notice of any circumstance or event that the Lessee should reasonably be aware might cause danger, risk or hazard to the Leased Area or the Land or to any person on the Leased Area or the Land; and
- 5.10.2 if required by Council, promptly rectify any defect or want of repair to make the Leased Area safe from any danger, risk or hazard.

5.11 Security

The Lessee must keep the Leased Area secure, including by keeping any buildings securely locked at all times when the Leased Area is not occupied

YXM/511398 - 2395202.1

and must provide a key to any buildings to Council to be used only in emergencies.

5.12 No warranty

Council makes no warranty or representation regarding the suitability of the Leased Area (structural or otherwise) for the Permitted Use or any other purpose.

6. ALTERATIONS BY LESSEE

- 6.1 The Lessee must not carry out any alterations or additions to the Leased Area without Council's consent.
- 6.2 The Lessee must provide full details of the proposed alterations and additions to Council.
- 6.3 Council may impose any conditions it considers necessary if it gives its approval, including requiring the Lessee to obtain Council's consent to any agreements that the Lessee enters into in relation to the alterations or additions.
- 6.4 The Lessee must carry out any approved alterations and additions:
 - 6.4.1 in a proper and professional manner;
 - 6.4.2 in accordance with the conditions imposed by Council and with the approvals made by Council in its capacity as lessor under this lease;
 - 6.4.3 in accordance with all Statutory Requirements; and
 - 6.4.4 in a way to minimise disturbance to others.
- 6.5 Unless otherwise agreed in writing between the parties, all alterations and additions made by the Lessee (whether approved by Council or not) will be deemed to be Lessee's Improvements for all purposes under this lease.
- 6.6 The Lessee must pay all of Council's costs (including consultant's costs and legal costs) as a result of the Lessee's alterations and additions.

7. INSURANCE

7.1 Lessee must insure

The Lessee must keep current during the Term (in connection with the Leased Area):

- 7.1.1 public risk insurance for at least the amount in Item 7 of Schedule 1 (or any other amount Council reasonably requires) for each claim;
- 7.1.2 building insurance in respect of the Lessee's Improvements and contents insurance for the Lessee's Equipment for their full replacement value; and
- 7.1.3 other insurances required by any Statutory Requirement or that Council reasonably requires.

YXM/511398 - 2395202.1

7.2 Requirements for policies

Each policy must:

- 7.2.1 be with an insurer and on terms reasonably approved by Council;
- 7.2.2 be in the name of the Lessee and note the interest of Council and any other person Council requires;
- 7.2.3 cover events occurring during the policy's currency regardless of when claims are made; and
- 7.2.4 note that despite any similar policies of Council, the Lessee's policies will be primary policies.

7.3 Evidence of insurance

The Lessee must give Council copies of certificates evidencing the currency of each of the policies the Lessee has taken out under this clause 7. During the Term the Lessee must:

- 7.3.1 pay each premium when it is due for payment;
- 7.3.2 give Council copies of certificates of currency each year when the policies are renewed and at other times Council requests;
- 7.3.3 not vary, allow to lapse or cancel any insurance policy without Council's consent;
- 7.3.4 notify Council immediately if a policy is cancelled or if an event occurs which could prejudice or give rise to a claim under a policy.

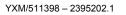
7.4 Insurance affected

- 7.4.1 The Lessee must not do anything which may:
 - 7.4.1.1 prejudice any insurance of the Leased Area or the Land; or
 - 7.4.1.2 increase the premium for that insurance.
- 7.4.2 If the Lessee does anything (with or without Council's consent) that increases the premium of any insurance Council has in connection with the Leased Area or the Land, the Lessee must on demand pay the amount of that increase to the Lessee.

8. **REPAIR AND MAINTENANCE**

8.1 Repair, maintain and replace

- 8.1.1 The Lessee must, at its own cost:
 - 8.1.1.1 maintain the Leased Area, the Lessee's Improvements and the Lessee's Equipment in good and safe condition and repair;



- 8.1.1.2 repair any graffiti or vandalism to the Leased Area or the Lessee's Improvements as soon as practicable after the Lessee becomes aware of such graffiti or vandalism; and
- 8.1.1.3 keep and maintain any Services situated in, on or under the Leased Area and that exclusively service the Leased Area and/or the Lessee's Improvements.
- 8.1.2 For the avoidance of doubt, clause 8.1.1 includes any structural or capital maintenance, repair and replacement required to the Lessee's Equipment and the Lessee's Improvements to ensure such equipment and improvements are kept in a good and safe condition.
- 8.1.3 If Council requires the Lessee to do so, the Lessee must, at its own cost, promptly repair any damage to the Leased Area caused or contributed to by the act, omission, negligence or default of the Lessee.

8.2 Cleaning

- 8.2.1 The Lessee must keep and ensure that its invitees keep the Leased Area, the Lessee's Improvements and the Lessee's Equipment clean and tidy.
- 8.2.2 Without limiting clause 8.2.1, the Lessee must keep the Leased Area and the Lessee's Improvements clean and tidy and in a safe condition.
- 8.2.3 The Lessee must keep the Leased Area free of vermin, insects and other pests and obtain regular inspections of and maintain pest control in respect of the Leased Area.

8.3 No responsibility by Council

The Lessee acknowledges and agrees that Council has no responsibility in any way for the maintenance, repair, replacement or cleaning of the Leased Area, the Lessee's Equipment or the Lessee's Improvements.

8.4 Maintenance Schedule

Without limiting any other obligation in this lease, the parties must comply with their obligations set out in the Maintenance Schedule contained in Schedule 3 as applicable to the Leased Area and this lease.

9. TRANSFERRING, SUBLETTING AND CHARGING

9.1 Transfer

The Lessee must not transfer its interest in this lease without the prior written consent of Council.

9.2 Subletting

The Lessee must not sublet or sublicense any part of the Leased Area without the prior written consent of Council.

YXM/511398 - 2395202.1

9.3 Charging

The Lessee must not charge, or otherwise grant a security interest over, the Lessee's interest in this lease, the Lessee's Improvements or the Lessee's Equipment without the Council's written consent.

9.4 Hiring out of the Leased Area

The Lessee must not hire out the Leased Area or the Lessee's Improvements without the prior written consent of Council.

9.5 **Costs**

The Lessee must pay all costs reasonably incurred by Council (including the costs of any consultant or any legal fees) in relation to any dealing, including in considering whether or not to grant any consent to a request by the Lessee under this clause 9.

10. LESSEE GOVERNANCE

- 10.1 The Lessee must provide to Council a copy of the Lessee's constitution and any other documents that regulate the governance and operations of the Lessee upon reasonable request by the Council.
- 10.2 As and when Council may reasonably require the Lessee must provide to the Council any information in relation to the Lessee's use and occupation of the Leased Area and finances reasonably required by Council.

11. COUNCIL'S OBLIGATIONS AND RIGHTS

11.1 Quiet enjoyment

Subject to Council's rights and to the Lessee complying with the Lessee's obligations under this lease, the Lessee may occupy the Leased Area during the Term without interference from Council.

11.2 Right to enter

Council may (except in an emergency when no notice is required) enter the Leased Area after giving the Lessee reasonable notice:

- 11.2.1 to see the state of repair of the Leased Area;
- 11.2.2 to verify the Lessee's compliance with the requirements of this lease;
- 11.2.3 to do repairs to the Leased Area or other works to the Land that cannot reasonably be done unless Council enters the Leased Area;
- 11.2.4 to do anything Council must or may do under this lease or must do under any Legislation or to satisfy the requirements of any Statutory Authority; and
- 11.2.5 to show prospective lessees through the Leased Area during the last six months of the Term; and
- 11.2.6 to show prospective purchasers through the Leased Area.

YXM/511398 - 2395202.1

,

11.3 Emergencies

In an emergency Council may close the Leased Area and/or prevent the Lessee from entering the Leased Area.

11.4 Restrictions

- 11.4.1 Council may install, use, maintain, repair, alter, and interrupt Services during the Term;
- 11.4.2 Council must (except in an emergency) take reasonable steps to minimise interference with the Lessee's use and occupation of the Leased Area.

11.5 Right to rectify

Council may at the Lessee's cost do anything that the Lessee should have done under this lease but that the Lessee has not done or that Council reasonably considers the Lessee has not done properly.

12. DAMAGE OR DESTRUCTION

- 12.1 If the Lessee's Improvements are destroyed or are damaged so that they are unfit for the Permitted Use then, within three months after the damage or destruction occurs, either party may give the other a notice terminating this lease on one month's notice.
- 12.2 The Lessee must remove the Lessee's Improvements and make good any damage to the Leased Area caused by such removal before the termination of the lease.
- 12.3 Termination of this lease under this clause releases each party from further liability under this lease but does not affect a party's rights or liabilities for a prior breach.

13. RENEWAL

- 13.1 If a right of renewal is specified in Item 4 of Schedule 1 and the Lessee wishes to exercise that right of renewal, then the Lessee must give a written notice to Council not less than 6 months and not more than 12 months before the expiry of the Initial Term stating it wishes to renew this lease for the period specified in Item 4 of Schedule 1. If such notice is given Council must, subject to clause 13.2 renew this lease for the Renewal Term on the terms in this lease (except this subclause) commencing immediately after the Initial Term expires.
- 13.2 The Lessee is not entitled to renew this lease if:
 - 13.2.1 the Lessee has been in breach of this lease at any time before giving notice of exercise of the right of renewal;
 - 13.2.2 the Lessee is in breach of this lease at the time of giving that notice; or
 - 13.2.3 the Lessee is in breach or commits a breach of this lease after giving that notice but before commencement of the Renewal Term.

YXM/511398 - 2395202.1

14. RIGHTS AND OBLIGATIONS ON EXPIRY

14.1 Expiry

This lease comes to an end at midnight on the last day of the Term unless it is terminated earlier by Council or the Lessee under this lease.

14.2 Handover of possession

Before this Lease comes to an end, the Lessee will:

- 14.2.1 remove all of the Lessee's Equipment from the Leased Area and repair any damage caused by such removal;
- 14.2.2 unless otherwise agreed by Council, remove all of the Lessee's Improvements and any alterations and additions made to the Leased Area by the Lessee and reinstate the Leased Area to the standard and condition it was in prior to the construction or erection of the Lessee's Improvements; and
- 14.2.3 complete any maintenance and repairs that the Lessee is obliged to carry out under this lease such that the Leased Area is handed over in good and neat condition and repair.

14.3 Abandoned goods

If, when this lease comes to an end, the Lessee leaves any goods or equipment on the Leased Area, Council will be entitled to deal with and dispose of those goods subject to and in accordance with the requirements of the *Unclaimed Goods Act 1987* (SA).

14.4 Holding over

If, with Council's consent, the Lessee continues to occupy the Leased Area after the end of this lease, the Lessee does so under a monthly tenancy that:

- 14.4.1 either party may terminate on one month's notice given at any time; and
- 14.4.2 is on the same terms as this lease.

15. BREACH

15.1 Payment obligations

- 15.1.1 The Lessee must make payments due under this lease:
 - 15.1.1.1 without demand (unless this lease provides that demand must be made);
 - 15.1.1.2 without set-off, counter-claim, withholding or deduction;
 - 15.1.1.3 to Council or as Council directs; and
 - 15.1.1.4 by direct debit or other means directed by Council.

YXM/511398 - 2395202.1

15.1.2 If a payment is stated to be due on a particular payment date and there is no such payment date, the Lessee must make that payment on demand.

15.2 Set off

Council may, by notice to the Lessee, set off against any amount due and payable under this lease by Council to the Lessee, any amount due and payable by the Lessee to Council under this lease or under any other agreement or arrangement.

15.3 Council's rights on breach

- 15.3.1 Council may come onto the Leased Area and remedy a breach of this lease without notice:
 - 15.3.1.1 in an emergency; or
 - 15.3.1.2 if the Lessee breaches any provision of this lease and fails to remedy the breach within 14 days after receiving notice requiring it to do so.
- 15.3.2 The Lessee must pay or reimburse Council on demand for all costs of remedying the breach.

15.4 Default, breach and re-entry

lf:

- 15.4.1 the Lessee fails to pay a sum of money when due and fails to remedy that failure within seven days after receiving notice requiring it to do so;
- 15.4.2 the Lessee breaches any other provision of this lease and fails to remedy the breach within 14 days after receiving notice requiring it to do so;
- 15.4.3 the Lessee ceases to be able to pay its debts as they become due;
- 15.4.4 any step is taken by a mortgagee to take possession or dispose of the whole or any part of the Lessee's assets, operations or business;
- 15.4.5 any step is taken to enter into any arrangement between the Lessee and its creditors;
- 15.4.6 any step is taken to appoint a receiver, a receiver and manager, a trustee in bankruptcy, a liquidator, a provisional liquidator, an administrator or other like person of the whole or any part of the Lessee's assets or business;
- 15.4.7 the Lessee is deregistered or dissolved or any step is taken by any person towards that;
- 15.4.8 the Lessee is a natural person and commits an act of bankruptcy;

YXM/511398 - 2395202.1

- 15.4.9 the Lessee is convicted of an indictable offence (other than a traffic offence);
- 15.4.10 execution is levied against the Lessee and not discharged within 14 days; or
- 15.4.11 the Leased Area is unoccupied for one month or more without Council's consent,

then despite any other clause of this lease, Council:

- 15.4.12 may re-enter and repossess the Leased Area, without prejudice to its other rights; and
- 15.4.13 is discharged from any claim by or obligation to the Lessee under this lease.

15.5 Rights of Council not limited

The rights of Council under this lease and at law resulting from a breach or repudiation of this lease by the Lessee shall not be excluded or limited in any way by reason of Council having or exercising any powers under this clause 15.

15.6 Landlord and Tenant Act

In the case of a breach or default of any term of this lease where notice is required to be given under Section 10 of the *Landlord and Tenant Act 1936*, such notices will provide that the period of 14 days is the period within which the Lessee is to remedy any such breach or default if it is capable of remedy or make reasonable compensation in money to the satisfaction of Council. No period of notice is required for the non-payment of rent payable pursuant to this lease.

15.7 Repudiation and damages

- 15.7.1 The Lessee acknowledges that following obligations under this lease are essential terms of this lease:
 - 15.7.1.1 the obligations and prohibitions in relation to use of the Leased Area;
 - 15.7.1.2 the obligations and restrictions in relation to additions and alterations to the Leased Area; and
 - 15.7.1.3 the restriction on assignment, sub-letting, mortgaging and licensing.
- 15.7.2 If Council accepts payment of Rent or any other moneys late or does not act or exercise any rights immediately or at all in respect of any breach of an essential term, that conduct on the part of Council will not be deemed to amount to a waiver of the essential nature of that essential term.

YXM/511398 - 2395202.1

- 15.7.3 If the Lessee breaches any essential term, that conduct on the part of the Lessee will be deemed to constitute a repudiation of this lease and Council may at any time thereafter rescind this lease by accepting that repudiation.
- 15.7.4 The rights of Council under this clause 15.7 and any action taken by Council hereunder do not exclude or limit any other rights or entitlements that Council has under this lease or at law in respect of any breach or repudiatory conduct on the part of the Lessee.

15.8 Interest on overdue amounts

The Lessee must pay to Council interest on any overdue amount on demand from when the amount becomes due until it is paid in full. Interest is calculated on outstanding daily balances at the Default Rate.

16. INDEMNITY AND RELEASE

16.1 **Risk**

The Lessee occupies and uses the Leased Area at the Lessee's risk and with the knowledge that Council does not warrant that the Leased Area is safe or suitable for the Permitted Use.

16.2 Indemnity

The Lessee is liable for and indemnifies Council against all actions, liabilities, penalties, claims or demands for any loss, damage, injury or death incurred or suffered directly or indirectly including in connection with:

- 16.2.1 any act or omission of the Lessee;
- 16.2.2 the overflow or leakage of water or any other harmful agent into or from the Leased Area;
- 16.2.3 any fire on or from the Leased Area;
- 16.2.4 loss or damage to property or injury or death to any person caused by the Lessee, the use of the Leased Area by the Lessee or otherwise relating to the Leased Area;
- 16.2.5 a breach of this lease by the Lessee; or
- 16.2.6 the Lessee's use or occupation of the Leased Area.

16.3 Release

The Lessee releases Council from all actions, liabilities, penalties, claims or demands for any damage, loss, injury or death occurring on the Leased Area except to the extent that they are caused by Council's negligence.

16.4 Indemnities are independent

Each indemnity is independent from the Lessee's other obligations and continues during this lease and after this lease ends.

YXM/511398 - 2395202.1

16.5 Limitation of liability

Despite anything else in this lease, Council is not liable (except to the extent of any negligence of Council) for any loss or damage, and the Lessee has no right to terminate this lease or reduce payments under this lease, for any interruption to or defect or malfunction in any Services.

17. GOODS AND SERVICES TAX

- 17.1 If a GST applies to impose tax on the Agreed Consideration or any part of it or if the Council is liable to pay GST in connection with this lease or any goods, services or other things supplied under this Lease then:
 - 17.1.1 the Agreed Consideration for that supply is exclusive of GST;
 - 17.1.2 the Council may increase the Agreed Consideration or the relevant part of the Agreed Consideration by a percentage amount which is equal to the GST Rate; and
 - 17.1.3 the Lessee must pay the increased Agreed Consideration on the due date for payment by the Lessee of the Agreed Consideration.
- 17.2 Where the Agreed Consideration is increased under this clause 17, the Council must, on or before the date on which the Agreed Consideration is payable, issue a tax invoice to the Lessee.
- 17.3 If the Lessee does not comply with its obligations under this lease or with its obligations under GST Legislation in connection with this lease and as a result the Council becomes liable for penalties or interest for late payment of GST, then the Lessee must pay the Council on demand an amount equal to the amount of the penalties and interest.

18. RULES AND REGULATIONS

- 18.1 Council may from time to time make such rules and regulations that Council considers necessary for the management, safety, security, care of or cleanliness of the Land.
- 18.2 Council reserves the right to amend from time to time the rules and regulations.
- 18.3 The rules and regulations bind the Lessee when it receives notices of the rules and regulations from Council.
- 18.4 If there is any inconsistency between this lease and the rules and regulations, then this lease prevails.
- 18.5 A failure by the Lessee to comply with the rules and regulations is a breach of this lease.

19. GENERAL

19.1 **Costs**

The Lessee must, on request, pay or reimburse to Council:

YXM/511398 - 2395202.1

- 19.1.1 one half of the legal and other expenses incurred by Council in connection with preparing, negotiating, revising, engrossing and executing this lease and any document required to record any renewal, extension or variation of this lease; and
- 19.1.2 all legal and other costs and expenses incurred by Council in consequence of any actual or threatened breach by the Lessee hereunder or in exercising or enforcing (or attempting to do so) any rights or remedies of Council hereunder or at law or otherwise arising in consequence of any actual or threatened breach by the Lessee.

19.2 Waiver

If Council accepts or waives any breach by the Lessee, that acceptance or waiver cannot be taken as an acceptance or waiver of any future breach of the same obligation or of any other obligation under this lease.

19.3 Notice

- 19.3.1 Notice must be in writing and may be given by an authorised representative of the sender.
- 19.3.2 Notice may be given:
 - 19.3.2.1 personally;
 - 19.3.2.2 by sending it by pre-paid post to the party's address last notified;
 - 19.3.2.3 by sending it by electronic mail to the party's email address last notified.
- 19.3.3 Notice is deemed to be received:
 - 19.3.3.1 if sent by pre-paid post , five Business Days after posting; and
 - 19.3.3.2 if sent by electronic mail, on the day the message is showing on the sender's electronic mail system as having been properly transferred or transmitted,

however if the notice is received after 5:00pm or on a day that is not a Business Day it is deemed to be received on the next Business Day.

19.3.4 The parties' contact details for the purposes of notices as at the Commencement Date are contained in Item 9 of Schedule 1.

19.4 Severance

If any part of this lease is found to be invalid or void or unenforceable, then that part will be severed from this Lease and the remainder of this Lease will continue to apply.

YXM/511398 - 2395202.1

19.5 Entire agreement

Council and the Lessee acknowledge and agree that this lease contains and represents the entire agreement reached between them with regard to the Leased Area and that no promises, representations or undertakings, other than those contained in this lease, were made or given or relied upon.

19.6 Exercise of power

- 19.6.1 The failure, delay, relaxation or indulgence by a party in exercising a power or right under this lease is not a waiver of that power or right.
- 19.6.2 An exercise of a power or right under this lease does not preclude a further exercise of it or the exercise of another right or power.

19.7 Consent

A reference in this lease to Council's approval or consent, is to Council's prior written approval or consent, which may be granted or withheld in the absolute discretion of Council and if granted may be granted subject to any conditions as Council sees fit.

20. **RESUMPTION**

- 20.1 Council may terminate this lease by giving at least three months' written notice to the Lessee if the Council receives notice of resumption or acquisition of the Leased Area from or by any Statutory Authority governmental or semi-governmental body.
- 20.2 Termination of this lease under this clause releases each party from further liability under this lease but does not affect a party's rights or liabilities for a prior breach.

YXM/511398 - 2395202.1

Schedule 1	
Item 1 Leased Area	The whole of the land in Certificate of Title Volume 5532 Folio 960 and portion of the land in Certificates of Title Volume 5071 Folio 338 and Volume 5532 Folio 959, being the area outlined in red on the plan attached at Annexure A
Item 2 Land	The whole of the land comprised in Certificates of Title Volume 5532 Folio 960, Volume 5071 Folio 338 and Volume 5532 Folio 959
Item 3 Initial Term	10 years commencing on 8 October 2018 (Commencement Date) and expiring on 7 October 2028
Item 4 Renewal(s)	Nil
Item 5 Rent	\$1 (exclusive of GST) per annum if demanded by Council
Item 6 Permitted Use	Equestrian club and associated club activities
Item 7 Public risk insurance	\$20,000,000.00
Item 8 Outgoings	 Cost of any building inspection undertaken by Council; and Cost of building insurance if Lessee requests and Council consents to extending Council insurance cover to the Lessee's Improvements
Item 9 Contact details	Council
	Postal: PO Box 18, Mallala SA 5502
	Site: 2a Wasleys Road, Mallala SA 5502
	Email: info@apc.sa.gov.au
	Telephone: 08 8527 0200
	Contact: Chief Executive Officer

YXM/511398 - 2395202.1

Lessee

Postal: PO Box 553, Two Wells SA 5501

Email: twowellseandpc@gmail.com

Telephone: 0409 609 600

Contact: Pentti Puro

YXM/511398 - 2395202.1

N

Schedule 2 - Special conditions

1. LESSEE'S IMPROVEMENTS

- 1.1 The parties acknowledge and agree that the Lessee has carried out works on the Leased Area to make it suitable for the Permitted Use, namely by installation of the following:
 - 1.1.1 clubhouse;
 - 1.1.2 two sheds;
 - 1.1.3 toilet block with three toilets;
 - 1.1.4 20 horse yards; and
 - 1.1.5 four arenas,

(Lessee's Improvements).

- 1.2 Unless otherwise agreed in writing between the parties, and despite any rule of law to the contrary, the Lessee's Improvements:
 - 1.2.1 will remain the sole property of the Lessee; and
 - 1.2.2 may be severed and removed from the Leased Area by the Lessee.
- 1.3 Without limiting special condition 1.2, unless otherwise agreed in writing by Council, the Lessee must remove the Lessee's Improvements from the Leased Area at the expiry or earlier determination of this lease and make good any damage to the Leased Area caused by such removal.
- 1.4 If on the expiry of the Term, or within seven days of any such sooner termination of this Lease, the Lessee's Improvements are left on the Leased Area by the Lessee then the Lessee's Improvements will vest in the ownership of Council with no consideration payable to the Lessee unless another ground lease is granted to the Lessee by Council.

YXM/511398 - 2395202.1

Schedule 3 - Maintenance Schedule

Note: Some of the items listed in this Schedule may not be applicable to your lease

Item	Lessee's Obligations	Council's Obligations
Capital Works	Lessee to maintain	
	Lessee may initiate at its cost provided approval is granted from Council including any necessary	
	building and planning approvals	
Council rates, taxes,	Lessee's responsibility	100% Rates Rebate
emergency services levy		
and charges (excluding		
state land tax)		
Utilities including	Lessee's responsibility	
telephone/internet,	Lessee s responsibility	
electricity, gas, water and		
excess water		
Installation of Separate	Lessee's responsibility	
Meters		
Preparation costs of lease	Lessee to contribute 50% of the preparation costs	
Insurance		
Building insurance excess	Lessee responsibility	
Building insurance	Lessee to arrange and provide evidence to Council	
premium	or request Council to arrange and reimburse	
	Council	
Contents insurance	Lessee's responsibility	
Public liability insurance	Lessee's responsibility	
Glass insurance	Lessee to replace and insure all glass on the	
	interior and exterior of the Leased Land	
Inside Buildings /		
Structures		
Cleaning of the Leased	Lessee to undertake all cleaning of the Leased Land	
Cleaning of the Leased Land	Lessee to undertake all cleaning of the Leased Land	
Pest Control	Lessee to use its best endeavours to avoid	
	attracting pests to the Leased Land	
	Lessee to maintain and provide copies of	
	inspection reports	

Asbestos Checks	Lessee to maintain and provide copies of inspection reports	
Air Conditioners	Lessee to purchase, insure, service and pay the running cost	
Security Alarm Systems	Lessee to purchase, insure, service and pay the running cost	
Plumbing Maintenance	Lessee to maintain	
Maintenance of electrical power points, RCD's and fixed cables along with the annual testing	All maintenance to be Lessee's responsibility Lessee to maintain annual testing and tagging and provide copies of inspection reports	
Maintenance of stoves and other electrical items	Lessee to maintain	
Maintain lighting, fixtures and fittings to the Leased Land	Lessee to maintain	
Maintenance of fire safety equipment (eg fire extinguishers, exit lights)	Lessee to maintain and provide copies of inspection reports	
Floor Coverings	The Lessee is required to maintain floor coverings in an adequate condition at all times – to be at the same or better condition at the expiration of the lease as at the beginning of the lease	
Building Inspection	Building Inspection required at least every five years – Council to arrange and lessee to reimburse Council	Council to organise
Paint	The lessee is required to maintain painting (inside & outside) in an adequate condition at all times – to be at the same or improved condition at expiration of the lease as at the beginning of the lease	
Cleaning of Roofs, gutters and downpipes	Lessee to maintain	
Hot water service	Lessee to maintain	
Maintenance of locks	Lessee to maintain and provide one key to Council for any existing, new or additional locks	
Doors on the interior and exterior of the Leased Land	Lessee to maintain and replace when reasonably required	

YXM/511398 - 2395202.1

Lessee to maintain	
Lessee to maintain	
Lessee to maintain	
Lessee required to remove within 7 days	
Lessee to maintain and ensure that no damage occurs to the trees defined	
Lessee to maintain	
	Lessee to maintain Lessee to maintain Lessee to maintain and ensure that no damage occurs to the trees defined Lessee to maintain

YXM/511398 - 2395202.1

N

Other Areas	
Lighting of road areas and car park	Lessee to maintain
Road Areas and Entry points	Lessee to maintain
Carpark	Lessee to maintain
Boundary fence and Gates	Lessee to maintain
Internal Fences and Gates	Lessee to maintain
Special surfaces e.g. bowling greens, etc	Lessee to maintain
Underground mains water and sewerage pipes to the connection point with the Leased Land	Lessee to maintain
Septic Tank/Aerobic System	Lessee to maintain

YXM/511398 - 2395202.1

EXECUTED as an agreement

Council

Signed for **Adelaide Plains Council** by its authorised delegate in the presence of:

Signature of witness

Signature of authorised delegate

Name of witness (print)

Name of authorised delegate (print)

Position of authorised delegate

.....

Lessee

Executed by Two Wells Equestrian and Pony Club Incorporated: Check Constitution

Signature of Committee/Board Member (Please delete as applicable)

Signature of Committee/Board Member (Please delete as applicable)

Name (print)

Name (print)

YXM/511398 - 2395202.1

Annexure A Plan



YXM/511398 - 2395202.1

N

14.9 TWO WELLS WALKING CYCLING PLAN CONSULTATION OUTCOMES

Record Number:	D23/23871	
Author:	Strategic Project Officer	
Authoriser:	irector Growth and Investment	
Attachments:	 Consultation Input Two Wells Walking Cycling Plan U Two Wells Walking Cycling Plan for Consultation U Consultation Report Two Wells Walking Cycling Plan U Two Wells Main Street Calming Grant Application U 	

EXECUTIVE SUMMARY

- At its meeting on 22 August 2022, Council endorsed the draft Two Wells Walking Cycling Plan (Plan) for consultation.
- The purpose of preparing the Plan is:
 - To provide a walking cycling strategy for the whole of Two Wells, integrating new estates into the original township, with each other, and with nearby agricultural areas and settlements.
 - To inform future development of underdeveloped land.
 - To provide guidance in asset planning, in applying for grant funding, and in policy (be it Council policy or within the statutory planning system).
- Research affirms that people who are physically active more than 150 minutes a week have better overall health, better mental health, stronger social connections, greater ability to make decisions and require fewer health services (a saving of \$2600 per person per year to the SA Health System). This Plan supports the intended outcomes of the Regional Public Health Plan as well as parts of Council's Disability Access and Inclusion Plan.
- Two Wells is forecast to grow to around 10,500 in 2041. Two Wells is growing in size across all age cohorts, in particular 25 34 year olds. This trend is anticipated to continue as more housing is built in the new estates.
- The Draft Plan:
 - Is based on principles of physical safety and a network that connects places people seek to go.
 - Envisages a variety of paths and loops to foster experiences and connect destinations.
 - Connects Two Wells to its neighbours.
 - Proposes 16 physical projects to build the network.
 - Recognises partnering, promoting and activating are important.
- This report provides members with the outcomes of consultation and seeks endorsement on refinements in order to finalise the Plan.
- Consultation was undertaken seeking input from residents, business, other levels of government (in particular the Department of Infrastructure and Transport [DIT] and

Australian Rail Track Corporation [ARTC]) and State wide peak bodies. Consultation was undertaken in April 2023, involving public notices, direct e-mails and a variety of one-one discussions.

- Consultation input was sought around:
 - Benefits, barriers and desired changes about walking and cycling.
 - Proposed paths for experiences and destinations.
 - 16 proposed physical projects to make the network.
- Consultation input received includes six submissions, online questionnaire responses from nine individuals, and input from Two Wells Primary School students.
- Resident input generally supported the proposed paths for experiences and destinations, and 16 proposed physical projects. Various submissions and input from DIT and ARTC reinforced that further technical work in regard to relevant standards is needed to realise the proposals. This is acknowledged in the Draft Plan.
- Anticipated further work involves:
 - Technical investigations and detailed design as opportunities and funding enable. This would involve targeted engagement with residents, business, and other stakeholders.
 - Negotiation with DIT and ARTC about how their standards are applied.
 - Grant applications. Identifying proposals in an endorsed Plan increases the opportunity to secure grant funding.
- Having a Plan assists grant applications as it provides an adopted position about the direction intended. Officers used the draft Plan to inform a successful grant application in 2022. Referencing the consultation version of the Plan, officers submitted a grant application in mid-2023 for funding to undertake the 'Two Wells Main Street Improved Walking Cycling Safety and Traffic Calming Study'. This will consider options to calm traffic in the main street, and progresses a Council April 2023 decision seeking a traffic management plan. Should funds permit, the intent is to also study Gawler Road and Mallala Road within the township.
- It is recommended that the draft Plan be continued, with several minor refinements. If the recommendation is adopted, the refined Plan will be brought forward for Council adoption.

RECOMMENDATION

"that Council, having considered Item 14.9 – *Two Wells Walking Cycling Plan Consultation Outcomes*, dated 24 July 2023, receives and notes the report and in doing so

- 1. Notes the input received in consultation, as presented in Attachment 1 to this Report;
- 2. Endorses the proposed refinements to the Draft Two Wells Walking Cycling Plan as contained in the Two Wells Walking Cycling Plan Consultation Report presented in Attachment 2 to this report;
- 3. Notes the amended Two Wells Walking Cycling Plan will be brought forward for Council adoption."

BUDGET IMPACT

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

RISK ASSESSMENT

Adopting responses to consultation on the draft Plan presents low risk. The risk of raising expectations is managed by messaging that the Plan is to be used to guide Council decision making, such as during annual business planning, along with other strategies and inputs, and in informing grant applications.

DETAILED REPORT

Purpose

The purpose of this report is to provide members with the outcomes of consultation on the Draft Two Wells Walking Cycling Plan, and seek endorsement on refinements in order to finalise the Plan.

Background

Draft Plan for Consultation

At its meeting on 22 August 2022, Council endorsed the draft Two Wells Walking Cycling Plan for consultation.

13.7 Draft Two Wells Walking Cycling Plan

MovedCr BoonSecondedCr Keen2022/290

"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:

- 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 Consultation Policy; and
- 2. Delegates authority to the Chief Executive Officer to undertake editorial but not policy changes necessary."

CARRIED

As the planned consultation involved a workshop, the caretaker period for the local government elections precluded the consultation occurring in latter 2022.

The draft Plan endorsed for consultation flagged an intent that the proposed levy to the south and east of Two Wells have a shared path for walking, cycling and maintenance. Detailed design work in latter 2022 for construction identified cycling would not be possible, and walking may be possible subject to a risk assessment. The draft was modified by officers to flag an intent for walking in certain parts where risk assessments permit. Officers also added explanation around cost.

Consultation

Consultation was undertaken seeking input from residents, business, other levels of government and State wide peak bodies. Consultation was undertaken in April 2023, involving public notices, direct e-mails and a variety of one-on-one discussions.

Questions structured around the Plans proposals were prepared to assist residents and stakeholders respond. The questions could be filled out via the submission form or via an online questionnaire, being a mix of traditional and digital engagement tools. Online enables a structured and easily accessible response.

Drop in discussions as well as a workshop were offered at a variety of times and locations.

The opportunity to engage school children was offered to Two Wells Primary and Xavier College. Noting the opportunity presented by lesser end of year school commitments, Two Wells Primary School arranged a session with older students in late 2022.

Attachment 1 forms the Consultation Input. This comprises submissions received, questionnaire responses, and input from Two Wells Primary.

Whilst the Department of Infrastructure and Transport (DIT) did not formally comment, officers have recently discussed the Plan with DIT. Australian Rail Track Corporation (ARTC) made a submission.

Attachment 2 forms the Consultation Report, including a Summary of What Was Heard in Consultation and Response

Consultation Input and Proposed Response

This section of the report is structured under the questions posed in consultation. The questions are in **bold**. Under each question is a summary of consultation input, administration comment, and proposed approach to refining the Plan.

Walking

What do you think are the benefits of more people walking in Two Wells? (this may be things like personal health, feeling better, different options to get around, being outside, meeting others)

Consultation input - Comments affirmed benefits of health, wellbeing, social connection, less traffic in main street, kids walk to school, time outside, less costly.

What barriers do you experience to walking more in Two Wells? (these may be your own personal situation such as lack of time, places you want to go are a long way or it may be physical things, like amount of traffic, or feeling unsafe)

Consultation input - Poor quality footpaths, poor crossing of main street, long distance to Lewiston, poor lighting, better access to Xavier/Liberty from Eden, amount of traffic, traffic not stopping, no space for wheelchairs, exposed to heat and rain.

What would you like to see changed to enable more walking in Two Wells? (think about physical changes such as paths or wayfinding signs and also people things like walking groups or walking events)?

Consultation input - Better footpaths, signage, road crossings, walking groups, shade, rest stops, lighting, access from Eden to Xavier. Existing portion of township easily walkable, needs extending to new estates.

Comment – Input about benefits, barriers, and desired changes about walking highlight resident and stakeholder support for progressive improvements, as well as ongoing maintenance, to enable more walking.

Proposed Approach – Continue with various projects in Plan that enable improved walking.

Cycling

What do you think are the benefits of more people cycling in Two Wells? (this may be things like personal health, feeling better, low-cost transport, being outside, meeting others)

Consultation input - Similar comments to walking. Additionally, low-cost travel option.

What barriers do you experience to cycling more in Two Wells? (these may be your own personal situation such as lack of time, places you want to go are a long way or it may be physical things, like amount of traffic, feeling unsafe, or lack of end of trip facilities like bike racks, change facilities)

Consultation input - Places to explore are large distances away. No bike lanes in the town or nearby arterial roads. Feel unsafe on Mallala, Gawler, Old Port Wakefield due to risk of accident. Speeding traffic. Large amounts of traffic.

What would you like to see changed to enable more cycling in Two Wells? (think about physical changes such as paths or wayfinding signs and also people things like cycling groups or events)?

Consultation input - Lanes, paths, lighting, wayfinding, bike racks, trails, groups. Places of interest to cycle to. Local cycling competitions. Links to nearby areas such as Lewiston. Connection between Eden and Liberty.

Two Wells is a country town with long distances within the town and to nearby places. Electric bikes enable greater distances in less time. Do you have any comments about what might be needed to support use of electric bikes within the town and to nearby places?

Consultation input - Mixed views, some preferring normal bikes. Others suggesting bike charging facility, Hire facility. Basic infrastructure suggested as a higher priority.

Comment - Similar to walking, input about benefits, barriers, and desired changes about cycling highlight resident and stakeholder support for progressive improvements, as well as ongoing maintenance, to enable more cycling.

Barriers about feeling unsafe cycling on or across main roads, and the challenge of crossing the train line, underscore the need for Council to continue working with the DIT and ARTC on the proposals in the Plan as well as other options that may emerge.

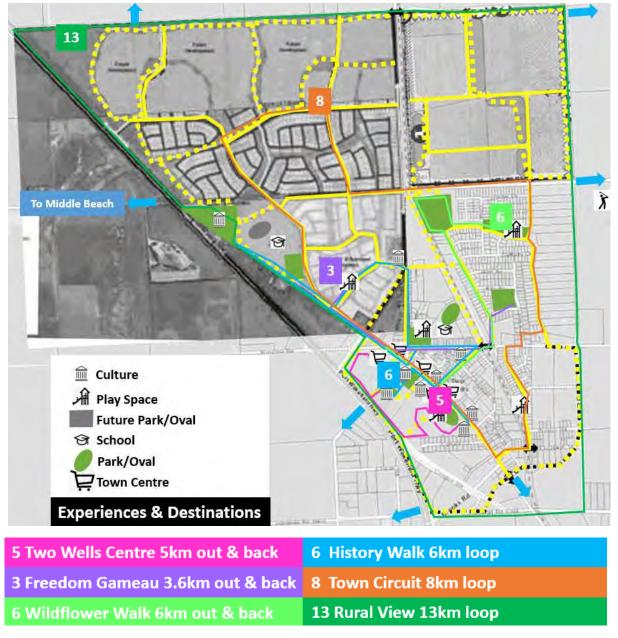
Aspirations for lanes, paths, lighting, wayfinding, and bike racks highlight the need for ongoing technical work to investigate options to progressively introduce these facilities where appropriate.

The barrier of large distances to nearby destinations that are outside Two Wells proper, such as Virginia, Riverlea, or large nearby employers, underscores the need for Council to continue to work with DIT, as well as trail planning generally.

Proposed Approach – Continue with various projects in Plan that enable improved cycling.

Paths and Loops as Experiences and Destinations

Page 34 of the Plan shows six paths and loops experiences and destinations. These all require more investigation, detailed planning, Council working with relevant authorities and parties, and available funds (be it council budget and grants) to bring them about over the next 5 – 10 years.



Page Paths and Loops as Experiences and Destinations – Page 34 of the Plan

Do you like the idea of paths and loops like these generally?

Consultation input - Yes. Paths and loops offer 'things to do' now that places like Eden are established. Need to manage pathway use during events at the Oval.

What do you see as important for paths and loops? (e.g., flat surface, safe crossing points, illuminated, way finding signs with amount of time to walk, things to look at)

Consultation input - General support for 'flat surface, safe crossing points, illuminated, way finding signs with amount of time to walk, things to look at' (being the prompter in the question), as well as spots to stop (e.g., drinking fountains, seats).

What are your comments o	n the six paths and loops?
--------------------------	----------------------------

	Consultation Input
Two Wells Centre 5km	Needs upgrade. Need to manage oval events/path use.
Freedom Gameau 3.6km	Good. Needs lighting.
Wildflower Walk 6km	Needs lighting.
History Walk 6km	Excited. Need to be able to cross busy roads.
Town Circuit 8km	Needs upgrades. Already accessible as informal route. Like it.
Rural View 13km	Good idea IF done properly.

Comment - The Plan proposes six different paths as 'experiences and destinations', such as a History Walk and a 'Freedom Gameau' walk. The benefit of identifying and naming 'experiences' provides one purpose for being active, including for visitors.

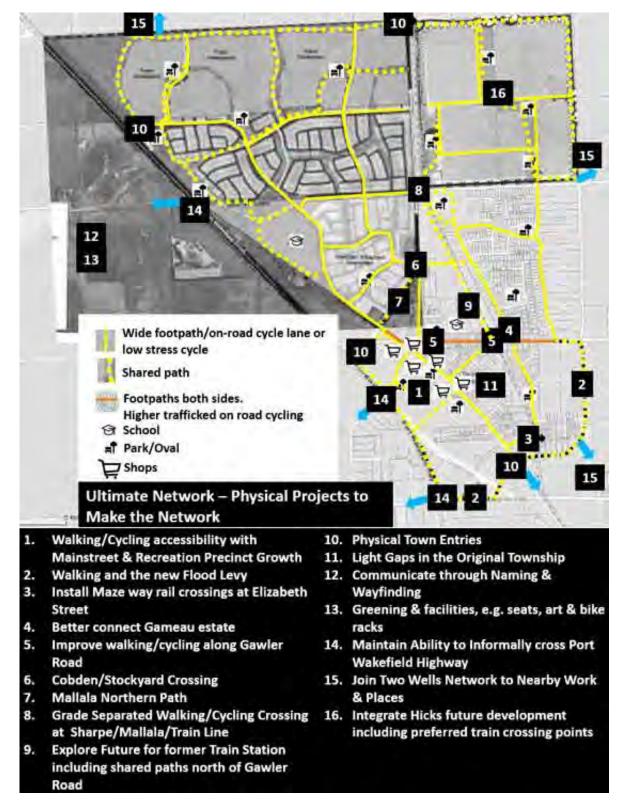
One submission noted that having moved into a new estate, there is little to 'do'. The opportunity to create walks adds an option for residents to be physically active, along with other options in parks, town centre, and social, cultural and sporting activities. Collectively, these contribute opportunities for social connection and physical health.

To be progressed, each of the six paths and loops needs more investigations, including detailed route planning, considering Council's wayfinding branding work underway, and grant opportunities.

Proposed Approach – Continue with intent for paths and loops as experiences and destinations in the Plan.

16 Physical Project to Make the Walking Cycling Network

Page 36 of the Plan shows 16 physical projects to make the walking cycling network. Detail on each is on pages 40 to 72 of the Plan. These all require more investigation, detailed planning, Council working with relevant authorities and parties, and available funds (be it council budget and grants) to bring them about over the next 5 - 10 years.



16 Physical Projects to Make the Network – Page 36 of the Plan. Detail on each is on pages 40 to 72

What do you think of these 16 physical projects generally, i.e.,

• 1 Improving walking/cycling accessibility with Mainstreet & Recreation Precinct growth;

Consultation input - Need safe pedestrian/cycle crossings of main street. Consider smaller islands rather than median. Need to manage oval events/path use.

Mallala Road/Old Port Wakefield Road intersection. Safe space for kids to cross needed. DIT's roundabout design lacks specific cycle infrastructure.

Comment

For the Mainstreet and Recreation Precincts, the draft Plan states the intended outcome is 'Improve the convenience and comfort for pedestrians and cyclists as growth changes and expands the main street and recreation precincts. The intent is to establish a coordinated pathway network.'

The Plan's map of indicative network is shown below



At its meeting on 24 Aril 2023, Council endorsed undertaking a traffic management plan for the main street.

18.1 Traffic Safety Concerns Two Wells

MovedCr PanellaSecondedCr Paton2023/111"that Council instructs the Chief Executive Officer to undertake investigations into
a traffic management plan for Old Port Wakefield Road (Brooks Road to Mallala
Road), Two Wells, as included in the Draft 2023/2024 Financial Year Annual
Business Plan and Budget.'

CARRIED

In response to a call for applications to the State Bicycle Fund, officers submitted a grant application (Attachment 3) in mid-2023 for funding to undertake the 'Two Wells Main Street Improved Walking Cycling Safety and Traffic Calming Study'. This will consider options to calm traffic in the main street consistent with what could be expected in a traffic management plan. Should funds permit, the intent is to also study part of Gawler Road and Mallala Road within the township.

The Brief to Master Plan the Two Wells Oval Precinct involves considering movement for vehicles, walking and cycling that integrates that Precinct with, for example, the Main Street and the town centre north of Wells Road. How paths are used during events at the Oval is a matter for how the precinct is managed. This will be considered during master planning.

The roundabout under construction at Mallala/Old Port Wakefield Roads involves cyclists sharing road space with vehicles or riding on footpath. This approach is common with roundabouts. The level of safety for cyclists will be monitored.

The Plan envisages a coordinated pathway network. The various studies proposed/underway begin to plan the technical detail necessary to enable such a network. The existence of the draft Plan assists Council in making grant applications.

Proposed Approach – Continue with Plan seeking improved walking/cycling accessibility with Mainstreet & Recreation Precinct growth.

• 2 Walking and the new Flood Levy

Consultation input - Support idea of walking on levy.

Comment

Construction plans for the levy are being finalised including consideration to enable walking subject to suitable risk assessment. Note walking can-not occur across the train line.

Proposed Approach – Continue with Plan seeking walking on the levy subject to risk assessment.

• 3 Install Maze way rail crossings at Elizabeth Street

Consultation input – Support. ARTC outlined technical standards that need to be met.

Comment

Traffic volumes are increasing on Elizabeth Street, increasing risk for pedestrians using the roadway itself. Installing a mazeway consistent with ARTC guidelines will assist movement across the rail track at this location.

Proposed Approach – Continue with intent to install Maze way rail crossings at Elizabeth Street.

• 4 Better connect Gameau estate

Consultation input - Support. Frustrating having poor connection. In Tangari, bins on footpath on bin day frustrating as means need to walk on the street, which is less safe.

Comment

Grant funding obtained in 2022 has improved safety and accessibility through lighting being installed at the north south walkway from Gawler Road. This walkway is the primary walkway for around 1500 residents east of the train line/north of Gawler Road to the main street. Other works funded via the grant are underway.



Improved accessibility and safety through lighting the walkway north of Gawler Road – July 2023

Bins on footpaths require ongoing education.

Proposed Approach – Continue with Plan to better connect Gameau estate.

• 5 Improve walking/cycling along Gawler Road

Consultation input - Continued footpath to link estates and separated from traffic needed. Gawler Road a busy trafficked road, and feels unsafe. No footpath both sides. Current footpath disconnected and uneven. Current situation not ideal or safe, and need to explore options.

Longview entrance is wide. Footpath along Gawler Road to Hart reserve does not go anywhere. Main Eden footpath entrance at Magnolia leads nowhere.

Gawler Road designated by DIT for wide loads influencing how it is designed.

In Eden, various paths lead nowhere, and unsealed dirt between some pram ramps and paths. In Longview, poor pram ramps at Park. Alley between Tangari and Eden unsightly.

Comment

The intended outcome in the Plan is 'Ensure ease of pedestrian and cyclist movement along Gawler Road on both sides and suitable north/south crossing opportunities to gain ready access between housing areas, schools, reserves, and main street.'. Consultation input affirms the current footpath arrangements are disconnected.

Should funds permit the 2023 grant application for the Main Street study to be extended to Gawler Road, this would enable technical solutions to be identified. If not, undertaking a detailed study can be applied for in future years. Technical solutions would need to have regard to various factors, including Gawler Road's role for carrying wide loads.

The Hart Reserve Master Plan proposes a shared path along Gawler Road, better connecting this section of Gawler Road for pedestrians.

Comments about poor pram ramps and gaps in paving have been referred to the Infrastructure and Environment Department for attention.

Proposed Approach – Continue the Plans intent to ensure ease of pedestrian and cyclist movement along Gawler Road on both sides and suitable north/south crossing opportunities to gain ready access between housing areas, schools, reserves, and main street.

• 6 Cobden/Stockyard Crossing

Consultation input - Support concept. Safety a challenge as on a bend with blind spot.

Comment

Improving safety for pedestrian movement from Cobden Court to Stockyard Road remains important to enable movement from the eastern part of Liberty directly south to the main street/Hart Reserve. The Stockyard Lot has been approved for 41 residential lots. DIT are designing intersection modifications to adjust traffic movements to the new Stockyard Road with the new 'Stockyard Rise'. Officers are working with DIT on suitable technical solutions for pedestrian /cyclist movement at this location. This may involve adjusting Mallala Road traffic speed between the new roundabout and slightly north of Stockyard Road.

Proposed Approach – Continue with Plan intent to enable pedestrian and cyclist movement from Cobden Ct across Mallala Road to Stockyard/north end of Old Mallala Road.

• 7 Mallala Northern Path

Consultation input - Support. Concern about Mallala Road heavy traffic. Need to identify detail of proposal.

Comment

This proposal was flagged in discussion with DIT officers. Further technical investigations to meet DIT standards are needing to be done.

Proposed Approach – Continue with Plan to provide shared path option from Cobden Connection to the Mallala/Old Port Wakefield Roundabout. Enables more convenient access from Mary Lee Street in Liberty to roundabout and town centre.

• 8 Grade Separated Walking/Cycling Crossing at Sharpe/Mallala/Train Line

Consultation input - Support. Important to enable residents who access Xavier College a convenient link between Eden and Liberty. Need to manage risk of heavy traffic on Mallala Road. There may be another option other than at Sharpe Road.

Comment

Consultation comments affirmed the general benefit of establishing a grade separated crossing point to enable improved east west connectivity for what will eventually be some 6000 residents in Eden/Gameau/Liberty.

Previous discussions with ARTC confirm ARTC will not support an at grade crossing. Preliminary investigations conclude above grade would require significant land areas and below grade, i.e., a tunnel with suitable lighting and flood management infrastructure, a possibly more likely option.

The Hicks group are investigating the potential urban development of their land north of Eden/east of the train line. The need for a grade separated crossing has been flagged with the Hicks group.

This proposal was flagged in discussion with DIT officers. Further technical investigations to meet DIT and ARTC standards are needing to be done. Whilst officers consider the Sharpe Road location offers the most opportunity, there may be other options, which the plan should be open to.

This proposal is noted as costly (in the order of \$500k+) and long term. Identifying it in the Plan enables officers and Council to look at opportunities as they may present.

Proposed Approach – Continue with Plan to enabling the eventual 6000 residents in planned residential development east and west of the train line and Mallala Road a formalised crossing point for walking and cycling. Adjust the Plan scope of investigation to be open to a variety of locations.

• 9 Explore Future for former Train Station including shared paths north of Gawler Road;

Consultation input - Support idea of shared paths. Suggest reinstate passenger train line.

Comment

ARTC control the land and confirm its purpose is for rail freight activities. Officers have discussed with ARTC that as Two Wells grows, discussions about the former station land future for different purposes may need to occur.

Proposed Approach – Continue with Plan to explore potential land use options at a preliminary level for the former train station land. This includes its potential use for train purposes, possible bus interchange, and for formalised shared paths north of Gawler Road to Sharpe Road.

• 10 Physical Town Entries

Consultation input - Support idea, essential to highlight pride in town.

Comment

In terms of walking and cycling, the benefits of physical features marking the town entry is to advise drivers they are entering Two Wells with more people about and to modify their behaviour. It is acknowledged there are other branding and town identity benefits.

Proposed Approach – Continue with Plan to physically mark town entries on the major roads to visually advise drivers they are entering the town and to be aware of more people being about walking and cycling. This works to modify driver behaviour.

• 11 Light Gaps in the Original Township

Consultation input - Definitely needs to be well lit.

Comment

Officers are inviting several long-term residents of the original township to identify dark spots. This information will be used to inform asset planning to improve lighting.

Proposed Approach – Continue intent to light gaps in the original township in the Plan.

• 12 Communicate through Naming & Wayfinding

Consultation input - Important for visitors.

Comment

Officers are preparing a wayfinding strategy. Wayfinding signage communicates location and direction through visual cues allowing people to move between destinations easily. It assists people – particularly visitors – understand where they are now, where they are heading, how to get there, and how to recognise when you have arrived there.

Proposed Approach – Continue intent in Plan that residents, visitors and traders are aware walking and cycling networks exist, where they go, how to access them and how to use them.

• 13 Greening & facilities, e.g., seats, art & bike racks

Consultation input - Support. Recognise value of seats and rest stops.

Comment

Progressively adding facilities such as seats, art, trees, water fountains, assists people in different ways to walk and cycle. People of varying ability for example value seats. Installing these can be pursued as funds, and grant opportunities permit.

Proposed Approach – Continue Plan intent to create networks that are pleasant and interesting to experience when walking or cycling, and with facilities that enable use.

• 14 Maintain Ability to Informally cross Port Wakefield Highway

Consultation input - Acknowledged crossing valuable but more work needs to be done on safety.

Comment

Several opportunities exist to informally cross Port Wakefield Highway. Port Wakefield Highway is controlled by DIT. Discussions with DIT officers acknowledged informal crossings exist and DITs intent to not increase the use of existing crossings or create additional informal crossings. Noting planned population growth of Two Wells, officers will continue to liaise with DIT about informal crossings.

Proposed Approach – Refine Plan to continue to seek to maintain ability to informally cross Port Wakefield Highway and to explicitly include DIT advice¹ that generally pedestrians, bicycles, animals and animal-drawn vehicles are prohibited from using freeways and expressways unless otherwise indicated.

• 15 Join Two Wells Network to Nearby Work & Places

Consultation input - Support idea but more work needed.

Comment

¹ <u>mylicence.sa.gov.au/road-rules/the-drivers-handbook/freeways</u>

The stated intended outcome in the Plan is 'Join the Two Wells cycling and walking network to nearby areas, including surrounding agricultural based employment, living/work in Lewiston, coastal areas including Middle Beach, and urban growth at Virginia and Riverlea.'

This intent recognises the town of Two Wells is part of a wider area with agriculture, business and living, and as opportunity presents, it makes sense to join Two Wells with nearby places.

Proposed Approach – Continue intent of Plan to join Two Wells network to nearby work & places.

• 16 Integrate Hicks future development including preferred train crossing points

Consultation input - Comments acknowledged the challenges of movement across the ARTC controlled trail line, as well as Mallala Road, and the need to consider the benefits for different users.

Comment

Council's Growth Plan flags the potential urban development of the Hicks land to the north of Eden, and east of train line/Mallala Road. ARTC expectations as well as various challenges with movement – including walking and cycling – have been raised with the Hicks group by officers as part of growth planning.

Proposed Approach – Continue to seek to integrate the Hick's future urban development including preferred train crossing points as part of the Plan.

<u>Various</u>

Are there obvious facts or information missing in the Two Wells Walking Cycling Plan?

Consultation input - 'keep the old town vibe, not the government retrofit'.

Comment

Council's Growth Strategy outlines a vision for Two Wells of a cohesive country town of 10,500. One action is about valuing the historic main street and reinforcing that as a key aspect of the 'old town vibe'. This includes how features such as intended wayfinding signage reflect Two Wells history and sense of place.

Proposed Approach – Continue with Plan.

What do you think about the Walking Cycling Plan overall?

Consultation input - supportive about the Plan covering most of what the public are after in terms of a network that connects, and assists wellbeing outcomes.

Hickinbotham commented more work is needed to define how the network connects to nearby places, what particular cycling infrastructure is proposed across all routes, further train line

crossings, and that more detailed work is needed integrate the Plans proposals into the envisaged master plan for Liberty and Eden.

Comment

The Plan acknowledges more work – in particular detailed technical investigations and engagement – are needed for the proposals in the Plan. The ultimate network map shows wide footpaths, on road cycle lanes, low stress cycle routes, and shared paths as collectively making the network for the overall town. The technical solution for walking and cycling for each road and location will require a technical assessment, including Council working with land developers, DIT and ARTC as relevant.

Further discussions with Hickinbotham identified the conceptual ultimate network shown within Liberty needs minor adjustment to reflect what has been built and also what is currently planned, in the context of the 2012 Deed.

Proposed Approach – Continue with Plan, and update conceptual ultimate network shown within Liberty in consultation with Hickinbotham

Any other comments?

Consultation input - Parkrun - One comment expressed support for a new trail and the prospect of a community Parkrun commencing.

Bypass – One suggestion east of Two Wells is to make Temby Road/Williams a bypass to connect to Gawler Road.

Cars on Footpaths – one submission outlined cars parking on footpaths creating safety issues and requesting more regulatory resources.

Comment

Parkrun is a 5km out and back run, 8am every Saturday, described as a 'social run in the park with your mates'. Parkrun is international and commenced in Adelaide CBD around 2012. There are around 20 parkrun events in SA, with Gawler and Stebonheath nearest to Two Wells. Some 200 people of varying degrees of fitness do parkrun weekly at Gawler.

Whilst not a formal submission, a resident is interested in commencing a parkrun at Two Wells.

Noting parkrun routes can be changed each week, the draft Plan notionally shows a parkrun route traversing the Oval Precinct, Wells area and the 8HA town centre land. The parkrun option will be further considered as part of master planning the Two Wells Oval Precinct.

If to occur, parkrun as an organisation will coordinate the run, and need to apply for a permit from Council (noting it is likely to be held on Council managed land).

Bypassing Two Wells through different road arrangements is under consideration by DIT with input from Council officers through a freight movement study for Greater Adelaide. This will be reported to Council through the Infrastructure and Environment Committee.

Parking on a designated footpath is an offence under the Australian Road Rules. Council's Community Safety Officers are able to take enforcement action against the owner of a vehicle parked illegally. Vehicles observed obstructing a footpath should be immediately reported to Council.

Proposed Approach – Continue with Plan.

Discussion

Consultation input supports a range of projects to improve walking and cycling options as Two Wells progressively increases in population.

The purpose of preparing the Plan is:

- To provide a walking cycling strategy for the whole of Two Wells, integrating new estates into the original township, with each other, and with nearby agricultural areas and settlements.
- To inform future development of underdeveloped land.
- To provide guidance in asset planning, in applying for grant funding, and in policy (be it Council policy or within the statutory planning system).

Research affirms that people who are physically active more than 150 minutes a week have better overall health, better mental health, stronger social connections, greater ability to make decisions and require fewer health services (a saving of \$2600 per person per year to the SA Health System). This Plan supports the intended outcomes of the Regional Public Health Plan as well as parts of Council's Disability Access and Inclusion Plan.

Two Wells is forecast to grow to around 10,500 in 2041. Two Wells is growing in size across all age cohorts, in particular 25 – 34-year-olds. This trend is anticipated to continue as more housing is built in the new estates.

The Draft Plan:

- Is based on principles of physical safety and a network that connects places people seek to go.
- Envisages a variety of paths and loops to foster experiences and connect destinations.
- Connects Two Wells to its neighbours.
- Proposes 16 physical projects to build the network.
- Recognises partnering, promoting and activating are important.

The Plan's proposals are at concept level and as flagged in submissions and in the Plan itself, more work is needed to bring the proposals to fruition.

Anticipated further work involves:

- Technical investigations and detailed design as opportunities and funding enables.
- Targeted engagement with residents, business, and other stakeholders about particular proposals.
- Negotiation with DIT and ARTC about how their standards are applied.

• Grant applications. Identifying proposals in an endorsed Plan increases the opportunity to secure grant funding.

Some projects are medium to longer term. Recognising circumstances change, it is anticipated the Plan will be updated in three to four years' time.

Conclusion

It is recommended that the draft Plan be continued, with several minor refinements. If the recommendation is adopted, the refined Plan brought forward for Council adoption

References

<u>Legislation</u> Local Government Act 1999 <u>Council Policies/Plans</u> Public Consultation Policy Two Wells Walking Cycling Plan Consultation

SurveyMonkey

Q1 What do you think are the benefits of more people walking in Two Wells?(this may be things like personal health, feeling better, different options to get around, being outside, meeting others)

Answered: 12 Skipped: 1

#	RESPONSES	DATE
1	health, fresh air, activity to do, running errands	5/3/2023 12:50 PM
2	Without a doubt	4/30/2023 2:46 PM
3	Personal health and meeting other's in the area.	4/26/2023 1:28 PM
4	Getting out in the fresh air is good for everybody's mental and physical health. Also provides an opportunity to meet others from the community in a relaxed environment.	4/25/2023 2:58 PM
5	Benefit to personal health and less traffic through the mainstreet.	4/20/2023 6:53 PM
6	health & mind benefits, less resources/pollution used driving in cars etc.	4/19/2023 4:33 PM
7	health and fitness good for mental health	4/19/2023 12:13 PM
8	For me it's definitely a health/fitness perspective. Being outdoors is great for my mental health & nothing beats a nice long walk.	4/19/2023 12:01 PM
9	Community , good mental health , fresh air	3/30/2023 7:25 PM
10	Personal health and wellbeing	3/29/2023 7:46 PM
11	Health benefits and definitely meeting others. This would help with mental health. Also enabling kids to walk to school and meeting new children around the area	3/29/2023 7:38 PM
12	Personal health & well-being, families connecting, community spirit enhanced through safe areas to exercise	3/29/2023 5:15 PM

Q2 What barriers do you experience to walking more in Two Wells? (these may be your own personal situation such as lack of time, places you want to go are a long way or it may be physical things, like amount of traffic, or feeling unsafe)

Answered: 12 Skipped: 1

#	RESPONSES	DATE
1	terrible footpaths, not enough areas to safely cross	5/3/2023 12:50 PM
2	Distance from where I live in Lewiston and feelings of not having safe walking or cycling paths on country roads.	4/26/2023 1:28 PM
3	Uneven surfaces. Footpaths that go nowhere or stop at a dead end. No safe pedestrian crossings along the main street.	4/25/2023 2:58 PM
4	Traffic and safety concerns	4/20/2023 6:53 PM
5	infrastructure, need more pathways etc.	4/19/2023 4:33 PM
6	poor lighting in some streets traffic - Old Pt wakefield road - no safe places to cross time poor footpaths - some have trip hazards	4/19/2023 12:13 PM
7	The pathways aren't particularly safe walking with prams and small children. There is very little safe crossing points and the new areas of the town don't link to the historic town. I live in Gameau estate & when out with my two toddlers it's quite stressful crossing all the roads safely. My daughter has fallen from her bike many times t the drew st intersection at corstons where it goes from road to gravel. Very dangerous. My Pram wheels always get caught on dodgy paving and pot holes. Crossing the main st to the playground is quite scary also. I tend to try and walk in Eden estate as much as possible as that's the safest and best paths. However my daughter prefers the main st playground.	4/19/2023 12:01 PM
8	Needs to be more family friendly safer crossing better lighting it's too dark. Better access to Xavier school from Eden estate .	3/30/2023 7:25 PM
9	No walking or cycling infrastructure, no bike tracks. Poor access from eden to town and liberty	3/29/2023 7:46 PM
10	Lack of lighting and walking paths	3/29/2023 7:38 PM
11	No safe & stable place to walk unless around Eden estate footpaths, would be good to expand a network of walking paths that are in good condition to deal with all levels of health & fitness.	3/29/2023 5:15 PM
12	Lack of safe pedestrian crossing. Footpaths only covering portions of the township, or requiring you to cross over and then back again (Ie Gawler road footpath on north side finishes before Tangari and Eden estates, but continues on south side for a small distance).	3/29/2023 4:14 PM

Q3 What would you like to see changed to enable more walking in Two Wells?(think about physical changes such as paths or wayfinding signs and also people things like walking groups or walking events)?

	DECDONCES	DATE
#	RESPONSES	DATE
1	changes to footpaths, more signage	5/3/2023 12:50 PM
2	Road crossing marks on the road on drew street, to allow people to cross from bakery to other side of main street	4/30/2023 2:46 PM
3	Paths, wayfinding signs and walking groups.	4/26/2023 1:28 PM
4	Safe and dedicated walking paths that are clearly signed.	4/25/2023 2:58 PM
5	Zebra crossings for ease of access/safety and established paths in parklands to protect against flora/fuana.	4/20/2023 6:53 PM
6	more pathways, signage, tree planting for shade, rest stops such as table benches etc.	4/19/2023 4:33 PM
7	better footpaths - like the path to the wells (more of a country style path) better lighting (not too bright but just some streets have no lights at all) trails	4/19/2023 12:13 PM
8	Wider concrete paths. Pavers are a trip hazard and where trees line the road their roots disrupt the pavers. A lot more safe crossing points & paths linking up better with safe crossing points. Drew st intersection at Gawler rd (facing corstons) is a total nightmare and very unsafe. Longer walking paths would be great too - the proposed plan looks amazing. It's less than a km walk from Walter Ave to main st.	4/19/2023 12:01 PM
9	Lighting isn't great in some areas , some not pram friendly areas .need better crossing for families with children . Better access to Xavier school for families to walk . Access from Eden estate to Xavier school would be ideal	3/30/2023 7:25 PM
10	Connection between eden and liberty using a rail crossing which would allow a circle route for walking around town.	3/29/2023 7:46 PM
11	More walking paths better signage brighter lights	3/29/2023 7:38 PM
12	More pathways in good condition, mo trip/falls hazards, set routes that connect the township to the estates both sides of Mallala & Gawler Roads	3/29/2023 5:15 PM
13	Extension of footpaths, particularly to new estates and safe pedestrian crossing into these estates and over main roads. The existing portion of Two Wells township is easily walkable with good paths.	3/29/2023 4:14 PM

Answered: 13 Skipped: 0

Two Wells Walking Cycling Plan Consultation

SurveyMonkey

Q4 What do you think are the benefits of more people cycling in Two Wells?(this may be things like personal health, feeling better, low-cost transport, being outside, meeting others)

Answered: 10 Skipped: 3

#	RESPONSES	DATE
1	i dont cycle	5/3/2023 12:50 PM
2	Health, community,	4/30/2023 2:46 PM
3	Being outside, exercising, low - cost transport and meeting other's in the area on the way.	4/26/2023 1:28 PM
4	Very good for physical health and a great low-cost transport option.	4/25/2023 2:58 PM
5	Low costy transport and health benefit	4/20/2023 6:53 PM
6	great but needs to extend tracks to closer suburbs such as Lewiston track reserves.	4/19/2023 4:33 PM
7	I love cycling! low cost transport good for health	4/19/2023 12:13 PM
8	Wellbeing	3/29/2023 7:46 PM
9	All of the above plus giving kids something to do other than sitting on electronic devices	3/29/2023 7:38 PM
10	Personal health & well-being, families connecting, community spirit enhanced through safe areas to exercise	3/29/2023 5:15 PM

Q5 What barriers do you experience to cycling more in Two Wells? (these may be your own personal situation such as lack of time, places you want to go are a long way or it may be physical things, like amount of traffic, feeling unsafe, or lack of end of trip facilities like bike racks, change facilities)

Answered: 10 Skipped: 3

n/a	
1/4	5/3/2023 12:50 PM
Places I want to explore are a great distance, traffic has increased and I feel unsafe to walk or cycle.	4/26/2023 1:28 PM
No specified bike lanes or pathways within the township or surrounding arterial roads. Uneven road surfaces. Traffic speeding	4/25/2023 2:58 PM
Traffic is definitely a concern for me	4/20/2023 6:53 PM
lack of decent tracks /surface types.	4/19/2023 4:33 PM
lack of safe pathways no bike racks around town traffic on some roads (mallala road, gawler road and old pt wakefield road have large trucks) and no shoulder to ride on so feel extremely unsuafe	4/19/2023 12:13 PM
Speed limits in certain areas some blind spots not ideal for cyclist.	3/30/2023 7:25 PM
No tracks, minimal roads to cycle on	3/29/2023 7:46 PM
Lack of bike paths	3/29/2023 7:38 PM
No where to ride safely like the cycle paths adjoining the expressway, certainly would not like to ride my bike along any of the local roads such as Mallala, Gawler, Old Port Wakefield due to risk of accident with vehicle - let alone taking children along there!	3/29/2023 5:15 PM
	or cycle. No specified bike lanes or pathways within the township or surrounding arterial roads. Uneven road surfaces. Traffic speeding Traffic is definitely a concern for me lack of decent tracks /surface types. lack of safe pathways no bike racks around town traffic on some roads (mallala road, gawler road and old pt wakefield road have large trucks) and no shoulder to ride on so feel extremely unsuafe Speed limits in certain areas some blind spots not ideal for cyclist. No tracks, minimal roads to cycle on Lack of bike paths No where to ride safely like the cycle paths adjoining the expressway, certainly would not like to ride my bike along any of the local roads such as Mallala, Gawler, Old Port Wakefield

Q6 What would you like to see changed to enable more cycling in Two Wells?(think about physical changes such as paths or wayfinding signs and also people things like cycling groups or events)?

#	RESPONSES	DATE
1	n/a	5/3/2023 12:50 PM
2	We need cycling lanes marked on the side of the road	4/30/2023 2:46 PM
3	Walking/cycling paths, wayfinding signs and walking/cycling trails and groups.	4/26/2023 1:28 PM
4	Places of interest to cycle to. Local cycling competitions/events similar to Park Run events Clear and defined cycling pathways	4/25/2023 2:58 PM
5	Established paths to protect against punctures from local flora in park areas	4/20/2023 6:53 PM
6	dedicated cycle / walk paths/tracks linking to near suburbs such as Lewiston.	4/19/2023 4:33 PM
7	designated paths for cycling away from traffic, signs, low lighting, bike racks around town, crossings so its safe for kids	4/19/2023 12:13 PM
8	Needs to be a lot safer with bike lanes stop signs ect to be safe speed limits ect	3/30/2023 7:25 PM
9	Rail crossing joining eden and liberty	3/29/2023 7:46 PM
10	I would like to see a safe bike path built all the way to Xavier college so that kids can ride their bikes to and from school. This would also help with all the car congestion at school drop off and pick up	3/29/2023 7:38 PM
11	Adjoining bike ways to the major roads in area to enable safe exercise & family outings	3/29/2023 5:15 PM

Answered: 11 Skipped: 2

Q7 Two Wells is a country town with long distances within the town and to nearby places. Electric bikes enable greater distances in less time. Do you have any comments about what might be needed to support use of electric bikes within the town and to nearby places?

#	RESPONSES	DATE
1	I feel like the youth would destroy the electric bikes, and they would be left at random places, potential vandalism threat	5/3/2023 12:50 PM
2	They should be fully supported	4/30/2023 2:46 PM
3	Not really, bicycle's are better for health and well-being.	4/26/2023 1:28 PM
4	Would certainly needed a free charging station. Perhaps there could be a hire facility to encourage visitors to stop, hire an electric bike and tour around the town.	4/25/2023 2:58 PM
5	charging facilities? and community repair posts for their analog counterparts	4/20/2023 6:53 PM
6	no, first get the pathways/ Tracks made that might suite both walkers and cycles.	4/19/2023 4:33 PM
7	yes it would be great to have a bike path between two wells and mallala and dublin and lower light and back to two wells to encourage longer distance riding for residents	4/19/2023 12:13 PM
8	Silly question.	3/29/2023 7:46 PM
9	Not necessary at this point. I think we have bigger fish to fry in two wells than worry about electric bikes.	3/29/2023 7:38 PM
10	Why electric bikes, build decent adjoining bike pathways and I'm sure the community will dust off the existing push bikes to use them.	3/29/2023 5:15 PM

Answered: 10 Skipped: 3

Two Wells Walking Cycling Plan Consultation

SurveyMonkey

Q8 Do you like the idea of paths and loops like these generally?

Answered: 11 Skipped: 2

#	RESPONSES	DATE
1	yes	5/3/2023 12:50 PM
2	Yes	4/30/2023 2:46 PM
3	Yes if they connect to existing surrounding suburbs and areas.	4/26/2023 1:28 PM
4	Yes, people love to keep track of how far they've ridden and this offers a great variety	4/25/2023 2:58 PM
5	yes	4/20/2023 6:53 PM
6	yes	4/19/2023 4:33 PM
7	yes except please consider the football oval during sporting matches and how you would ensure the path will not impact game day entrance. Volunteers are hard to come by and please dont expect that the football club will 'just have to manage'	4/19/2023 12:13 PM
8	Love the idea!! I love a long walk and currently have to walk every st in Eden just to get close to walking 4km, it's great watching the progress of house builds but is otherwise boring	4/19/2023 12:01 PM
9	Yes	3/29/2023 7:46 PM
10	100% allows people to plan either short or longer stints or exercise or family outings	3/29/2023 5:15 PM
11	Yes, this is a great idea. Well signposted paths, particularly with separated bike tracks (from traffic) makes it easy for all ages to enjoy.	3/29/2023 4:14 PM

Two Wells Walking Cycling Plan Consultation

SurveyMonkey

Q9 What do you see as important for paths and loops?(e.g. flat surface, safe crossing points, illuminated, way finding signs with amount of time walk, things to look at)

Answered: 13 Skipped: 0

#	RESPONSES	DATE
1	flat surfaces, better crossing areas, more lighting	5/3/2023 12:50 PM
2	All of the items listed. Make it happen	4/30/2023 2:46 PM
3	All of the above mentioned.	4/26/2023 1:28 PM
4	safe crossing points even surfaces good lighting things to look at - a destination nearby toilets	4/25/2023 2:58 PM
5	Flat surfaces or established paths that provide appropriate traction for inclines or descents	4/20/2023 6:53 PM
6	flat surface.	4/19/2023 4:33 PM
7	safe crossing points, low lighting, way finding signage, drinking fountains or points, safety	4/19/2023 12:13 PM
8	Flat surface, safe crossing points, lighting for night walks All the examples above!	4/19/2023 12:01 PM
9	Pram access . Safe crossing points	3/30/2023 7:25 PM
10	No feral scrub/snakes bulging onto a small pathway. Have large pathways with clearings. Signs would be good.	3/29/2023 7:46 PM
11	Safe crossing points, flat surfaces	3/29/2023 7:38 PM
12	Flat surfaces, safe crossing points, lighting is a must!	3/29/2023 5:15 PM
13	Good signage, safe crossing for children, separated from main traffic, spots to stop (ie water fountains, seating)	3/29/2023 4:14 PM

Q10 What are your comments on the six paths and loops?Feel free to comment on all six or none. What do you like? Any particular comments?

Answered: 7 Skipped: 6

ANSWER CHOICES	RESPONSES	
Two Wells Centre (5km)	85.71%	6
Freedom Gameau (3.6km)	71.43%	5
Wildflower Walk (6km)	71.43%	5
History Walk (6km)	57.14%	4
Town Circuit (8km)	85.71%	6
Rural View (13km)	85.71%	6

#	TWO WELLS CENTRE (5KM)	DATE
1	needs upgrades	5/3/2023 12:50 PM
2	If this goes behind/through the football oval complex how will it be separated, especially on game day when people have to pay to get in?	4/25/2023 2:58 PM
3	appreciate the loop connection up to the oval	4/20/2023 6:53 PM
4	like but worried about the oval and football impact	4/19/2023 12:13 PM
5	Perfect!	4/19/2023 12:01 PM
6	Just build them	3/29/2023 5:15 PM
#	FREEDOM GAMEAU (3.6KM)	DATE
1	needs lighting	5/3/2023 12:50 PM
2	not affected by it, feel it provides better opportunity for the population in Gameau to move freely in safety	4/20/2023 6:53 PM
3	good	4/19/2023 12:13 PM
4	Great when you have limited time!	4/19/2023 12:01 PM
5	Just build them	3/29/2023 5:15 PM
#	WILDFLOWER WALK (6KM)	DATE
1	needs lighting	5/3/2023 12:50 PM
2	not affected, but appreciate that it will make the trainline more accessible/safer	4/20/2023 6:53 PM
3	good	4/19/2023 12:13 PM
4	Great when you have more time up your sleeve	4/19/2023 12:01 PM
5	Just build them	3/29/2023 5:15 PM
#	HISTORY WALK (6KM)	DATE
1	excited for the prospect of it	4/20/2023 6:53 PM
2	worried about crossing Highway 1	4/19/2023 12:13 PM
3	As above	4/19/2023 12:01 PM
4	Just build them	3/29/2023 5:15 PM
#	TOWN CIRCUIT (8KM)	DATE

Т	wo Wells Walking Cycling Plan Consultation	SurveyMonkey
1	needs upgrades	5/3/2023 12:50 PM
2	feel this is already accessible as an informal route, but clear borders for safety are appreciated	4/20/2023 6:53 PM
3	good	4/19/2023 12:13 PM
4	A good challenge	4/19/2023 12:01 PM
5	Excellent, should be priority 1.	3/29/2023 7:46 PM
6	Just build them	3/29/2023 5:15 PM
#	RURAL VIEW (13KM)	DATE
1	needs lighting, upgrades, safer path, bitumen	5/3/2023 12:50 PM
2	probrably not a circuit i would personally concern myself with	4/20/2023 6:53 PM
3	good	4/19/2023 12:13 PM
4	Even better challenge!!	4/19/2023 12:01 PM
5	Random dirt roads that are a quagmire in winter arent a "walking trail". Good idea if done properly.	3/29/2023 7:46 PM
6	Just build them	3/29/2023 5:15 PM

SurveyMonkey

57.14%

4

Q11 What do you think of these 16 physical projects generally? Feel free to comment on all six or none. What do you like? Any particular comments?

ANSWER CHOICES RESPONSES 100.00% 7 1. Improving walking/cycling accessibility with Mainstreet & Recreation Precinct growth; 57.14% 4 2. Walking and the new Flood Levy; 85.71% 6 3. Install Maze way rail crossings at Elizabeth Street; 71.43% 5 4. Better connect Gameau estate; 85.71% 6 5. Improve walking/cycling along Gawler Road; 42.86% 3 6. Cobden/Stockyard Crossing; 42.86% 3 7. Mallala Northern Path; 85.71% 6 8. Grade Separated Walking/Cycling Crossing at Sharpe/Mallala/Train Line; 57.14% 4 9. Explore Future for former Train Station including shared paths north of Gawler Road; 85.71% 6 10. Physical Town Entries; 42.86% 3 11. Light Gaps in the Original Township; 57.14% 4 12. Communicate through Naming & Wayfinding; 7 100.00% 13. Greening & facilities, e.g. seats, art & bike racks; 28.57% 2 14. Maintain Ability to Informally cross Port Wakefield Highway; 42.86% 3 15. Join Two Wells Network to Nearby Work & Places;

16. Integrate Hicks future development including preferred train crossing points

#	1. IMPROVING WALKING/CYCLING ACCESSIBILITY WITH MAINSTREET & RECREATION PRECINCT GROWTH;	DATE
1	Certainly needed, also need safe pedestrian/cycling crossings	4/25/2023 2:58 PM
2	as opposed to a large median strip, i feel there is need for a low profile zebra crossing in the mainstreet	4/20/2023 6:53 PM
3	great idea	4/19/2023 4:33 PM
4	worried about football matches and paid entrance and access	4/19/2023 12:13 PM
5	Absolutely needs to happen sooner rather than later.	4/19/2023 12:01 PM
6	Good	3/29/2023 7:46 PM
7	Great, just do it	3/29/2023 5:15 PM
#	2. WALKING AND THE NEW FLOOD LEVY;	DATE
1	great idea	4/19/2023 4:33 PM
2	love this trail	4/19/2023 12:13 PM
3	Ok	3/29/2023 7:46 PM
4	Great, just do it	3/29/2023 5:15 PM
#	3. INSTALL MAZE WAY RAIL CROSSINGS AT ELIZABETH STREET;	DATE

Answered: 7 Skipped: 6

Т	wo Wells Walking Cycling Plan Consultation	SurveyMonkey
1	Definitely needed	4/25/2023 2:58 PM
2	of great benefit to community safety	4/20/2023 6:53 PM
3	like	4/19/2023 12:13 PM
4	Definitely needs to happen ASAP	4/19/2023 12:01 PM
5	Good	3/29/2023 7:46 PM
6	Great, just do it	3/29/2023 5:15 PM
#	4. BETTER CONNECT GAMEAU ESTATE;	DATE
1	SA	4/20/2023 6:53 PM
2	like	4/19/2023 12:13 PM
3	ASAP as well, a Gameau estate resident & its very frustrating not having proper connect	4/19/2023 12:01 PM
4	Must do	3/29/2023 7:46 PM
5	Great, just do it	3/29/2023 5:15 PM
#	5. IMPROVE WALKING/CYCLING ALONG GAWLER ROAD;	DATE
1	Continued footpath to link estates and separate from road traffic needed	4/25/2023 2:58 PM
2	great idea	4/19/2023 4:33 PM
3	yes, traffic is a concern	4/19/2023 12:13 PM
4	Definitely a good idea for everyone's safety. I probably wouldn't use it just because I have small kids and that scares me being on a 100km road	4/19/2023 12:01 PM
5	Very good	3/29/2023 7:46 PM
6	Great, just do it	3/29/2023 5:15 PM
#	6. COBDEN/STOCKYARD CROSSING;	DATE
1	very concerned about safety crossing - this is on a bend and can be a blind spot	4/19/2023 12:13 PM
2	Good	3/29/2023 7:46 PM
3	Great, just do it	3/29/2023 5:15 PM
#	7. MALLALA NORTHERN PATH;	DATE
1	concern about mallala road heavy traffic	4/19/2023 12:13 PM
2	Good	3/29/2023 7:46 PM
3	Great, just do it	3/29/2023 5:15 PM
#	8. GRADE SEPARATED WALKING/CYCLING CROSSING AT SHARPE/MALLALA/TRAIN LINE;	DATE
1	This is essential to enable residents who access Xavier college a safe and convenient crossing as well as linking the two estates	4/25/2023 2:58 PM
2	great idea	4/19/2023 4:33 PM
3	concern about crossing mallala road - heavy traffic	4/19/2023 12:13 PM
4	A safe connection between eden & liberty estates is very important	4/19/2023 12:01 PM
5	Very good	3/29/2023 7:46 PM
6	Great, just do it	3/29/2023 5:15 PM
#	9. EXPLORE FUTURE FOR FORMER TRAIN STATION INCLUDING SHARED PATHS NORTH OF GAWLER ROAD;	DATE
1	why not put a passenger trainline in?	4/20/2023 6:53 PM
2	good looks safe	4/19/2023 12:13 PM
3	Good	3/29/2023 7:46 PM
4	Great, just do it	3/29/2023 5:15 PM

Т	vo Wells Walking Cycling Plan Consultation	SurveyMonkey
#	10. PHYSICAL TOWN ENTRIES;	DATE
1	Essential to highlight pride in the town. Need something that reflects the area. Eden entrance sign looks great and could emulate	4/25/2023 2:58 PM
2	Virginia	4/20/2023 6:53 PM
3	great idea	4/19/2023 4:33 PM
4	Upgrades would be great	4/19/2023 12:01 PM
5	Must do	3/29/2023 7:46 PM
6	Great, just do it	3/29/2023 5:15 PM
#	11. LIGHT GAPS IN THE ORIGINAL TOWNSHIP;	DATE
1	Definitely needs to be well lit throughout the township and side streets like Petticoat Lane	4/25/2023 2:58 PM
2	Virginia	4/20/2023 6:53 PM
3	Great, just do it	3/29/2023 5:15 PM
#	12. COMMUNICATE THROUGH NAMING & WAYFINDING;	DATE
1	Very important especially for visitors to the area	4/25/2023 2:58 PM
2	good	4/19/2023 12:13 PM
3	Great idea	4/19/2023 12:01 PM
4	Great, just do it	3/29/2023 5:15 PM
#	13. GREENING & FACILITIES, E.G. SEATS, ART & BIKE RACKS;	DATE
1	Sounds great	4/25/2023 2:58 PM
2	would appreciate rest stops	4/20/2023 6:53 PM
3	great idea	4/19/2023 4:33 PM
4	yes	4/19/2023 12:13 PM
5	Seat stops along the paths is a great idea for elderly, people with little kids, anyone really!	4/19/2023 12:01 PM
6	Good	3/29/2023 7:46 PM
7	Great, just do it	3/29/2023 5:15 PM
#	14. MAINTAIN ABILITY TO INFORMALLY CROSS PORT WAKEFIELD HIGHWAY;	DATE
1	concern about safety	4/19/2023 12:13 PM
2	Great, just do it	3/29/2023 5:15 PM
#	15. JOIN TWO WELLS NETWORK TO NEARBY WORK & PLACES;	DATE
1	yes	4/19/2023 12:13 PM
2	Great idea!	4/19/2023 12:01 PM
3	Great, just do it	3/29/2023 5:15 PM
#	16. INTEGRATE HICKS FUTURE DEVELOPMENT INCLUDING PREFERRED TRAIN CROSSING POINTS	DATE
1	Yes this would be a good idea	4/25/2023 2:58 PM
2	concern about crossing Mallala Road	4/19/2023 12:13 PM
3	Great idea!	4/19/2023 12:01 PM
4	Great, just do it	3/29/2023 5:15 PM

SurveyMonkey

Q12 Are there obvious facts or information missing in the Two Wells Walking Cycling Plan?

Answered: 3 Skipped: 10

#	RESPONSES	DATE
1	n/c	4/20/2023 6:53 PM
2	crossing Mallala road to liberty - B doubles use this road and its unsafe	4/19/2023 12:13 PM
3	The plans look really good & it's great to see that what most of the general public would be concerned about is being addressed. As long as all paths have safe road crossings and connect properly I think that's the main thing.	4/19/2023 12:01 PM

SurveyMonkey

Q13 What do you think about the Walking Cycling Plan overall?

Answered: 8 Skipped: 5

1 2 3	Love it It's a good start!	4/30/2023 2:46 PM
-	It's a good start!	1/26/2022 1·29 DM
2		4/20/2023 1.20 PIVI
3	I think this is a great step in the right direction for improving physical and mental health of residents and offering a variety of options to "know your own backyard" by getting out and about in it, in a safe and accessible way.	4/25/2023 2:58 PM
4	I am excited and look forward to the final plans	4/20/2023 6:53 PM
5	excellent - looking forward to bike/cycle paths around the township for myself and my kids	4/19/2023 12:13 PM
6	It'll be great for the town & growing population. Lots of mums who would unitize these paths on a daily basis also. And safe bike tracks for children to road to both schools is a must. Hopefully this is a project that will get rolled out sooner rather than later.	4/19/2023 12:01 PM
7	Looks good if done properly. Using a random bumpy dirt road to join areas isnt a bike trail.	3/29/2023 7:46 PM
8	Totally supportive, don't spend years implementing - start now!	3/29/2023 5:15 PM

SurveyMonkey

Q14 Any other comments?

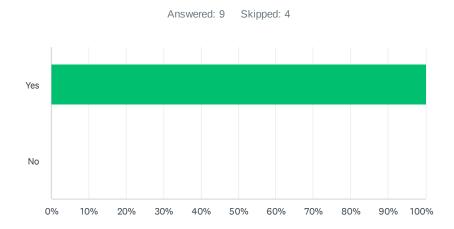
Answered: 2 Skipped: 11

#	RESPONSES	DATE
1	Excited to use this new trail and the prospect of potentially starting up a community Parkrun for our area	4/20/2023 6:53 PM
2	consider rerouting traffic via temby road through to williams and then back to Gawler Road to make mallala road and gawler roads safer for everyone and the town more connected	4/19/2023 12:13 PM

SurveyMonkey

Two Wells Walking Cycling Plan Consultation

Q15 If you want to be advised of the outcome of the consultation, please select YES



ANSWER CHOICES	RESPONSES	
Yes	100.00%	9
No	0.00%	0
TOTAL		9

18/19

SurveyMonkey

Q16 If you want to be kept informed on the outcomes of consultation and selected YES above, please enter your name and email address?

ANSWE	R CHOICES	RESPONSES	
Name		100.004	1
Email A	ddress	90.00%	
H	NAME		DATE
1			5/3/2023 12:50 PM
2	Nicole		4/30/2023 2:46 PM
Е	Jane		4/26/2023 1.28 PM
4			4/25/2023 2:58 PM
5	Madison Sawyer		4/20/2023 6:53 PM
6	Nick		4/19/2023 4:33 PM
7	karen williams		4/19/2023 12:13 PM
8			4/19/2023 12:01 PM
9	Anastasia		3/29/2023 7:38 PM
10	Natalie		3/29/2023 5:15 PM
70	EMAIL ADDRESS		DATE
1			5/3/2023 12:50 PM
2			4/30/2023 2:46 PM
3	Name and Address of the Owner o		4/26/2023 1:28 PM
4			4/25/2023 2:5B PM
5			4/20/2023 6:53 PM
6			4/19/2023 4:33 PM
7			4/19/2023 12:01 PM
н	in the second		3/29/2023 7:38 PM
9			3/29/2023 5:15 PM

Auswened 10 Shonperd 3

19/19

Notes – Two Wells Primary Students Input to Draft Two Wells Walking Cycling Plan



13 December 2022

As part of the last week of school, around a dozen future year six students were asked to participate in a session on walking and cycling in Two Wells.

With support from SSO Michelle and input from David Bailey, Strategic Project Officer Adelaide Plains Council, the students received some background information and considered seven questions.

The input received will be considered as part consultation to commence in early 2023 on a draft Two Wells Walking Cycling Plan.



Some of the Students who participated (Permission granted for photos to be used publicly)

Observations

Question	Comments
Benefits of walking?	Meet others
	Get exercise
	Time outside
	Less costly
Barries to walking?	Amount of cars
	Traffic not stopping
	Walkways too close to the road
	Disabled people no space, no wheelchair parks
	Lack of shelter from rain or heat
	Walking on the footpath, feeling overawed by people milling about
	outside Two Wells two hotels.
Want changed?	More shelters against rain
	More paths away from road
	Wider paths
	Better places to want to walk to
Benefits of cycling?	Meet others
	Going out
	Physical health
	Less costly
Barrriers to cycling?	Feeling unsafe
	Dangerous traffic speeding
	No short cut routes
Want changed?	Bike racks
	Bike lanes
	Slower traffic
	Signs so people don't get lost
What is needed to	Make available to hire
support ebikes?	Charging places
	Should be at affordable price
	Escooters

1.

Questions Considered

What do you think are the benefits of more

people walking in Two Wells? (this may be things like personal health, feeling better, different options to get around, being outside, meeting others)

2. What problems do you experience to walking

more in Two Wells? (these may be your own personal situation such as lack of time, places you want to go are a long way or it may be physical things, like amount of traffic, or feeling unsafe)

3. What would you like to see changed to enable

more walking in Two Wells? (think about physical changes such as paths or wayfinding signs and also people things like walking groups or walking events)?

4. What do you think are the benefits of more

people cycling in Two Wells? (this may be things like personal health, feeling better, low-cost transport, being outside, meeting others)

5. What problems do you experience to cycling more

in Two Wells? (these may be your own personal situation such as lack of time, places you want to go are a long way or it may be physical things, like amount of traffic, feeling unsafe, or lack of end of trip facilities like bike racks, change facilities)

6. What would you like to see changed to enable

more cycling in Two Wells? (think about physical changes such as paths or wayfinding signs and also people things like cycling groups or events)?

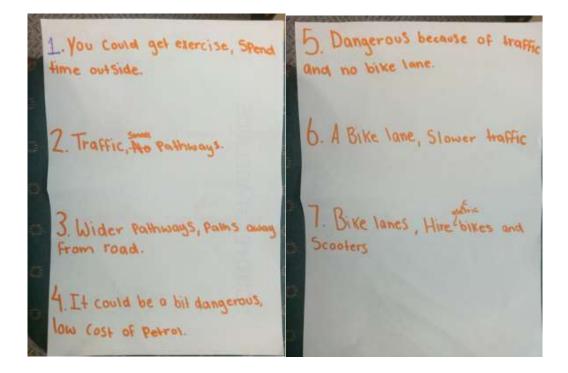
7. Two Wells is a country town with long distances within the town and to nearby places. Electric bikes enable greater distances in less time. Do you have any comments about what might be needed to support use of electric bikes within the town and to nearby places?

to + Auch discibled people have no sease for there wheel chairs to MOVP Seople Walk Total and starts ain people have no shelterk to go and if + Starts to get to no there should be Shelte and water for People. beopleon bikes. Think that people shoud ride bitter that people wan meet people and be triends so that reorie have a close friend Ship the cars, No short cuts, pubsic it olver people and strangers youdont know mabey more sign Signs sopeople don't · get lost. I think that electric bikes shoud be availibul und people can hire and lower the price on so people cannite them and a place that says electric bikes here make sharyou have the chargeron and in the bikethank you us 11

2. the amount of cars. 3. more shelters if its raining Phisael health meating other 5 rain not unoughth room to cross. not feeling safe. 2 puges when with 6 more porking spots to see if cars are comaing. 7. lover the prices. advertizing

11. Bive Portnes So coving don't yell our US porth wase so the elidity can get A out + People in wheel chairs. 32 - traffic not stopping, Making it hand to Cross roads Theres NO She Hers from rain, Sun). B. meeting people and going out 4 theres short cuttes us wand to the wells 5 feeling unsafe mended more short ants. 6 theres no like racks near the bike tracks. 7. put eletric Bikes and scopters.

LThat the Electric scoolers in the city should also belong in the news as they for the people that want have enough mony. 2. more where chair farks. 1- Get exercise Time outside 5 Dangerous Traffic Speeding 2 Traffic No pathways Walking too close to the road 6 Safe bike routes Slower traffic Bike lunes Paths 3 More paths away from road Better places people want to walk to 7. Being able to hire electric bikes 4. Don't need to pay to ride Bike lanes



From: Sean Frost <SFrost@ARTC.com.au>
Sent: Friday, 7 April 2023 9:56 PM
To: David Bailey <DBailey@apc.sa.gov.au>
Subject: RE: Consultation started on the Walking Cycling Plan for Two Wells - Please comment by 2 May 2023

CAUTION: This email is from a person outside of Adelaide Plains Council. Do not click on links or open attachments - unless you recognise the sender and know the content is safe Hi David,

Thankyou for the opportunity to provide comment.

There is a national rail safety objective (that ARTC supports) to not create additional at grade level crossing or pedestrian crossing unless existing crossing are closed to reduce or maintain the overall number. If new crossing are negotiated with ARTC, then design will need to comply with appropriate standards and costs meet by parties other than ARTC.

Access into the ARTC rail corridor can only occur via ARTC's Third Party Works application process and unofficial walking trails within the rail corridor are not permitted. However, ARTC is open to exploring commercial opportunities that do not impact safety or rail operations.

Future residential development will need to consider train movements within the existing ARTC rail corridor and the potential for noise and vibration concerns. Connectivity across the ARTC rail corridor via grade separation (over or below) would require thorough investigation and cost analysis, with costs meet by parties other than ARTC.

Hope this information is of assistance to you.

Regards Sean

Sean Frost Property Manager, Adelaide Interstate Network



MLM/23-0100

1 May 2023

Ms Ruth Vagnarelli Hickinbotham Group of Companies 25 North Terrace HACKNEY SA 5069



Traffic • Parking • Transport

Unit 6, 224 Glen Osmond Road FULLARTON SA 5063

T: +61 8 8338 8888 F: +61 8 8338 8880 E: mfya@mfy.com.au W: mfy.com.au

MFY Pty Ltd ABN 79 102 630 759

Dear Ruth,

WALKING CYCLING PLAN FOR TWO WELLS 2023-2026

We are in receipt of the Adelaide Plains Council draft Walking Cycling Plan for Two Wells. As requested, we have reviewed the Plan as it relates to best practice for pedestrians and cyclists. In completing the review, we have had regard to the implications associated with your development sites, particularly in respect to opportunities for integration and improved facilities to foster walkability and cycling opportunities.

In regard to the Liberty development, Council has previously endorsed the master plan for the Liberty estate, which shows the form and distribution of major collector roads and public open space. The broad structure of the estate has been established. The estate will deliver walking and cycling infrastructure however any broader network planning needs to have regard to the master plan already endorsed .Further, the master plan informed the Two Wells Development Deed which would take precedence should there be any inconsistency between the documents.

Notwithstanding this above, we have completed a holistic review of the draft Plan, as it relates to walking and cycling opportunities and road safety and provide the following suggestions where areas of the plan could be improved:

- the plan does not differentiate between areas where infrastructure has been provided and those where there is currently limited infrastructure. This is important to understand as there will be areas with existing footpaths which provide for pedestrian/cycling connectivity which have not been identified in the Plan but would be preferred direct routes for users;
- there are a number of examples where the linkages identified do not reflect the likely preferred route for pedestrians/cyclists to destinations. Pedestrians and cyclists will typically use the most direct connection rather than a circuitous route and this should be identified in the Plan;
- while detailed designs of the infrastructure would be subsequently prepared, further
 engineering investigations are required at this planning stages to understand if the proposed
 connections can be delivered. There are a number of locations where existing constraints could
 result in an alternative planning outcome for the routes (such as train crossings);

F:\23-0100 Ruth Vagnarelli 1 May 233

23-0100 1 May 2023 Page 2 of 3



- there would be an opportunity to add to the Plan by identifying the road hierarchy and what infrastructure requirements should be provided to facilitate safe walking and cycling;
- the link nominated at the Old Port Wakefield Road/Mallala Road intersection ("the roundabout") does not recognise the constraints associated with this (future) infrastructure and that the design has not provided specific cycling infrastructure;
- the nominated location for the grade separated pedestrian crossing at the railway does not appear to provide for the greatest connectivity for residents east of the railway to the town centre or the schools. The provision of such significant infrastructure would be better placed where maximum benefit for vulnerable road users (such as school children) would be achieved;
- provision of facilities along Mallala Road should be identified on the Plan as it would be important to provide for vulnerable road users adjacent this arterial road;
- the reference to maintaining informal connections across Port Wakefield Road without considering safety implications is a concern and warrants further review to understand if treatments to improve safety are required. It would be a missed opportunity to not address pedestrian and cyclist desire lines where these are evident;
- it is unclear how the network will link to "nearby work and places", and this should be either better defined or removed from the Plan.
- Gawler Road is an OD route which means that the proposed streetscape is potentially problematic (the road needs to cater for a wide load). The proposed streetscape will be significantly compromised if it is to allow for this route, which DIT required as part of the roundabout design;
- It is not clear on the plans what type of cycling infrastructure is proposed for each route (onroad lane/off-road path etc.). Better definition in respect to the type of facilities would better inform the infrastructure requirements and the level of connection proposed;

In regard to the specific implications associated with the Liberty Estate development, the following matters warrant review:

- there are a number of facilities suggested which are not consistent with the Master Plan for the site. Further consideration should be given to whether it is appropriate to digress from the approved design for the site;
- the Plan does not clarify the installation requirements for the proposed infrastructure. While
 this could be a matter for detailed design, confirmation that the proposed networks are to be
 included in Council's funding programme should be included to avoid any misconceptions that
 such works will form part of the development of the land, particularly where the proposal is
 not consistent with the Deed;
- the Plan suggests an alternative freight route to Sharpe Road. While this is only offered as a
 suggestion in the document, relocation of freight to Sharpe Road would result in large vehicles
 bisecting the residential areas between Port Wakefield Road and Mallala Road, would be
 detrimental to road safety and would have significant negative implications for the

23-0100 1 May 2023 Page 3 of 3



development of the residential area. Any reference to Sharpe Road as it relates to the freight route should be removed; and

 further investigation to inform the study in respect to any potential for additional connections across the railway would be desirable, given the suggestion that such connection(s) would be facilitated with the future development in the NE quadrant of the area depicted in the Plan. In particular, any aspirations of Council for a future crossing of the railway should be clarified as such a crossing would not likely be endorsed as part of a development proposal and should be a matter for discussion by Council.

In summary, there are a number of aspects of the draft Walking Cycling Plan for Two Wells which would benefit by additional investigations and greater detail relating to the proposed facilities and how they will be delivered.

Existing constraints on the road network will result in a number of construction challenges for the infrastructure and further assessment to identify how these could be delivered would be beneficial for the Plan.

Importantly, there should be consistency between the approved Master Plan for the Liberty Estate and the Plan in relation to pedestrian and cycling connections in order for a consistent approach to developing safe walkable communities to be achieved.

Yours sincerely, MFY PTY LTD

Alla

MELISSA MELLEN Director



From: Lester, Cory SGT <cory.lester@defence.gov.au> Sent: Tuesday, 28 March 2023 2:17 PM To: Info <info@apc.sa.gov.au> Subject: Two Wells Walking Cycling Plan [SEC=UNOFFICIAL]

UNOFFICIAL

Good Afternoon Two Wells Council,

I would like to make a suggestion for the walking and cycling plan.

There needs to be a safe place for small kids to cross Mallala rd when walking from Xavier School into the town centre or Tangari estate. A overpass would be ideal so they can walk across the road without having to navigate the parents driving or trucks on Mallala rd.

Kind Regards

Cory Lester

MOB: 0422180688

Sent: Tuesday, 4 April 2023 9:49 AM

To: David Bailey <<u>DBailey@apc.sa.gov.au</u>> Subject: RE: Consultation started on the Walking Cycling Plan for Two Wells - Please comment by 2 May 2023

Hi David,

Please see my feedback below on the Walking Cycling Plan for Two Wells. A lot of my feedback is for short term physical projects which I have noticed.

The pedestrian crossing at the entrance of Longview is very long (almost 20m) and feels a bit unsafe. Could a pedestrian refuge be explored?



There are a number of paths in Eden that don't lead anywhere. Or are not linked to a crossing on the other side of the road, only guttering:



The main walking path along Magnolia doesn't lead anywhere once you reach the entrance. If Eden residents want to walk to the main street on a footpath they can't walk down Magnolia and Gawler Road, they have to walk through Tangari Estate.



Tangari Estate is a nightmare to walk through on bin day as everyone puts their bins on the footpath as there is no verge between the road and footpath. Walking with a pram and dog makes it very dangerous to walk on the road to avoid the bins.

In relation to the Warnings, Reminders and Enforcement section of the report. I think more consideration needs to go towards regulatory staff maintaining walkways from illegal parking issues. Cars are frequently parking across footpaths and crossings creating a safety issue. Existing regulatory officers are already flat out so I think some consideration needs to go towards more regulatory staff.



The footpath along Gawler road towards Hart reserve doesn't lead anywhere. I assume this is included in #5 for physical projects – Improve walking/cycling along Gawler Road?

Some pram crossings in Eden aren't sealed between the footpath and pram ramp



The longer term grade separated crossing over Mallala Road and Train lines is an excellent idea and much needed!

Great plan overall. Hopefully you get some good feedback from residents.

Cheers





This email and any attachments are intended solely for the named recipient only. The information it contains may be confidential or commercially sensitive. If you are not the intended recipient you must not use, reproduce or distribute any part of this email or disclose its contents to any other party. Please contact us immediately and then delete the message from your computer.

From:

Sent: Wednesday, 3 May 2023 1:02 PM To: David Bailey <<u>DBailey@apc.sa.gov.au</u>> Subject: Walking/Cycling Plan Consultation Feedback

Hi David

I've filled out the survey as best as I could, I don't cycle so I didn't comment on that. Here are some of the issues with the footpaths I've found around Longview, Eden and Gawler Road and a few comments about the main street

Longview

Large area to cross, cars tend to speed around the corner so it can be dangerous crossing



also tend to have residents cut across the road early instead of walking to the designated crossing (see red line), as the designated crossing you have to walk around the corner to get to it



Down other end of Longview there is a "park" that doesn't have appropriate cross overs from the footpath, you have to step down from the footpath (can be difficult in a pram), this is also on a corner, which is dangerous as cars tend to fly around the corner



End of the "park" footpath that drops to nothing



"Park" area in generals footpath is quite uneven, and leads to a basketball half court that is unmaintained



<u>Longview – Tangari – Eden</u>

The footpath just drops off coming out of Longiew, no safe crossing to get to Tangari or Eden



<u>Eden</u>

Large entrance to Eden, but the footpath stops at the road, no safe walking access to get across the main road, or to walk along side -



No footpath either side, forcing residents to walk along the dirt where there are ant hills, and in wet weather can be quite muddy/slippery

This alleyway connecting Tangari and Eden is constantly filled with rubbish, there's not really a designated path, and if it is its completely overgrown



This is another alleyway connecting the two estates, its more established but it also fills with rubbish

The path connecting the back of Eden/Tangari back to Gawler Road is quite unstable, theres not adequate lighting at night



Gawler Road

I think we could do something better here, crossing three times to get over the railway line is not ideal



Also no safe crossing path on this side of gawler road (snippet taken from above)



Walking from railway crossing to main street along Gawler Road on the left side is quite uneven, the trees planted along footpath are causing damage making the footpath quite dangerous to walk along, its also down hill so not enough stability if you were to trip and fall

Bushes near the vet/pub are quite overgrown and staff/residents of nearby facilities and housing park there car along so you have to walk through the bushes or out on the road



Corner of gawler road and old port wakefield road – when trucks turn the corner onto gawler road all the debri from the middle of the intersection flys all over the road (I got dirt in my eye from walking the other day)



Main Street

I understand that the public consult for the medium strip had been refused, but if I could suggest smaller islands in the middle to help with getting across Old Port Wakefield Road – especially near the Post Office as that's quite a large area to walk across



Regards



SUBMISSION FORM	0
Two Wells Walking Cycling Plan Consultation – March 2023	× / .
Feel free to answer whichever questions are of relevance to you. Using this form is not mandatory. If you prefer to email or send a letter, that is appropriate too.	requested but
If you need more information, refer to the Two Wells Walking Cycling Plan under co apc.sa.gov.au/	nsultation on
If you want to discuss the Plan, seek more information, or assistance making a subm contact David Bailey, Strategic Projects Officer, via info@apc.sa.gov.au or 85270200	
Please return this form by 9am Tuesday 2 May to info@apc.sa.gov.au or to PO Box 1 5502.	8, MALLALA SA
Name MARK KONEMANN Address STATURA AVE, TWO WELLS	
Email YOURHOTMUSIC OHOTMAIL - COM	
Mobile 0417449835	
A report to Council to consider submissions will be prepared upon the conclusion of pub If you wish your correspondence to remain anonymous for the purposes of a report to O UNDERLINE Yes Anonymous	

Walking

 What do you think are the benefits of more people walking in Two Wells? (this may be things like personal health, feeling better, different options to get around, being outside, meeting others)

WALKING IS THE BEST BASIC FITNESS

 What barriers do you experience to walking more in Two Wells? (these may be your own personal situation such as lack of time, places you want to go are a long way or it may be physical things, like amount of traffic, or feeling unsafe)

NA

3. What would you like to see changed to enable more walking in Two Wells? (think about physical changes such as paths or wayfinding signs and also people things like walking groups or walking events)?

NONE PEOPle DONT NEED SIGNS TO WALK. IF THEY HAVE THE WILL THEY WILL DO IT.

Cycling

4. What do you think are the benefits of more people cycling in Two Wells? (this may be things like personal health, feeling better, low-cost transport, being outside, meeting others)

NO BENEFITS, ONLY A PESTY PEOPLE

5. What barriers do you experience to cycling more in Two Wells? (these may be your own personal situation such as lack of time, places you want to go are a long way or it may be physical things, like amount of traffic, feeling unsafe, or lack of end of trip facilities like bike racks, change facilities)

NA

6. What would you like to see changed to enable more cycling in Two Wells? (think about physical changes such as paths or wayfinding signs and also people things like cycling groups or events)?

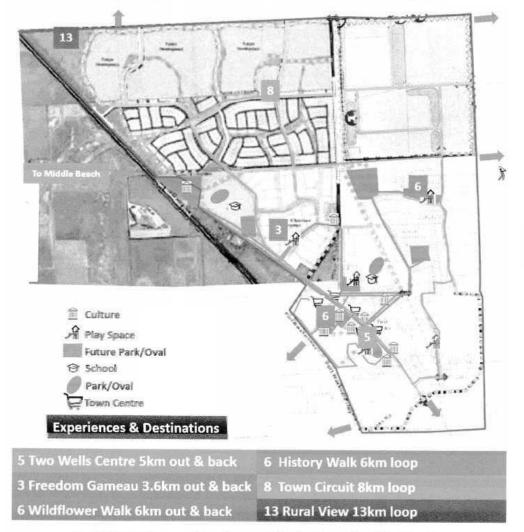
NOTHING

7. Two Wells is a country town with long distances within the town and to nearby places. Electric bikes enable greater distances in less time. Do you have any comments about what might be needed to support use of electric bikes within the town and to nearby places?

ELECTRICITY IS SAID TO CAUSE GLOBA (WARMING ENCOURAG WALKING ONCY.

Paths and Loops as Experiences and Destinations

Page 34 of the Plan shows six paths and loops experiences and destinations. These all require more investigation, detailed planning, Council working with relevant authorities and parties, and available funds (be it council budget and grants) to bring them about over the next 5 – 10 years.



Page Paths and Loops as Experiences and Destinations - Page 34 of the Plan

8. Do you like the idea of paths and loops like these generally?

WALKING PATHS ARE GOOD IF ADEORATE LIGHTING FOR NIGHTS.

WHEN IT RAINS THEY ARE NOT USED.

9. What do you see as important for paths and loops? (e.g. flat surface, safe crossing points, illuminated, way finding signs with amount of time to walk, things to look at)

LIGHTING

10. What are your comments on the six paths and loops i.e. <u>Two Wells Centre</u> 5km, <u>Freedom</u> <u>Gameau</u> 3.6km, <u>Wildflower Walk</u> 6km, <u>History Walk</u> 6km, <u>Town Circuit</u> 8km, <u>Rural View</u> 13km?

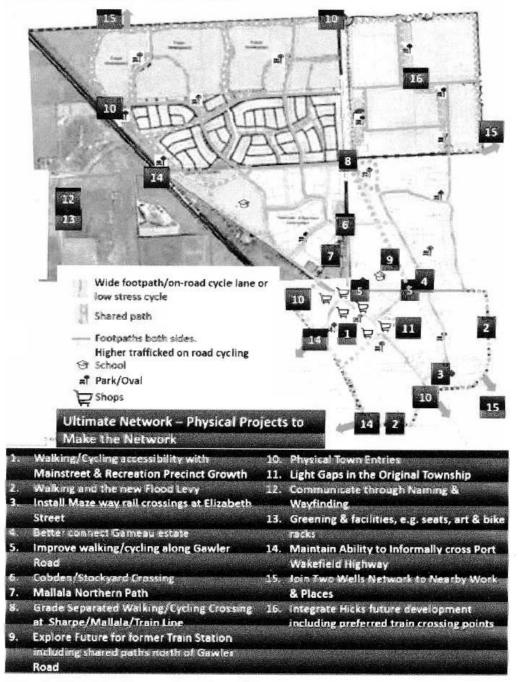
Feel free to comment on all six or none. If commenting, use the name underlined e.g. <u>Two Wells</u> <u>Centre</u>

a. What do you like?

b. Any particular comments?

16 Physical Project to Make the Walking Cycling Network

Page 36 of the Plan shows 16 physical projects to make the walking cycling network. Detail on each is on pages 40 to 72 of the Plan. These all require more investigation, detailed planning, Council working with relevant authorities and parties, and available funds (be it council budget and grants) to bring them about over the next 5 – 10 years.



16 Physical Projects to Make the Network - Page 36 of the Plan. Detail on each is on pages 40 to 72

11. What do you think of these 16 physical projects generally, i.e.,

1 Improving walking/cycling accessibility with Mainstreet & Recreation Precinct growth;

2 Walking and the new Flood Levy;

3 Install Maze way rail crossings at Elizabeth Street;

- 4 Better connect Gameau estate;
- 5 Improve walking/cycling along Gawler Road;
- 6 Cobden/Stockyard Crossing;
- 7 Mallala Northern Path;

8 Grade Separated Walking/Cycling Crossing at Sharpe/Mallala/Train Line;

9 Explore Future for former Train Station including shared paths north of Gawler Road;

- 10 Physical Town Entries;
- 11 Light Gaps in the Original Township;
- 12 Communicate through Naming & Wayfinding;
- 13 Greening & facilities, e.g. seats, art & bike racks;
- 14 Maintain Ability to Informally cross Port Wakefield Highway;
- 15 Join Two Wells Network to Nearby Work & Places;

16 Integrate Hicks future development including preferred train crossing points

Feel free to comment on all 16 or none. If commenting, use the name underlined e.g. <u>Mainstreet</u> <u>& Recreation</u>

a. What do you like?

ENCOURAGE TOURISTS

b. Any particular comments?

THE ROAD WAYS ARE TOO DANGEROUS TO ENCOURAGE EYELING.

Various

12. Are there obvious facts or information missing in the Two Wells Walking Cycling Plan?

13. What do you think about the Walking Cycling Plan overall?

14. Any other comments?

15. If you want to be advised of the outcome of consultation, please write YES

Are you registered in the online business and community directory?

Businesses and community groups are invited to register on Council's online business and community directory. The directory provides a guide community groups and businesses located in the District.

apc.sa.gov.au/our-council/business-and-community-directory

TWO WELLS WALKING AND CYCLING PLAN 2023 - 2026



For Consultation March 2023



Contents

SCOPE	4
BACKGROUND	4
PURPOSE	4
HOW WILL THIS PLAN BE USED AND UPDATED	4
RELATIONSHIP WITH OTHER STRATEGIES	6
PLANNING CONTEXT	7
Australian Government	7
Active Transport for Work at Two Wells - 30 Year Plan for Greater Adelaide	8
Healthy Two Wells Neighbourhoods - 30 Year Plan for Greater Adelaide	9
Regional Health Plan	11
Disability Access and Inclusion	13
Planning for Healthy and Active Communities	14
Two Wells Traffic Impact Study 2014	15
Old Port Wakefield Road, Two Wells Master Plan 2020	16
POPULATION AND WELLBEING CONTEXT	19
Planned Urban Growth, More Families and Ageing	19
Wellbeing Benefits of Being Active	20
Walking Research of RAA Members	22
Main Streets	22
Strava Run Walk Cycle	23
Strava Cycle	24
PHYSICAL CONTEXT	25
Key Physical Challenges	25
Mixed Accessibility impacted by Distance and Ageing	26
Nearby Agribusiness and Living Future	27
SUPPORTIVE AND LESS SUPPORTIVE FACTORS	28
FUNDING OPPORTUNITIES	30
Co-Funding Options	30
Black Spot Program	30
State Bicycle Fund	30
Developer Contributions	30
Power Line Environment Committee (PLEC)	31
Office for Recreation and Sport	31
Open Spaces & Places for People Fund	31
Community Grants	31
	2

VISION & OBJECTIVES
ULTIMATE WALKING AND CYCLING NETWORK
EXPERIENCES AND DESTINATIONS
CONNECT TWO WELLS TO OUR NEIGHBOURS
PHYSICAL PROJECTS TO MAKE THE NETWORK
PEOPLE PROJECTS TO ACTIVATE THE NETWORK
Partnering37
Promoting
Warnings, Reminders and Enforcement
ABOUT THE PHYSICAL PROJECTS
1 Walking/Cycling accessibility with Mainstreet & Recreation Precinct Growth
2 Walking and new Flood Levy42
3 Install Maze way rail crossings at Elizabeth Street44
4 Better connect Gameau estate45
5 Improve walking/cycling along Gawler Road47
5 Improve walking/cycling along Gawler Road47 6 Cobden/Stockyard Crossing51
6 Cobden/Stockyard Crossing
6 Cobden/Stockyard Crossing517 Mallala Northern Path538 Grade Separated Walking/Cycling Crossing at Sharpe/Mallala/Train Line559 Explore Future for former Train Station including shared paths north of Gawler Road5710 Physical Town Entries6011 Light Gaps in the Original Township62
6 Cobden/Stockyard Crossing517 Mallala Northern Path538 Grade Separated Walking/Cycling Crossing at Sharpe/Mallala/Train Line559 Explore Future for former Train Station including shared paths north of Gawler Road5710 Physical Town Entries6011 Light Gaps in the Original Township6212 Communicate through Naming & Wayfinding63
6 Cobden/Stockyard Crossing517 Mallala Northern Path.538 Grade Separated Walking/Cycling Crossing at Sharpe/Mallala/Train Line.559 Explore Future for former Train Station including shared paths north of Gawler Road5710 Physical Town Entries.6011 Light Gaps in the Original Township6212 Communicate through Naming & Wayfinding.6313 Greening & facilities, e.g. seats, art & bike racks.64
6 Cobden/Stockyard Crossing517 Mallala Northern Path.538 Grade Separated Walking/Cycling Crossing at Sharpe/Mallala/Train Line.559 Explore Future for former Train Station including shared paths north of Gawler Road5710 Physical Town Entries.6011 Light Gaps in the Original Township6212 Communicate through Naming & Wayfinding.6313 Greening & facilities, e.g. seats, art & bike racks.6414 Maintain Ability to Informally cross Port Wakefield Highway66

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

Version	Comments
29 Aug 2022	For Council
March 2023	Consultation

SCOPE

The scope of this plan is about the envisaged walking and cycling network in Two Wells.

Our Vision - Two Wells residents have options to walk and cycle for transport, local errands, and for health and wellbeing.

BACKGROUND

This Plan was developed through analysis of the existing walking and cycling environment (demographics, site visits, and data) and integrating this with guidance from Council members, staff, stakeholders and the community. This helped identify the barriers and opportunities to enhance the walking and cycling environment for all residents across Two Wells.

The Plan establishes the long-term (ultimate) walking and cycling network, as well as proposed projects to assist create the network.

Safety, connectivity, access for all abilities, and a pleasant experience are goals.

A walking and cycling friendly Two Wells is one with healthy citizens, less noise, clean air, and a strong economy. It's a Two Wells that is nice to be in, where individuals have a high quality of life, accessibility is high and there is a simple route from thought to action to participate in social, cultural, leisure and work activities.

It supports Two Well's liveability by reducing pressure from a potentially congested road network, reducing noise and pollution, increasing the health of the community, and supporting a zero-carbon future.

PURPOSE

The purpose of the Two Wells Walking Cycling Plan is to enable people of all ages and abilities to have options to walk and/or cycle as a regular day-to-day activity for transport, wellbeing and health, and recreation and sport.

The Objectives are:

- 1. **Enhanced liveability** for residents and business by the wellbeing, health, economic and environmental benefits of walking and cycling
- 2. A supportive community and council culture of living actively through walking and cycling
- 3. A network:
 - o Of safe and convenient walking and cycling facilities
 - o For all ages and abilities of pedestrians and cyclists
 - That connects to destinations, such as shops, parks, schools, work places in town and nearby, and future public transport nodes

HOW WILL THIS PLAN BE USED AND UPDATED

This Plan will inform annual Council asset and business planning, as well as grant applications.

Recommendations apply to Council assets as well as assets owned by others. This means some projects will require partnering with the State Government and others.

Some projects are medium to longer term. These show the longer term intent and inform grant funding submissions. Identifying proposals in an endorsed plan increases the opportunity to secure grant funding.

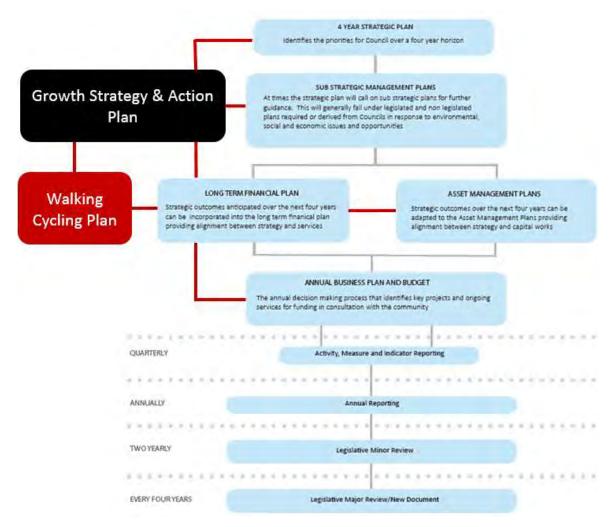
Recognising circumstances change, it is anticipated this plan will be updated in three to four years' time.

RELATIONSHIP WITH OTHER STRATEGIES

Council's Strategic Plan 2021 – 2024 has outcome areas of:

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

Council's Growth Strategy identifies strategies and actions to work towards these outcomes. One action is fostering walking and cycling.



How the Walking Cycling Plan relates to Council's Four Year Plan, Growth Strategy and Asset Plans

PLANNING CONTEXT

Australian Government

The Australian Government released guide¹ to Walking, Riding and Access to Public Transport in 2013. This guide outlines the importance of planning ahead and constructing networks, encouraging people to walk and cycle and the role of good governance.

	Barrier	Opportunity
Plan	Lack of continuous, convenient connections	Plan comprehensive networks
Build	Lack of physical safety	Built appropriate infrastructure
	Lack of personal safety and comfort	Provide mid-trip facilities, end of trip facilities and prioritise pedestrians and cyclists where appropriate
Encourage	Lack of awareness	Provide information
	Lack of skills	Provide skills training
	Lack of motivation	Encourage greater participation
Govern	Poor governance	Improve governance



Parking for 44 bicycles at Xavier College is a physical way of encouraging cycling

¹ Australian Government (2013), *Walking, Riding and Access to Public Transport,* Ministerial Statement, Department of Infrastructure and Transport, Canberra

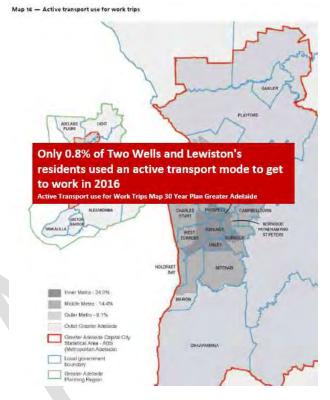
Active Transport for Work at Two Wells - 30 Year Plan for Greater Adelaide

The 30 Year Plan for Greater Adelaide² targets increasing the share of work trips by walking, cycling and public transport where not accessed by car (these are called active transport).

The target for residents of townships in Outer Adelaide is an increase of 30% by 2045. Outer metro has a 9.1% 2017 baseline, and an aim of 11.8% by 2045.

In 2016³, in terms of active transport for work, as could be expected for rural settlements with agricultural based economies, only 33 people walked to work in Two Wells and Lewiston. This was 0.8% of workers, and a reduction from 2011.

This is well below Outer Adelaide's 9% in 2017 and at odds with intent to increase active transport in the 30 Year Plan.



Active Transport For Residents of Two Wells and Lewiston to Get to Work					
	Two Wells	Lewiston	Total	% Total	Change from 2011
Walk to Work	22	0	22	0.8%	-8
Cycle to Work	0	0	0		-
Worked at Home	37	78	115		+4
Car (Driver and Passenger)	932	1178	2110		+81
Truck	26	36	62		-8
Total Workers	1189	1496	2685	0.8%	+49

² Department of Planning, Transport and Infrastructure, *The 30-Year Plan for Greater Adelaide 2017 Update*, Government of South Australia 2017

³ profile.id.com.au/adelaide-plains/travel-to-work?WebID=100

Healthy Two Wells Neighbourhoods - 30 Year Plan for Greater Adelaide

The 30 Year Plan for Greater Adelaide⁴ targets increasing the percentage of residents living in walkable neighbourhoods in Outer Adelaide by 25% by 2045.

Outer Adelaide has a baseline of 30%.

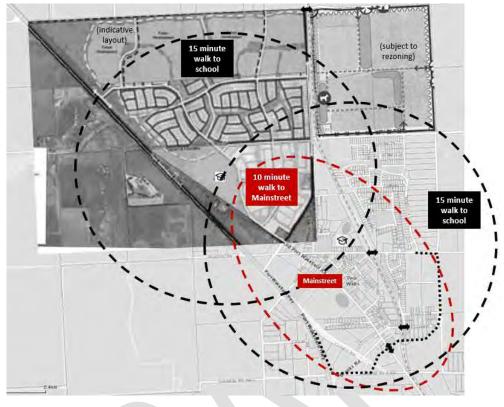
The 30 Year Plan for Greater Adelaide outlines criteria for what constitutes a healthy neighbourhood. These include:

- 10 minute/800m walk to shops, library etc
- Open space within 5 minute/400m walk
- 15 minute walk to school, child care or kindergarten
- 5 minute/400m walk to high frequency bus stop
- 20 minute/5km cycle to work

The 30 Year Plan identifies actions to investigate the feasibility of having tailored criteria for walkable neighbourhoods located in outer metropolitan Adelaide.

Related Levers flagged in 30 Year Plan	Comment regarding Two Wells
Deliver the State Public Health Plan through collaborative action between State and local governments to increase opportunities for active living. Undertake community programs to encourage sustainable travel behaviour change e.g. the Way2Go School Program; TravelSMARTHouseholds; Way2Go; Bike Ed Program; Living Neighbourhoods Program; and Residents to Win Grants Program. Support Nature Play SA to make unstructured outdoor play in nature (public open space) an everyday part of childhood. Implement the Healthy Parks Healthy People South Australia 2016-2021 report which supports the role of quality open space and green infrastructure in providing access to nature and hence improves the health and wellbeing of neighbourhoods.	 The Regional Public Health Plan recognises the wellbeing value of walking and cycling. Programs, such as Way2Go and Residents Win, encourage people to walk and cycle. Upgrading open spaces is important, such as: Village Green Hart Reserve, noting upgrade plans emerging from investigations and engagement Potential for a greater range of recreation activities at the oval precinct, potentially achieved through engagement and masterplanning. Also important is enabling access to regional spaces, such as the coast and in Lewiston.

⁴ Department of Planning, Transport and Infrastructure, *The 30-Year Plan for Greater Adelaide 2017 Update*, Government of South Australia 2017



15 minute walk to school and 10 minute walk to Main Street at Two Wells



20 minute cycle from Two Wells to work nearby, noting envisaged agribusiness growth around Two Wells, and animal husbandry in Lewiston

Regional Health Plan

Regional Public Health Planning is underway involving Adelaide Plains with Light Regional, Barossa and Gawler Councils. Regional health planning⁵ identifies challenges around encouraging healthy lifestyles, improving mental health, youth engagement and wellbeing, supporting an ageing population, adapting to climate change, COVID 19, and better access and inclusion. Regional Public Health Planning includes Two Wells.

Population	• 70,123 people				
	 Forecast to increase by 25% (23,359 people) by 2036 				
-	 Larger proportions of people aged 5 to 19 years and 45 to 74 years 				
	 Smaller proportions of people aged 85 years and over and 20 to 45 years 				
Age	The Region's population is ageing				
	 Most growth in retirees, seniors and elderly 				
A	 Slowest growth in infants and children 				
Health and	Lower % of people self-assess their health as fair or poor				
Wellbeing	 Lower % of adults (< half) meet daily fruit consumption guidelines 				
	 Higher % of adults experiencing psychological distress 				
	 Higher % of males, and lower % of females report mental health problems 				
v	 Markedly higher % of clients of community mental health service 				
1	 Slightly higher % of type 2 diabetes prevalent 				
(1999)	Higher % of smokers				
	 Higher % of obese adults – highest in women 				
-	 Twice the death rate in people aged 15-24 years 				
	 Lower % of people having trouble accessing healthcare 				
	Higher % of suicides				
	 Lower % of Home and Community Care clients living alone or speaking a language other than English at home 				
	 Marginally higher % of people feel they get support in times of crisis 				
	 Higher % feel safe walking alone after dark 				
	 Higher % of people being physically inactive (but below the Regional SA rate) 				

⁵ gawler.sa.gov.au/__data/assets/pdf_file/0037/889723/1047-002-Public-Health-Fact-Sheet.pdf

Disability and	A similar % of people needing assistance with core activities
long-term illness	 A similar % of people providing unpaid care
	 A larger % of people under 65 years needing assistance with core activities
2	A smaller % of people over 65 years needing assistance with core activities
10	 Slightly lower % of people receiving a Disability Support Pension
Early life and childhood	Lower % of children living in low income welfare dependent households
	 Higher % of women smoking during pregnancy
~	 Higher % of children consuming an adequate fruit intake
2	Lower % of children who are clients of the Adolescent Mental Health Service
all	 Lower % of children are abese
0.0	 A higher proportion of 5 year olds are fully immunised
Housing	Lower supply of residential aged care places
	 Lower supply of social housing
101	 Similar % of low income households under mortgage stress
	 Similar % of low income households under rental stress
-	 Lower % of households receiving rent relief
Cultural diversity	Lower % of people born in predominantly non-English speaking countries
and language proficiency	 Significantly lower % of people not speaking English well or at all
proticiency	 Slightly lower % of people who recognise themselves as of Aboriginal or Torres Strait Islander descent
Ϋ́	 Higher % of people are not accepting of other cultures
Employment,	A similar level of socio-economic disadvantage
income and	 Significantly lower % of people receiving unemployment benefits
education	Markedly high % of 16 year olds not in full time secondary education
-	Lower % of school leavers enrolled in a University
•	 Slightly lower % of young people earning or learning
	 Slightly higher % receive an Age Pension or held a Pensioner Concession Card
	Lower % of people holding Health Care Cards
99	Lower % of households with access to a motor vehicle

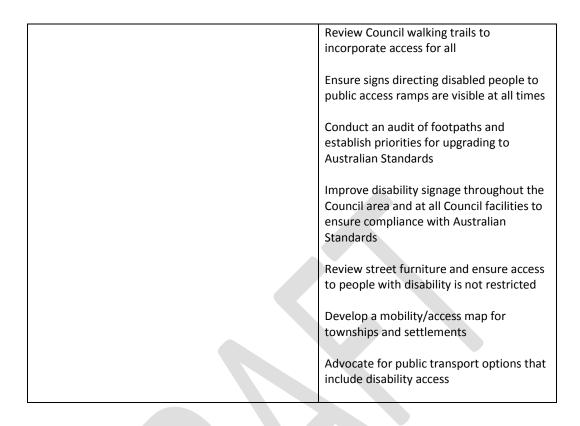
Extracts from the Regional Public Health Fact Sheet

Disability Access and Inclusion

Council adopted an updated Disability Access and Inclusion Plan in 2020⁶.

Disability Access and Inclusion Plan 2020 – 2023	Comment regarding Two Wells
SDIP THEME 1 – Inclusive communities for all Social inclusion is a priority for people living with disability as it affects all aspects of their lives. It is our aim that the contributions and rights of people living with disability are valued and understood by all South Australians and that their rights are promoted, upheld and protected. We also want to ensure that people living with disability are supported to advocate for their own rights. Priority 1: Involvement in the community Priority 2: Improving community understanding and awareness Priority 3: Promoting the rights of people living with disability	Enabling involvement in the Two Wells community entails physical paths that are compliant and way-finding tailored to people with disabilities
SDIP THEME 2: Leadership and Collaboration People living with disability want to have a greater role in leading and contributing to government and community decision making. It is our aim that the perspectives of people living with disability are actively sought and that they are supported to participate meaningfully in government and community consultation and engagement activities. Priority 4: Participation in decision making Priority 5: Leadership and raising profile Priority 6: Engagement and consultation	Involve people with disabilities – including young people - in the preparation of the plan
SDIP THEME: Accessible Communities The accessibility of the built environment, quality services and information is key to ensuring people living with disability are included and have the opportunity to equally participate in all aspects of community life. It is our aim to increase accessibility to public and community infrastructure, transport, service, information, sport and recreation and the greater community. Priority 7: Universal Design across South Australia Priority 8: Accessible and available information Priority 9: Access to services	Undertake an access audit of footpaths to determine improvements Provide pedestrian crossings and more disabled parking in main townships Improve signage for people with a disability Provide suitable lighting in public spaces and Council facilities Investigate opportunities to provide pedestrian walkways along roadways within towns and settlements

⁶ apc.sa.gov.au/___data/assets/pdf_file/0028/357157/Revised-Adelaide-Plains-Council-Disability-Access-and-Inclusion-Action-Plan-August-2020.PDF



Planning for Healthy and Active Communities

Research⁷ by the National Heart Foundation identifies four interconnected principles to enable a healthy and active ageing residents:

- 1. Recognise ageing affects all ages across the life-cycle
- 2. Physical activity works to improve the health and well-being of older people
- 3. Social engagement provides the motivation to maintain healthy levels of physical activity
- 4. Design features and infrastructure is needed to facilitate both the physical activity and social engagement required to support the highest possible quality of life for older people

⁷ <u>healthyactivebydesign.com.au/healthy-active-ageing/active-ageing/checklist/</u> accessed 17 June 2021

Two Wells Traffic Impact Study 2014

The Two Wells Traffic Impact Study 2014⁸ made the following conclusions.

1. The road network within the Two Wells township has sufficient capacity to accommodate the current levels of traffic activity, and is supported by an adequate number of carparking spaces to meet day to day parking demands. In addition, there are also areas where overflow carparking can occur to meet increased demand at times of key events.

2. Further, there is sufficient capacity within the current road network to meet the additional demands expected to be generated by the proposed increase in residential and commercial development to the north of Mallala Road.

3. The existing freight routes along Mallala Road and Gawler Road however which once bounded the township to the north will now fall within the township, and their presence creates an element of segregation between the existing township heart and the evolving area to the north. It is recommended that further investigation be undertaken to relocate freight movement further to the north, beyond the planned residential development, for both safety and amenity reasons.

4. Sustainable transport modes are expected to grow:

- there is longer-term intent to extend bus services to Two Wells to meet future transport demands
- cycling is expected to become a more popular travel mode in the township, partly due to an
 increase in population and partly in response to providing attractive infrastructure and a vibrant
 mainstreet environment
- pedestrian movements will similarly increase in the township, and a vibrant main street environment will encourage people to walk rather than drive between destinations. Key crossing points will need to be identified and designed to enable users to safely cross Old Port Wakefield Road and to move between the main street and the proposed commercial development on its south-western side.

5. The proposed concentration of emergency services within a single facility will require a location which has efficient access to and from the surrounding road network, particularly Port Wakefield Road.

6. The successful integration of the existing township of Two Wells with the new residential development to the north and the commercial development proposed to the west will be dependent on safe and efficient links for walking, cycling and passenger vehicles. The achievement of this will be greatly enhanced by relocation of the existing freight route to a route further to the north (eg Sharpe Road).

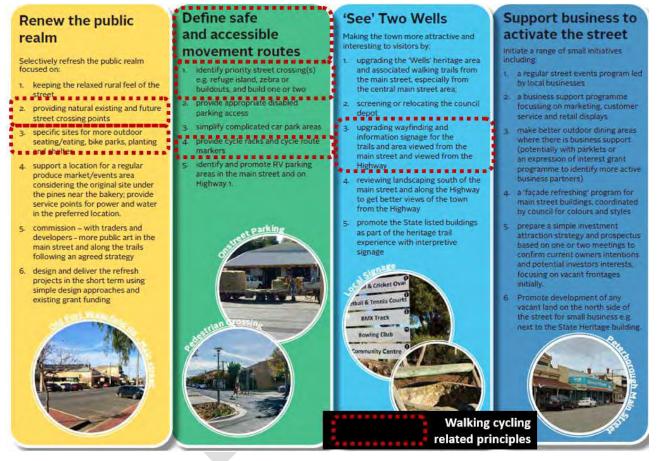
7. Many of the findings and recommendations of this report are consistent with those contained in the Two Wells Age Friendly Assessment and the Main Street Design Guidelines for Two Wells.

⁸ Two Wells Traffic Impact Study 2014 Infraplan

Old Port Wakefield Road, Two Wells Master Plan 2020

The Old Port Wakefield Road, Two Wells Master Plan May 2020⁹ identifies proposals to foster an economically successful, vibrant and pleasant main street for people to spend time and visit. This Master Plan builds on the 2014 Infraplan traffic impact study and the 2011 Mainstreet guidelines¹⁰.

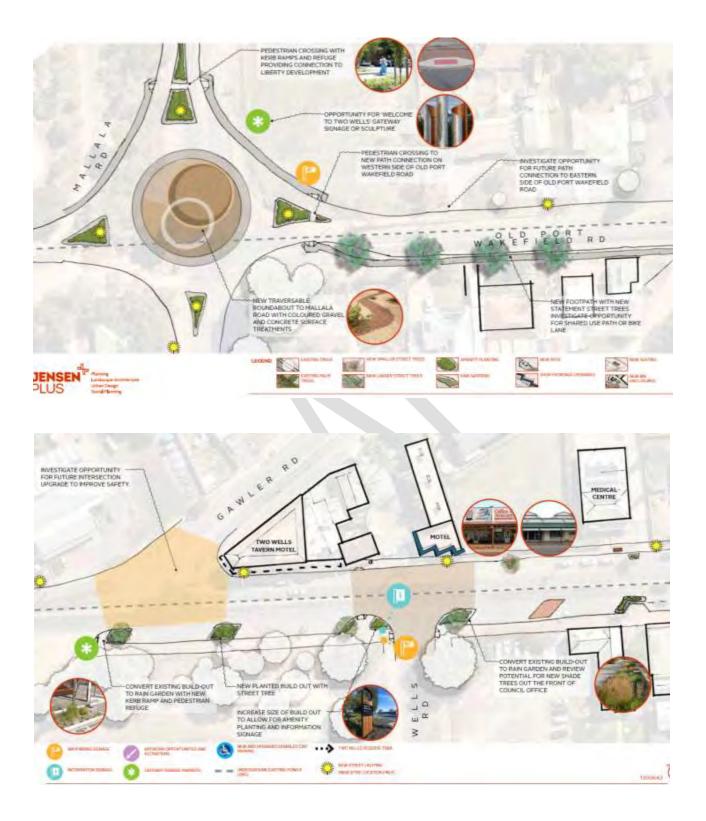
Walking and cycling proposals form part of the principles and upgrade proposals in the 2020 Master Plan. These are reproduced below.

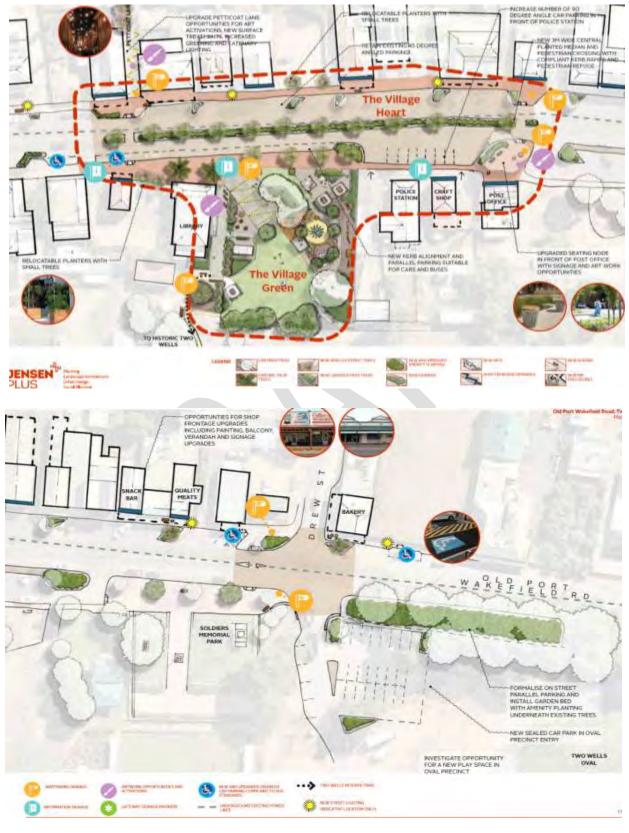


Walking and cycling principles in the Main Street Master Plan

⁹ apc.sa.gov.au/ data/assets/pdf_file/0033/659760/Public-Consultation-Notice-Two-Wells-Main-Street-Concept-Plans.pdf

¹⁰ apc.sa.gov.au/__data/assets/pdf_file/0030/354855/D16-4102-Two-Wells-Urban-Design-Guidelines.pdf





POPULATION AND WELLBEING CONTEXT

Planned Urban Growth, More Families and Ageing

Two Wells estimated residential population in 2021 was 2828¹¹. Once completed, the land divisions of Eden and Liberty will increase Two Well's population to some 10,000 over the next 20 years.

At 10,000 residents, Two Wells will become South Australia's 12th largest town. There is potential for further urban growth on the Hicks land, noting Council support for investigations for rezoning. This could add a further 2500 or so residents.



Urban growth leads to 10,000 residents, making Two Wells South Australia's 12th largest town

In 2021, Two Wells had higher proportion of children (under 18) and a lower proportion of persons aged 60 or older than Adelaide Plains Council area.

From 2016 to 2021, Two Wells's population increased by 705 people (27.8%). This represents an average annual population change of 5.02% per year over the period. The largest changes were in the age groups:

- Young workforce (25 to 34) (+223 people)
- Babies and pre-schoolers (0 to 4) (+80 people)
- Older workers and pre-retirees (50 to 59) (+79 people)
- Tertiary education and independence (18 to 24) (+69 people)

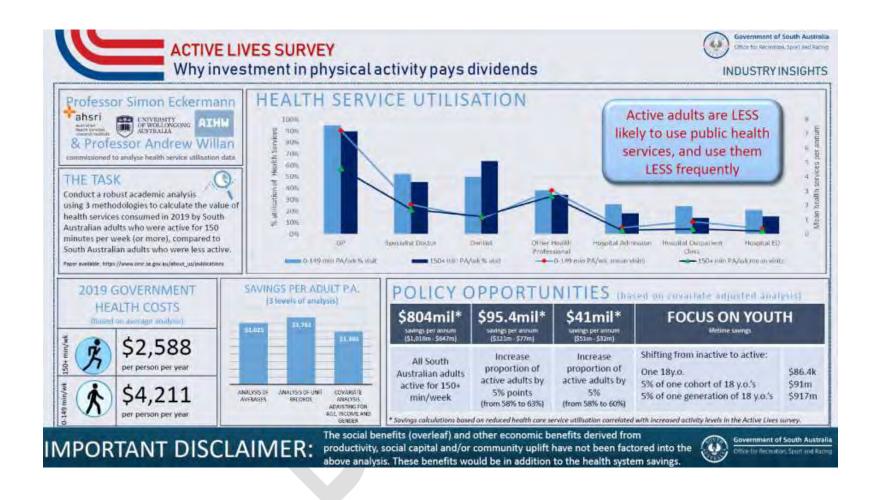
Two Wells is growing in size across all age cohorts, in particular 25 – 34 year olds. This trend is anticipated to continue as more housing is built in the new estates.

¹¹ profile.id.com.au/adelaide-plains

Wellbeing Benefits of Being Active

A survey of 3000 South Australian's identified that people who are physically active more than 150 mins/week have better overall health, better mental health, stronger social connections, greater self-effacacy and require fewer health services. This aligns with the Regional Public Health Plan.





Walking Research of RAA Members

A 2021 survey¹² of members of the Royal Automobile Association found:

- Among those living in regional SA, lack of footpaths alongside roads and lack of footpath amenities are bigger concerns than personal security, whereas the opposite holds in Adelaide.
- Greater Adelaide residents are more likely to walk to commute or as part of public transport trips, with those in regional SA finding it more difficult to walk to public transport services, local shops and public green open spaces.
- The most common purpose for walking is recreation/exercise, followed by travel to shops, as part of a driving trip and going out for food, drink or entertainment.
- Two thirds are comfortable walking at least 1km from where they live to get to places and nearly half are comfortable walking at least 2km, but a quarter are not comfortable walking 1km.
- 6 in 10 try to walk a lot, with 4 in 10 indicating they try to walk as much as possible. 13% try to avoid walking (1 or 2 out of 5). Three quarters of members would like to walk more and a third would like to walk a lot more.
- 86% identified an environmental barrier to them walking more, the top two being unsuitable weather and distance of journeys.
- Members on average named 3 benefits of walking: a third mentioned general health or fitness/stamina; a quarter improved mental health; and between 1 in 10 and 2 in 10 fresh air, relaxation, socialising, physical health, seeing more of local environment/neighbourhood, exercise and cardio/blood pressure.

Main Streets

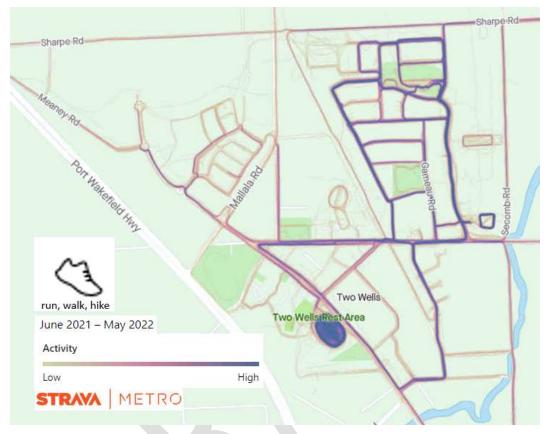
Research¹³ by the National Heart Foundation shows that:

- It is difficult to estimate the value of non-drive-in spend for main streets. However, it is always bigger than thought.
- A high proportion of all retail expenditure comes from local residents and workers.
- Complete Streets have led to more retail sales, more people shopping locally, revitalisation of areas, new businesses and higher land value.
- Space allocated to bicycle parking can produce much higher levels of retail spend than the same space devoted to car parking.
- Car parking is of less significance to local retail activity than is often thought. Space for people on foot is a more significant attribute.
- In some cases, patrons arriving by foot and bicycle visit Main Streets the most often and spend the most money per month.
- Many car-borne shoppers are "drive-through" shoppers, stopping to pick up one item on the way to their eventual destination, rather than people for whom shopping is their main purpose for visiting the area. This has a negative impact on a busy retail street, which is likely to be disproportionate to the extra business that it generates.
- Retail vitality would be best served by traffic restraint, public transport improvements, and a range of measures to improve the walking and cycling environment.

¹² Walking (June 2021) raa.com.au/about-raa/advocacy/member-panel

¹³ heartfoundation.org.au/getmedia/1b5746a4-298f-4ae8-9a9f-d46eb4f0e5ca/Good-for-business.pdf





Walking and running strava data in Two Wells mid 2021 to mid 2022

Walking activity is concentrated in Eden, Longview, along Gawler Road, and Main Street/Old Port Wakefield Road. Monitoring walking as Liberty grows is anticipated to show similar levels of activity.

The Strava internet service is for tracking physical exercise and incorporates social network features. It is mostly used for cycling and running using GPS data. Strava records data for a user's activities which can then be shared with the user's followers or shared publicly. Strava Metro¹⁴, a program marketed towards city planners, uses data from Strava users in supported cities and regions.

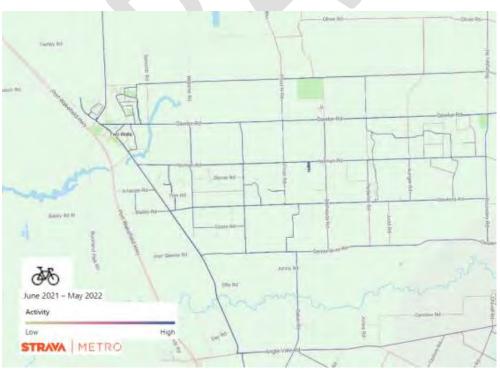
¹⁴ Strava maps are from Council's Strava Metro account and based on Strava guidelines

Strava Cycle



Cycling strava data in Two Wells mid 2021 to mid 2022

Cycling activity is concentrated on the longer roads such as in Eden, Longview, along Gawler Road, and Main Street/Old Port Wakefield Road. Monitoring cycling as Liberty grows is anticipated to show similar levels of activity. The network of roads through rural living areas of Two Wells and Lewiston are all used for cycling.



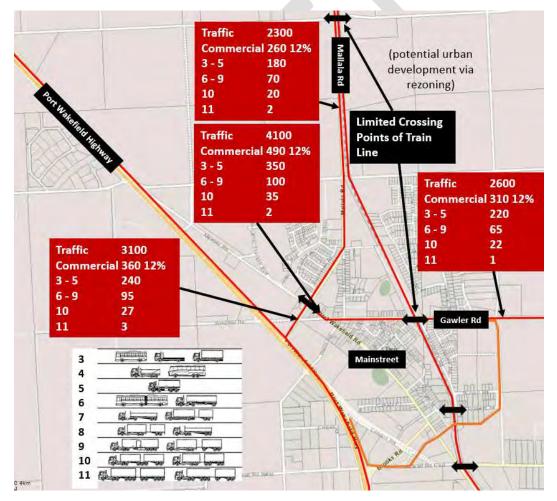
PHYSICAL CONTEXT

Key Physical Challenges

Two Wells is bisected by Gawler and Mallala Roads and by the train line. Port Wakefield Highway separates the township from rural living and agricultural areas to the west.

Gawler and Mallala Roads carry 3 - 4000 vehicles per day, with around 12% commercial¹⁵. Whilst not large numbers, the proportion of commercial traffic and its slow moving nature contributes to less safety and amenity for pedestrian or cyclist movement along or across these roads.

The train line has four dedicated crossing points able to be used by pedestrians, cyclists and traffic. The facilities for pedestrians and cyclists to cross the line at each point are basic. There is no dedicated crossing point for any mode between Gawler and Temby Roads, a distance of 2.4 kilometres, noting residential growth planned at Liberty west of the train line/Mallala Road and the Eden estate, potential rezoning to the east.



The train line and Gawler/Mallala Roads are key physical barriers to walking and cycling

¹⁵ Based on traffic volume estimates <u>location.sa.gov.au/viewer/</u> May 2021

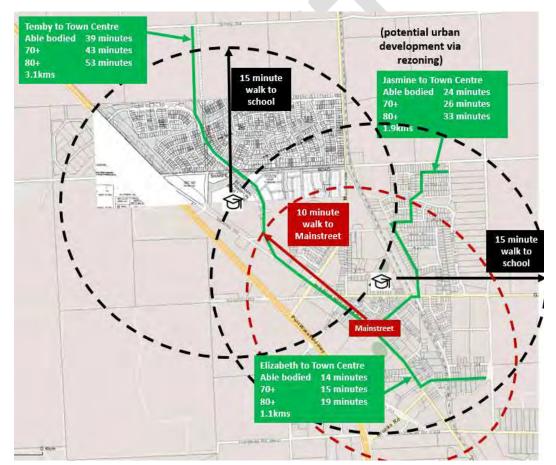
Mixed Accessibility impacted by Distance and Ageing

The average adult walks about 4.8 kilometres/hour¹⁶. When over the age of 70, the average walking is 4.3 kilometres/hour, and this reduces to 3.5 kilometres/hour when over 80.

Two Wells Primary School is walkable for the original township, but less walkable from north of Mallala Road. Xavier College is walkable for the north part of Two Wells. Many students come from further away via other modes.

Two Wells Main street is readily walkable for the southern part of Two Wells, noting traffic and train line barriers.

Accessibility reduces for older people, in particular towards the outskirts of the planned urban areas. This includes the northern part of Liberty as well as the potential urban development on the Hicks land subject to that being rezoned.

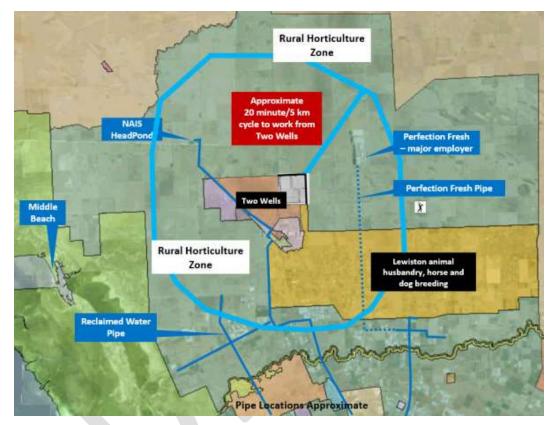


¹⁶ <u>healthline.com/health/exercise-fitness/average-walking-speed#average-speed-by-age</u>

Nearby Agribusiness and Living Future

Two Wells is envisaged as being surrounded by agribusiness, horticulture, and animal husbandry and rural living in Lewiston. As Two Wells grows to 10,000, employment within 5 – 10 kilometres of the town – as well as recreation such as at Middle Beach and Two Wells Golf Club, is accessible via a variety of movement modes. This includes:

- Bicycles
- E-bikes enabling greater distances in less time



Agribusiness employment as Two Wells grows towards 10,000. Providing options to access this employment as well as recreation via bike or ebikes with their greater distance provides options for residents. As an example, Perfection Fresh employees over 500 people and is within a 15 – 20 minute cycle of Two Wells.

SUPPORTIVE AND LESS SUPPORTIVE FACTORS

Based on observations and discussions, the following supportive and *less supportive* factors exist:

Overall Town

- Accessibility to open spaces
- Subject to suitable infrastructure, reasonable walkability to two schools.
- Less walkability to town centre from outer part of planned urban growth due to distance and ageing
- Planned and contemporary infrastructure in estates. *Variable level of infrastructure in original township*
- Opportunity ahead of change arising from growth to create a network and foster a culture of walking and cycling
- Low culture of walking and cycling

Ease of Walking and Cycling and Safety

- Terrain is flat or with gentle slopes
- Comfortable weather most of the year
- Some street trees
- Remoteness to walking and cycling destinations outside of Two Wells¹⁷
- Limited way finding around the township
- Limited street lighting
- Distances and time to walk and cycle
- Impact of main road traffic noise and train noise on amenity nearby

Footpaths

- Generally consistent footpath materials
 - Many footpaths are narrow (less than 1.2m)
 - Some areas with no footpaths
 - Some kerb ramps are non-compliant
 - Obstructions in narrow footpaths (i.e. stobie poles)
- Some wide commercial driveways result in a long pedestrian crossing distance
- Limited street trees entail less trip hazards but also less shade

Cycling

- Bike racks at Xavier
- Emergence of e-bikes enabling greater distances in same time
- No on road cycle lanes in the main street
- Limited end of trip facilities, such as bike racks

Traffic/Major Roads

- Low traffic volumes on residential streets
 - Less safety created by traffic type and speed on Gawler and Mallala Roads
 - Pt Wakefield Highway width and traffic speed a distinct barrier

¹⁷ Discussions with DIT and also a conclusion in *A GIS-based Walkability Analysis for the Greater Adelaide Metropolitan Area: An Evaluation of the AURIN Walkability Index,* Arsham Bassiri Abyaneh, Andrew Allan, Johannes Pieters, Sekhar Somenahalli, Ali Soltani UniSA Creative, University of South Australia 2021

- Many busy road crossings without safe pedestrian infrastructure
- Traffic progressively increasing as town grows, e/g/ Drew Street intersection
- Lack of cyclist space on Gawler Road

Train Line

- Three train line crossing points for traffic, cyclists and pedestrians, with quality of crossing infrastructure mixed
- Inability to cross train line north of Gawler Road

FUNDING OPPORTUNITIES

Improving the network will require ongoing and greater levels of investment than has previously been allocated. Implementation relies on internal and external funding.

Timing will be dependent on Council processes and the receipt of grant funding from state and federal sources. Grant applications require a considerable level of planning and business case preparation, which this Plan will assist with.

Below are opportunities Council can pursue, or encourage individuals, community groups and businesses to apply directly in conjunction with this Plan

Co-Funding Options

As recommendations involve collaboration with other authorities, it is important that Council begins communication regarding the proposals and potential co-funding scenarios. Such as DIT, Xavier College, and the developers of various growth areas).

Black Spot Program

The Black Spot Programme is part of the Federal and State Government's commitment to reduce crashes on Australian roads. Funds are directed towards significantly reducing crashes by the identification and treatment of locations and sections of road that have an unsatisfactory crash record or that have a significant crash potential.

Funds from the State Black Spot Program are available to councils as subsidy funding for cycling safety projects. Applications can be submitted late in the year for the following financial year. Subsidy funding is two-thirds of the total cost with council required to provide the remaining third.

As an example, notorious locations may be eligible for Black Spot funding for construction of:

- on-road bicycle lanes
- off-road shared use paths
- median refuges or road crossings.

State Bicycle Fund

The State Bicycle Fund is an annual subsidy scheme on a dollar for-dollar basis to councils to progress cycling initiatives. The Fund has fostered a longstanding partnership between the State Government and councils to respond to federal, state and local government strategies that encourage cycling. Suitable projects for funding include:

- development or review of Local Area Bicycle Plans
- construction of on-road bicycle lanes and or off-road cycling or shared use paths
- installation of bicycle parking
- construction or modification of median refuges or road crossings
- the promotion of cycling and cycling facilities.

Subsidy funding is up to 50% of the total project cost with council required to provide the remaining amount.

Developer Contributions

Developments undertaken are a key opportunity for the councils to achieve walking and cycling infrastructure.

Power Line Environment Committee (PLEC)

PLEC assists councils enhance streetscapes by undergrounding power lines. Undergrounding enables large trees to be established and assists streetscaping thereby improving the appearance of a locality. Priority is generally given to retail precincts and projects of community benefit.

Office for Recreation and Sport

Various funding opportunities are available to local governments, organisations and individuals to provide high quality active recreation and sport facilities, programs, and activities. <u>ors.sa.gov.au/funding/apply_for_funding</u>

Open Spaces & Places for People Fund

The Open Spaces & Places for People Fund is a State Government grant program available to all councils to strategically acquire, plan, design and develop quality regional open space and public places of community significance.

Preference is given to projects located within the Metropolitan Open Space System (MOSS). MOSS includes the Gawler River. Projects must be on land with free public access and assists councils and their communities to:

- add to their area's vitality;
- enhance public places in terms of use ability, safety and visual appeal;
- develop a 'sense of place' and identity that reflects local culture, heritage and character;
- improve the efficiency and economic performance of urban and rural centres and other strategic places; and
- improve the relationship between public and private areas.

The program also aims to foster the development of an urban design culture within Councils, ensuring a commitment to strategic collaborative practices and high quality, sustainable outcomes. Funding for cycling and walking facilities can be provided under both open space and places for people components, depending on the project.

Specifically, the grants accept within their objectives to provide safe walking and cycling links between communities and land uses, as well as improving the environment for pedestrians and cyclists where appropriate.

Community Grants

Although not aimed towards Councils, DIT and the Motor Accident Commission (MAC) offers community grants to groups and organisations to assist in delivering small scale projects that support safer, greener and more active travel choices.

Projects can focus on improving road safety, getting people cycling, walking or catching public transport, replacing car journeys with technology, doing things locally, or using cars in a smarter manner. Council can play a role in encouraging its resident groups, schools, businesses or other active organisations to consider applying for the Community Grants. Details dpti.sa.gov.au/communityprograms/community grants.

VISION & OBJECTIVES

Our Vision – A Two Wells community with options to walk and cycle for transport, local errands, and for health and wellbeing.

The Objectives are:

Enhanced liveability for residents and business by the wellbeing, economic and environmental benefits of walking and cycling

A network:

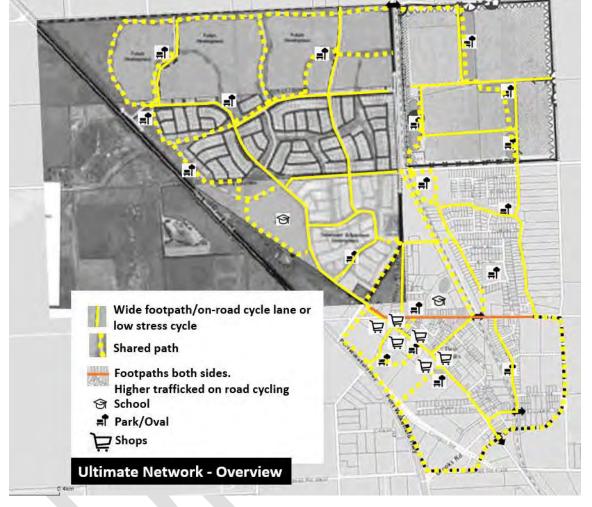
- Of safe and convenient walking and cycling facilities
- For all ages and abilities of pedestrians and cyclists
- That connects to future public transport nodes

A **supportive community and council culture** of living actively through walking, cycling and recreating.

Underlying principles –

Physical safety - Essential to encourage use through lessening conflict with car traffic and movement at night, such as through lighting

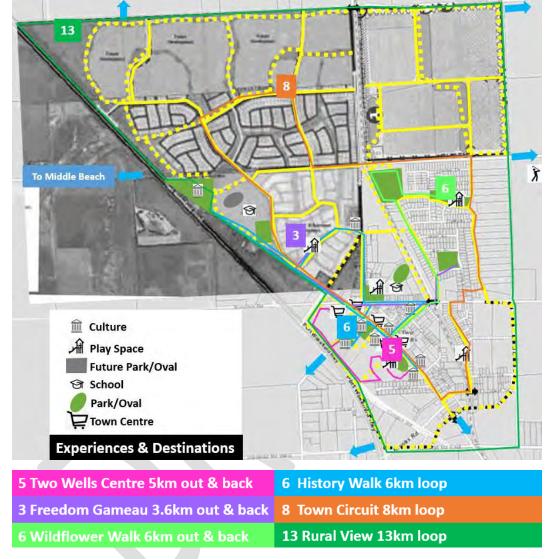
A network that connects places people seek to go to, be it schools, parks, and shops



ULTIMATE WALKING AND CYCLING NETWORK

The Ultimate Walking and Cycling Network map shows the overall network to be worked towards.

The grey base map comprises original town centre and Eden Estate (sourced SAPPA mid 2021), the concept layout for Tranche 1 and 2 of Liberty (Sourced from Tranche 2 development application), and the concept layout for Hicks land (sourced from the Hicks submission to the 2021 Environment and Food Production Area review)

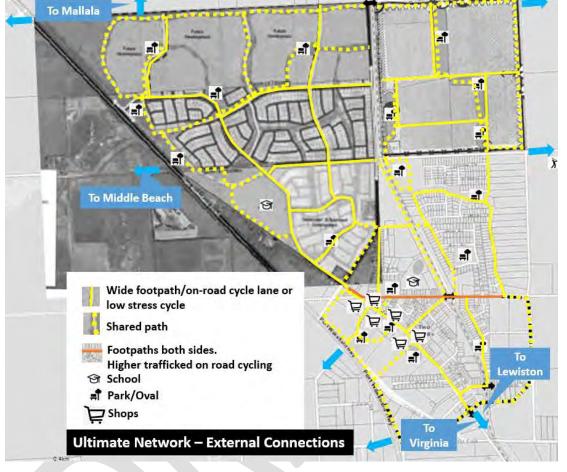


EXPERIENCES AND DESTINATIONS

The Experiences and Destinations Map shows a variety of paths and loops.

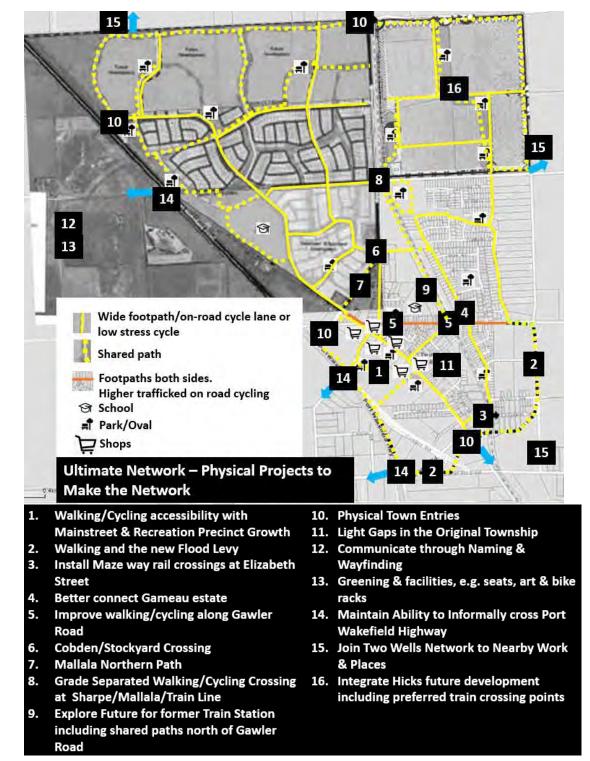
The Two Wells Centre 5km out and back is the distance used for Park Run¹⁸. The role of a network is to enable individuals' options for being active. The benefit of identifying and naming 'experiences' provides purpose for being active.

¹⁸ parkrun.com.au/



CONNECT TWO WELLS TO OUR NEIGHBOURS

The Connect Two Wells to Our Neighbours recognises the people and businesses live and work around the township. Consequently, walking and cycling connections externally are important.



PHYSICAL PROJECTS TO MAKE THE NETWORK

These are the projects needed to be worked towards to create the envisaged network, and to enable its use by the anticipated 10,000 residents in Two Wells.

PEOPLE PROJECTS TO ACTIVATE THE NETWORK

In addition to the physical projects, there are a number of people focussed actions that Council can do to encourage and increase walking and cycling.

Partnering

Partnering draws on the interest of others, such as Walking SA, Bike Adelaide, Heart Foundation, local schools, and Office of Recreation, Sport and Racing, and DIT. This also includes walking, cycling and recreating groups. Partnering opens opportunities.

Promoting

Promotion encourages people to walk or cycle. Promotion can take many different approaches, from advertising that reaches a wide audience, to programs delivered to a target market such as a specific demographic, location or business.

Promotion can be quite cost-effective at changing behaviour, especially when the built environment is walking and cycling friendly.

Promotion that focuses on achieving specific behaviours such as walking or cycling to school or the main street can be an effective way of leveraging major investments in infrastructure.

Activating

Activating can be via wayfinding signage, as well as naming and branding walks. Activating can be via events, local or major, such as Tour Down Under.

The below are possible walks and names. More work is needed to properly establish walks and names.

5 Two Wells Centre 5km out & back	6 History Walk 6km loop
10 Xavier Gameau 10km out & back	8 Town Circuit 8km loop
5 Wildflower Walk 5km out & back	13 Rural View 13km loop

Warnings, Reminders and Enforcement

Cyclists have the same rights and responsibilities as any other road user. However, as private cars are the predominant type of vehicles on the road and are of larger size and can travel at higher speeds, cyclist vulnerability is increased. Evidence shows that driver behaviour is a key concern for cyclists and forms a barrier to encouraging new cyclists.

Related to this is the behaviour of pedestrians and cyclists in a mixed environment, specifically shared use paths.

Conflicts between pedestrians and cyclists do occur and it is the responsibility of all path users to be courteous and exercise caution. Council and/or SAPOL can assist with cyclist and pedestrian safety by warning, reminding and/or enforcing the law to motorists, cyclists or pedestrians as required. This may include an activity that flouts the law, the Australian Road Rules, and/or may potentially cause a safety hazard to themselves or others.

Some examples are:

- motorists who park a vehicle illegally in a bicycle lane
- motorists who do not allow 1 metre between their car and a cyclist when overtaking
- cyclists who; do not wear a helmet, undertake an illegal movement, or run a red light
- cyclists who ride too fast on a footpath and endanger pedestrians.

Guidelines for using shared paths have been established by the Bicycle Network (Victoria). The main points of etiquette to observe on shared paths include:

- Be considerate of other path users
- Keep left unless overtaking (overtake on the right)
- Ride at an appropriate speed keep it at running pace or below (about 20-25km/h maximum);
- Wheeled traffic gives way to foot traffic
- Ring your bell gently, call 'Passing' and slow down when passing others; and Reminder signs and pavement stickers for all road users are useful.

ABOUT THE PHYSICAL PROJECTS

The following tables outline the potential physical projects.

The number of each is the same number shown on the Ultimate Network Plan.

Timeframe is intended to identify the relative order of projects in terms of the need of the town and with respect to other projects. For example, short term means within 3-5 years but this will depend on available budget. At the same time, other opportunities may arise to achieve the outcome in a different way.

Cost is intended to identify the relative cost of projects.

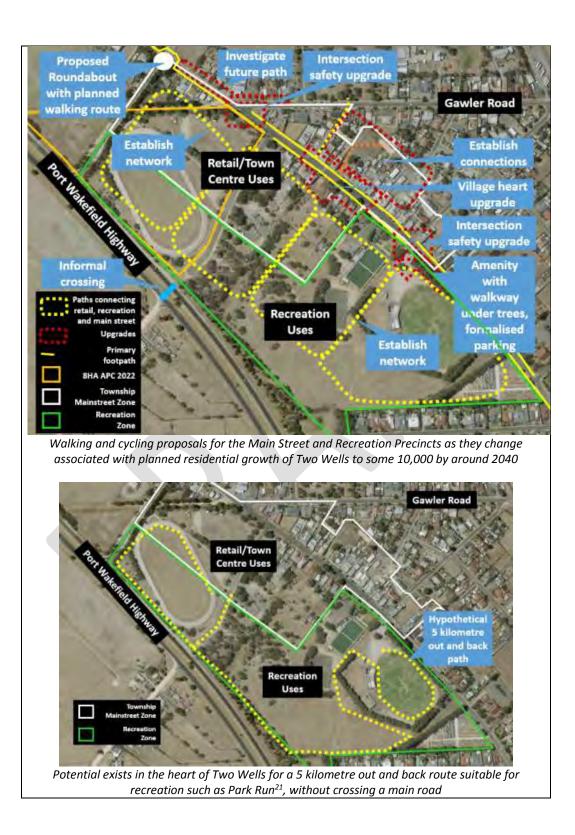
- \$ means smaller cost (Under \$100k)
- \$\$ means a medium cost (\$100k to \$500k)
- \$\$\$ means significant cost (\$500k and above)

Actual costs are subject to more detailed investigations and annual business planning.

This plan is intended to be updated every 4 – 5 years.

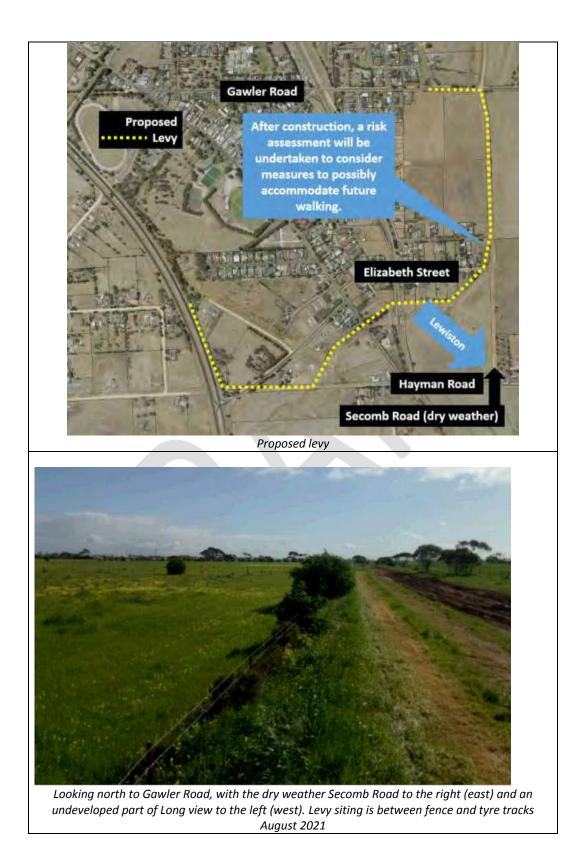
Fimeframe – Short to Medium	\$\$ (Medium Cost)	Key Stakeholders DIT Crown Land Town Centre Advisory Group Oval Clubs Key land owners
-		omfort for pedestrians and cyclists as growt precincts. The intent is to establish a
the residential population of Two opportunities for further commer developed between Old Port Wak The Map 'Walking and Cycling Pro	Wells grows. This i cial, community or efield Road and Po posals for the Main Id Road, Two Wells	n Street and Recreation Precincts' shows the <i>Master Plan May 2020¹⁹</i> . This Master Plan
 Key proposals in the master plan e Establishing a footpath from N Reimagining the intersection e 	envisage: Aallala Road round of Old Port Wakefie of Old Port Wakefie ce	about to Hart Reserve
 mainstreet. The network on the these areas needs to be estable investigation are needed as particular to the these areas needed as particular to the these areas are needed as particular to the these areas areas areas are needed as particular to the these areas areas are needed as particular to the these areas areas	encompassing the he map is not prop lished as these are art of more detailed ections between Ap as and opportunity	retail/town centre uses, recreation uses ar osed paths, rather, that a network joining as undergo change and are developed. d planning. oplebee Road and Old Port Wakefield Benef for increased variety of commercial/living
How – detailed investigations and timing and appropriate siting inclu		eeded to identify the needs, proposed uses,

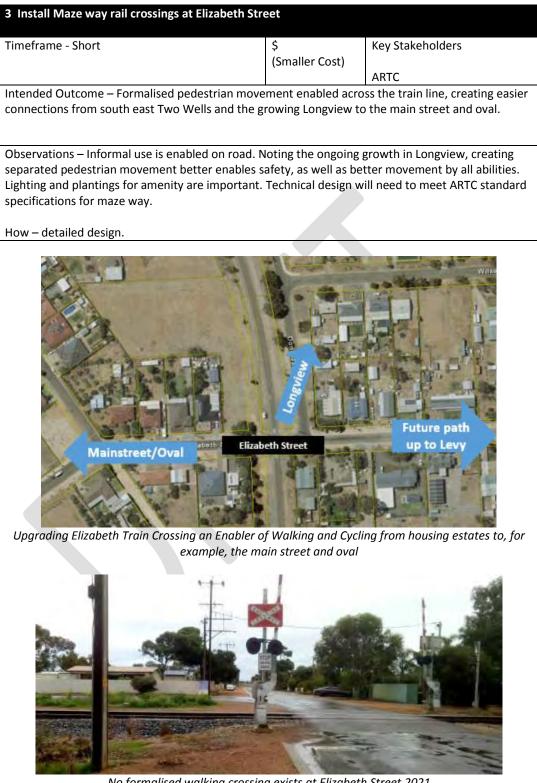
 ¹⁹ apc.sa.gov.au/ data/assets/pdf_file/0033/659760/Public-Consultation-Notice-Two-Wells-Main-Street <u>Concept-Plans.pdf</u>
 ²⁰ apc.sa.gov.au/ data/assets/pdf_file/0030/354855/D16-4102-Two-Wells-Urban-Design-Guidelines.pdf



²¹ walkingsa.org.au/walk/walk-event/parkrun-x-11-sa-locations/

2 Walking and new Flood Levy				
Timeframe - Short	\$ (Levy Funded)	Key Stakeholders Gawler River Flood Management Authority DIT ARTC		
Intended Outcome – The intent is that levy enables walking along it in certain parts where possible and future risk assessments allow.				
Observations – Creating a levy to the east and south of the original township has long been intended to reduce flood risk. The levy is sited to follow Salt Creek and provide protection from risk of breakout of the Gawler River. The levy at its highest will be about 1.5 metres in height. The levy is funded. Where the levy intersects Old Port Wakefield Road, detailed design with DIT is needed. Where the levy intersects the railway, detailed design with ARTC is needed. Investigations in latter 2022 identified that the proposed levy design with available funding is at some variance with Austroads Guide to Paths for Walking and Cycling. After construction, a risk assessment will be undertaken to consider measures to possibly accommodate future walking. Investigations conclude levy design not suitable for cycling. ARTC advise walking will not be allowed over the train line. How – detailed design.				





No formalised walking crossing exists at Elizabeth Street 2021

4 Better connect Gameau estate	
Timeframe – Short	\$ Key Stakeholders (Smaller Cost)
Intended Outcome – Improve sense of safety and amen residents.	ity for key entry to Gameau and Eden
Observations – The north south walkway is a key access particular with lighting. It also presents opportunity for	
There is no northern footpath between the walkway and future development of 39 and 41 Gawler Road.	d Gameau Road. Seek footpath as part of
Gawler Road is a DIT controlled road and any changes in align with DIT road hierarchy.	mpacting Gawler Road/DIT land need to
How - Install lighting and larger range of low level plants owners.	s. Consider art. Negotiate with land
Upgrade, including lighting, greening and art School A wire to Nainstreet Nainstreet	sek link as part of development Sek lok as part of development ousing in ongview



Key pathway from Gawler Road into Gameau and Eden residential areas needs lighting July 2021

Timeframe – Short - Medium	\$	Key Stakeholders				
	(Smaller Cost)	TIO				
	DIT Intended Outcome – Ensure ease of pedestrian and cyclist movement along Gawler Road on both sides and suitable north/south crossing opportunities to gain ready access between housing areas schools, reserves, and main street.					
Observations – Gawler Road is a DIT controlle	d road and any changes	need to align with DIT road				
hierarchy.						
Traffic (12% commercial) is a key barrier impacting walking/cycling along and across Gawler Road. Changes to pedestrian crossings will need to comply with DIT specifications to allow over dimensional vehicles to continue to utilise Gawler Road.						
Reasonable numbers of residents live either side, the primary school/children centre/Hart Reserve is on north side, and Main Street/Oval precinct to the south. A better network approach is needed for the length between Eden Estate and Old Port Wakefield Road, to enable orderly movements east west and north south						
A maze way over the train line exists on north side of Gawler Road, with a smooth surface at the rails installed in 2022. The northern crossing needs greening, check lighting and possible sign de- cluttering. A maze way needs installing on the southern side, connecting to the footpath to Longview, and westerly to Drew Street, Mainstreet.						
 Important to foster movement. In particular: Hart Reserve to Petticoat Lane/Mainstreet, noting both are important destinations. Hart Reserve a key reserve and to be upgraded Gawler/Drew St intersection, noting Drew's direct role to the Mainstreet and proximity to the train line crossing East west connecting from northern maze way to Gameau Road 						
How – detailed investigations						
the second of the second	Upgrade e.g. Fr groening Deva development ssing Install maze way	rture opment Rd Housing in Eden Widen footpath, including as part of adjacent development Crossing Housing in Longview				
Improving north south and east west connect	ions better connects ho	ising estates with each other				



Lack of orderly crossing arrangements between Eden/Gameau and Drew Street 2021



Lack of orderly crossing arrangements to the Mainstreet via Petticoat Lane from Hart Reserve and housing to the north 2021. Hart Reserve is to be upgraded including new pathways along Gawler Road and Old Mallala Road



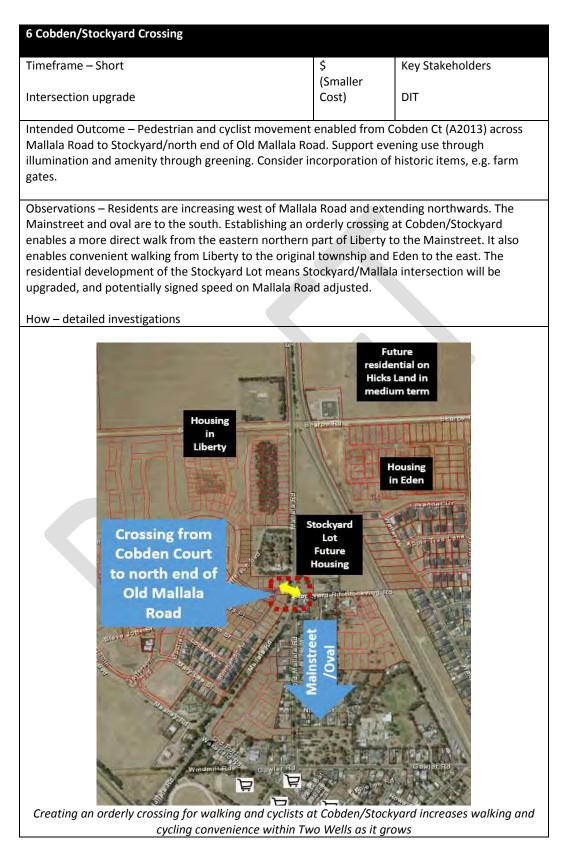
No footpath between train crossing and Gameau Road May 2022



Maze way north side Gawler Road with smooth surface May 2022



No maze way and footpath Gawler Road southern side means less direct route to the Main Street and Oval from Longview May 2022





Looking west from Stockyard Road and north end of Old Mallala Road to Cobden Court



The reserve at east end of Cobden Court opens to Mallala Road. The Moreton Bay and former hotel ruins add to its appeal. A formed pathway through to Mallala Road can connect into Liberty's pathway network Sept 2021

ntended Outcome – Provides option from Cobden Connect Roundabout. Enables more convenient access from Mary Le town centre. Observations – Space exists adjacent the Liberty fence on the shared pathway from Cobden Crossing to the Mallala Road, This creates another option in a more natural setting, notin Street can also be connected for walking to the pathway, in Liberty in addition to Meaney Road. How – detailed investigations	ee Street in Li	iberty to roundabout and of Mallala Road for a kefield Road roundabout. e remains. Mary Lee
ntended Outcome – Provides option from Cobden Connect Roundabout. Enables more convenient access from Mary Le town centre. Observations – Space exists adjacent the Liberty fence on the shared pathway from Cobden Crossing to the Mallala Road, This creates another option in a more natural setting, notin Street can also be connected for walking to the pathway, in Liberty in addition to Meaney Road. How – detailed investigations	cion to the Ma ee Street in Li ne north side (Old Port Wal g traffic noise creasing conv Cobden	allala/Old Port Wakefield iberty to roundabout and of Mallala Road for a kefield Road roundabout. e remains. Mary Lee
Roundabout. Enables more convenient access from Mary Le cown centre. Observations – Space exists adjacent the Liberty fence on the shared pathway from Cobden Crossing to the Mallala Road, This creates another option in a more natural setting, noting Street can also be connected for walking to the pathway, in Liberty in addition to Meaney Road. How – detailed investigations	ee Street in Li	iberty to roundabout and of Mallala Road for a kefield Road roundabout. e remains. Mary Lee
Roundabout. Enables more convenient access from Mary Le cown centre. Observations – Space exists adjacent the Liberty fence on the shared pathway from Cobden Crossing to the Mallala Road, This creates another option in a more natural setting, noting Street can also be connected for walking to the pathway, in Liberty in addition to Meaney Road. How – detailed investigations	ee Street in Li	iberty to roundabout and of Mallala Road for a kefield Road roundabout. e remains. Mary Lee
shared pathway from Cobden Crossing to the Mallala Road, This creates another option in a more natural setting, noting Street can also be connected for walking to the pathway, in Liberty in addition to Meaney Road. How – detailed investigations	Cold Port Wal g traffic noise creasing conv	kefield Road roundabout. e remains. Mary Lee
Northern Path Establish pathway	crossing	
Northern Path Establish pathway	crossing	
Access from Mary Lee	Sumber	



Space for a pathway adjacent Mallala Road 2021



Mary Lee Street pathway leads to potential pathway on north side of Mallala Road 2021

rade Separated Walking/Cycling Crossing	at Sharpe/Mal	lala/Train Line		
	\$\$\$ (Larger Cost)	Key Stakeholders		
	(Larger Cost)	ARTC		
		DIT		
ended Outcome – Enabling the eventual 60 relopment east and west of the train line a king and cycling convenience.		-		
servations – There are around 1000 resider idents in Liberty. There are no crossing poin m Gawler Road to Sharpe Road, and 2.4km herally considered 'convenient'.	nts between Lik	perty and Eden/Gameau. It is 1.2km		
TC will only allow crossing via grade separa king cycling, including with illumination for doutlook opportunity, noting Two Wells is d maybe three stacks. ARTC advice for futur	r night time. He flat. Clearance	ight also enables a public viewing will need to be for double stacking		
The Sharpe Road area comprises a through train line and a layover train line. These are controlled by ARTC as part of national rail freight network. Trains can layover for extended time periods, forming an at grade barrier. As the train lines are elevated, an underpass is an option provided lit to provide pedestrian safety, and designed for flood management (including a pump). Achieving grade separation is a challenging and ambitious project.				
w – further investigations and engagement	t.			
Sooo fresidents in Liberty walking /cycling grade separate	Road crossing Mall	Sharpe Road		
walking/cycling grade separated crossing Mallala Rd & train lines				
	Though Train Line Land Land	Second Shared path around detention basin		
III Liberty walking/cycling grade separa Rd & train li 12009544 12009544	Ines	storswis Shared path around		



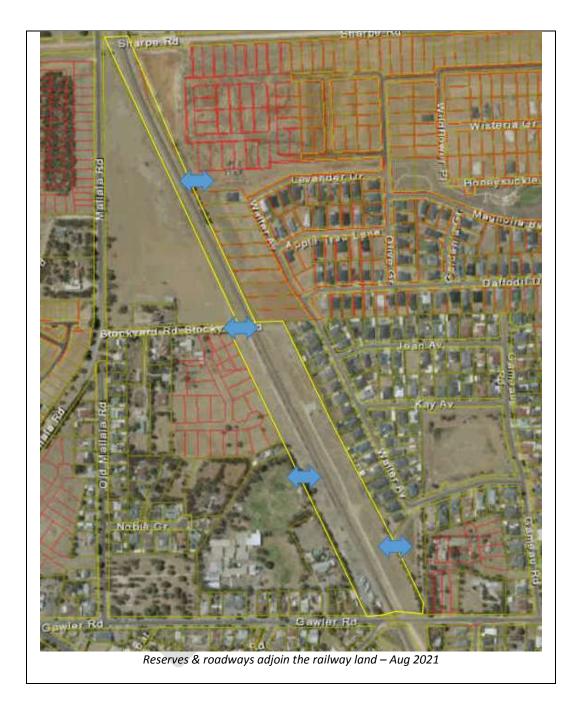
Timeframe – Medium SS Key Stakeholders Cost) ARTC DT Intended Outcome – To explore potential land use options at a preliminary level for the former train station land. This includes its potential use for train purposes, possible bus interchange, and for formalised shared paths north of Gawler Road to Sharpe Road. Observations – The former station land is reasonably centrally located. The land is in the ownership of Australian Rail Track Corporation and is 6HA. Roads and reserves abut the land to the east and west, forming potential shared path connection points. ARTC Use appears to be for maintenance purposes, with a portion on the west side north of Gawler Road leased to a bus company. How – discussions with State Planning Commission, Infrastructure SA, Department of Infrastructure and Transport, and Australian Rail Track Corporation. Formation of the east of west forming on the west side north of Gawler Road leased to a bus company. How – discussions with State Planning Commission, Infrastructure SA, Department of Infrastructure and Transport, and Australian Rail Track Corporation. Open area on east Side of train line north of Gawler Road, with Gameau and Eden estates to the east (right in photo) and Corston Buses to the west (left in photo) Sept 2021	9 Explore Future for former Train Station including sha	ared p aths no	rth of Gawler Road
train station land. This includes its potential use for train purposes, possible bus interchange, and for formalised shared paths north of Gawler Road to Sharpe Road. Observations – The former station land is reasonably centrally located. The land is in the ownership of Australian Rail Track Corporation and is 6HA. Roads and reserves abut the land to the east and west, forming potential shared path connection points. ARTC use appears to be for maintenance purposes, with a portion on the west side north of Gawler Road leased to a bus company. How – discussions with State Planning Commission, Infrastructure SA, Department of Infrastructure and Transport, and Australian Rail Track Corporation.	Timeframe – Medium	(Medium	ARTC
shared paths north of Gawler Road to Sharpe Road. Observations – The former station land is reasonably centrally located. The land is in the ownership of Australian Rail Track Corporation and is 6HA. Roads and reserves abut the land to the east and west, forming potential shared path connection points. ARTC use appears to be for maintenance purposes, with a portion on the west side north of Gawler Road leased to a bus company. How – discussions with State Planning Commission, Infrastructure SA, Department of Infrastructure and Transport, and Australian Rail Track Corporation.		ions at a preli	minary level for the former
<text><text><text></text></text></text>		ble bus interc	hange, and for formalised
	ownership of Australian Rail Track Corporation and is 6 the east and west, forming potential shared path conn maintenance purposes, with a portion on the west side company. How – discussions with State Planning Commission, Inf	6HA. Roads an ection points. e north of Gav frastructure S.	d reserves abut the land to ARTC use appears to be for wler Road leased to a bus
		-	



Former Train Station land looking south towards Gawler Road with Corston Coaches Sept 2021



Informal trail on west side of train line, looking south from where Sharpe Road connect with Train Line Sept 2021



10 Physical Town Entries

Timeframe - Medium	\$	Key Stakeholders
	(Smaller	
	Cost)	DIT
Intended Outcome – Regarding walking and cycling, the purpos	e of physically	y marking town
entries on the major roads is to visually advise drivers they are		-
of more people being about. This works to modify driver behav	iour.	
Observations – Some town entries are marked, noting town exp		
entries unmarked. 'Branding' Two Wells is a consideration as a siting, appearance of the entries. It is recognised town entries h		
benefiting walking and cycling via modified driver behaviour.		
the second starts of the second sectors of		
How – detailed investigations.		
	1	
	7	
3		3 1
Planned residential underway Aallala Road	Potentia	· · · · · ·
underway	residentia	
R		The second
	5	
Borrela Bo		OB
977 A		
24.24	Contra Ba	
	- Internation	
	The A Part	
	Gawler Ro	bad
	11/1	
	The second se	
	All and a second second	
Main entries from major roads	NA K	STATISTICS INT
		THE PARTY
	11-	Della Canal

Physically marking main entries visually advises drivers they are entering a town and to modify their driving behaviour



Old Port Wakefield Road entry south of Brooks Road 2021



(Medium Cost)				
Cost)				
Intended Outcome – Progressively upgrade lighting to foster safety at night. Have regard to				
energy efficiency, visual appearance, street trees, and street lighting inside bedrooms.				
:				

12 Communicate through Naming & Wayfinding			
Timeframe - Medium	\$ (Smaller Cost)	Key Stakeholders	
Intended Outcome – Residents, visitors and traders are awa where they go, how to access them and how to use them.	are walking and	d cycling networks exist,	
Observations – Making information available in a planned v opportunities assists raise awareness, and thereby use of th The opportunity to 'name' certain paths or circuits assists a 'wells walk'. CBD wayfinding is based on a wayfinding strate How – detailed investigations about wayfinding	ne facilities. Th s part of this, e	is is called 'wayfinding'. e.g., 'town history loop'	
<image/> <complex-block></complex-block>			

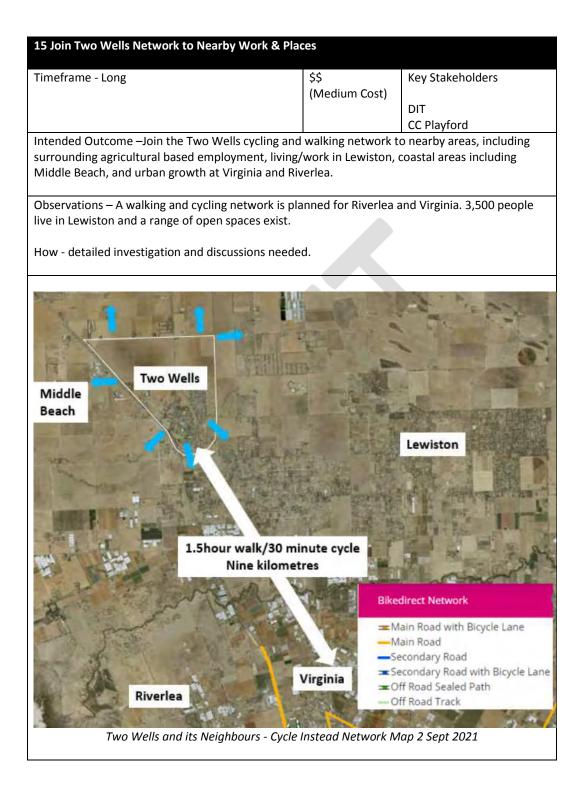
12 Currenting & facilities a superior and & hills usely		
13 Greening & facilities, e.g. seats, art & bike racks		
Timeframe – Short - Medium	\$ (Smaller Cost)	Key Stakeholders Landscape Board
		History Groups
Intended Outcome – Networks that are pleasant and intere cycling, and with facilities that enable use.	esting to exper	l ience when walking or
Observations – Along with being a network that enables act that is as safe as possible, a network that is comfortable, in will encourage greater use.		
How -		
 where able to be planted, provision of shade from trees sharing history about a particular location or building creating interest via public art 	s	
 enabling rest points via seating (with arm rests) making it easier for people to safely park their bike by p such as shops, schools, and major recreation and open 	-	racks in key locations,
by providing water at key points		
<image/>	ourt, adjacent	Mallala Road

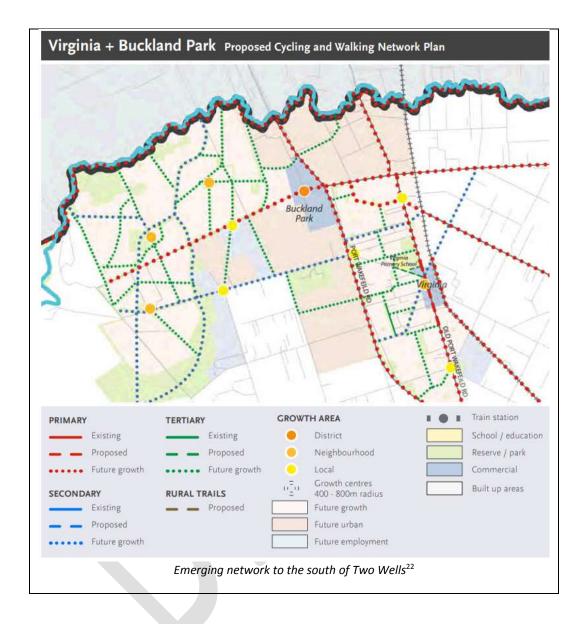


14 Maintain Ability to Informally cross Port Wakefield Highway		
Timeframe - Ongoing	\$ (Smaller Cost)	Key Stakeholders DIT
Intended Outcome – Enable people on both sides of Port Wakefield Highway to informally cross via walking and cycling. Improve facilities to suit a wider range of abilities, such as through widening, smoothing, and better ramps.		
Observations – Informal crossing points exist. This project recognises their value in enabling movement across a recognised national highway. The Wells Road crossing will get more important as the main street and recreation offerings expand over the next 10 years.		
 How – ongoing discussions with DIT, including with respect to improving informal access paths to be wider, smoother and with ramps: Middle Beach Road west of Sharpe Road. Middle Beach with its recreation, water based opportunities is the closest foreshore area to Two Wells Buckland Park Road west of Wells Road Halstead Road West, west of Brooks Road. 		
Middle Beach Rd		
9.5kms to Middle Beach, 30 minutes by cyclist with average		al O
fitness Buckland Park Rd Halstead Rd	West	
Important informal walking and cycling crossing points of Port Wakefield Highway		



Informal trail from Wells Road to Buckland Park Road on the west side of Port Wakefield Highway 2 Sept 2021

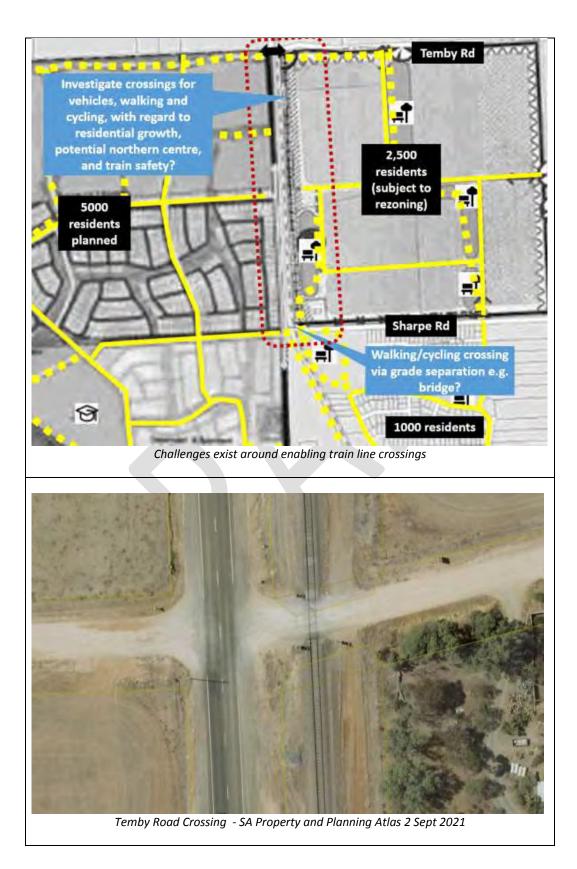




²² cdn.playford.sa.gov.au/general-downloads/Policy-Documents/SC-

SP_140221_CyclingAndWalkingStrategy.pdf

16 Integrate Hicks future development including preferred	train crossing p	oints
-	***	
Timeframe - Long	\$\$\$	Key Stakeholders
Dependent on Rezoning.	(Larger Cost - potential	State Planning Commission
Opening up the Hicks land will only be approved by the Minister for Planning when the land is needed to increase	deed with developer)	Planning and Land Use Services
housing supply for Greater Adelaide. This is unlikely to occur prior to 2026.	. ,	ARTC DIT
		Developer and Land
ARTC seek no further crossing points		Owner
Intended Outcome – The urban development designed to en walking, cycling and recreating connected into the overall Tw		
This includes ordered train crossing points for vehicles, walki needs, and that maximises access for residents and associate		
Observations – Potential urban development of Hicks influen Mallala Road and Liberty. Orderly connections to Eden and a are envisaged.		
There are no crossing points – including for pedestrians - bet distance of 2.4 kilometres. On the east of Mallala Road, Tem small distance.		
ARTC has advised they will not support additional at grade cr under or over the main options. Grade separation options ne costs are above \$0.5M.		
Redesigning intersections to have sufficient car storage space is a consideration. At Temby Road, there is the potential for t		
The options for crossing of the ARTC controlled train line are and Liberty. As Liberty progressively develops northwards, de timing, scale and siting of a retail centre for the northern par	ecisions need to	be made about the
How - A planned approach to train line crossing points for ca with train movements and storage is needed.	r traffic, walkin	g and cycling balanced





Temby Road crossing looking west July 2021. 13m from train line to Mallala Road provides limited vehicle space



ATTACHMENT A – DESIGN TOOLKIT

Austroads Guide Part 6A: Pedestrian and Cycle Paths provides guidance for designers and other practitioners on the design of paths for safe and efficient walking and cycling, both within the road corridor and outside the road corridor. The guide provides information on considerations that should be given in providing a path, describes the types of paths and covers the requirements of path users, e.g. operating spaces, factors that influence path locations, and geometric design criteria for a path and related facilities such as intersections between paths, and terminal treatments. Detailed guidance is provided on path location, alignment, width, clearances, crossfall, drainage and sight distance requirements.

Below are examples of design treatments commonly employed to improve opportunity and safety for walking and cycling, and to manage speed and volume of traffic.

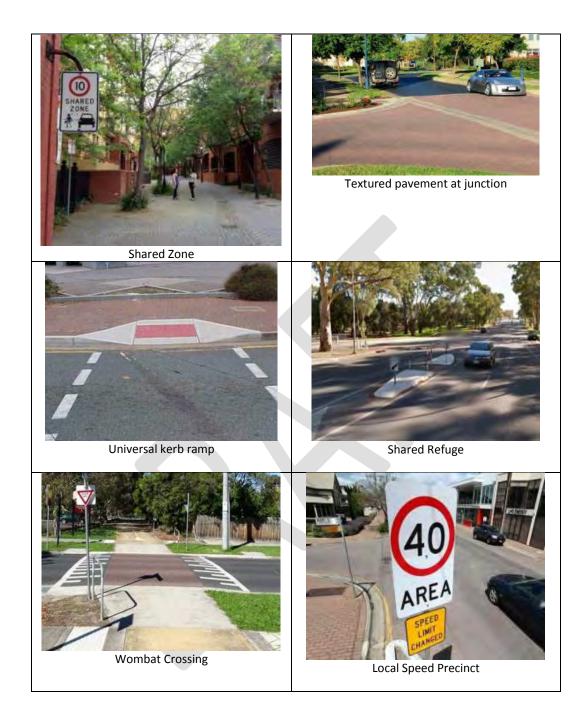
The Streets for People Compendium²³ is a valuable resource when developing cycling and walking neighbourhoods. Best practice design builds speed restraint into the design of the street and creates a safer speed environment. In existing streets, retrofitting of car traffic calming devices are usually required. Key principles for reducing vehicle speeds include:

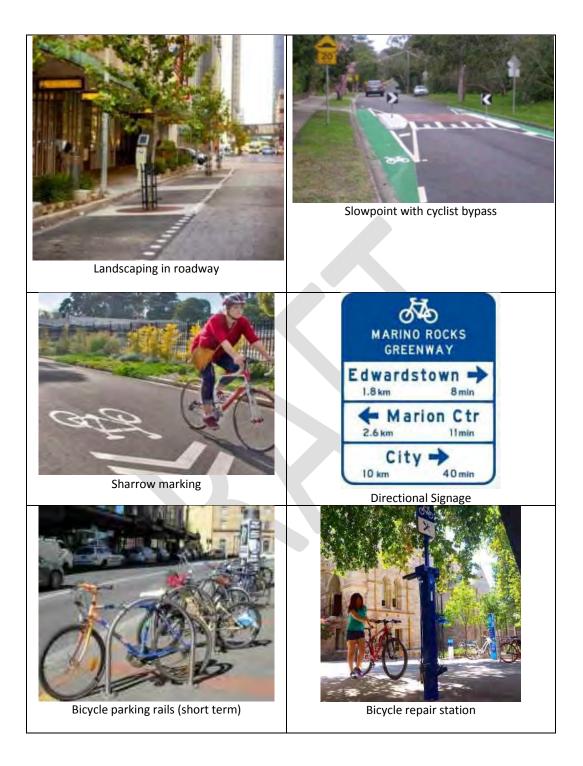
- reducing lengths of straight road sections
- narrowing road width to create slow points
- · limiting forward sight lines and driver's field of vision by incorporating landscaping
- introducing bends (a meandering street), horizontal deflection, at intervals less than 80 metres
- vertical deflection (road humps or speed cushions), 40 to 70 metres apart
- change in pavement texture (paving at junctions or other materials that have audio-tactile properties for motor vehicles, but do not impact on cyclists)
- visual elements such as landscaping, signage and streetscape changes.

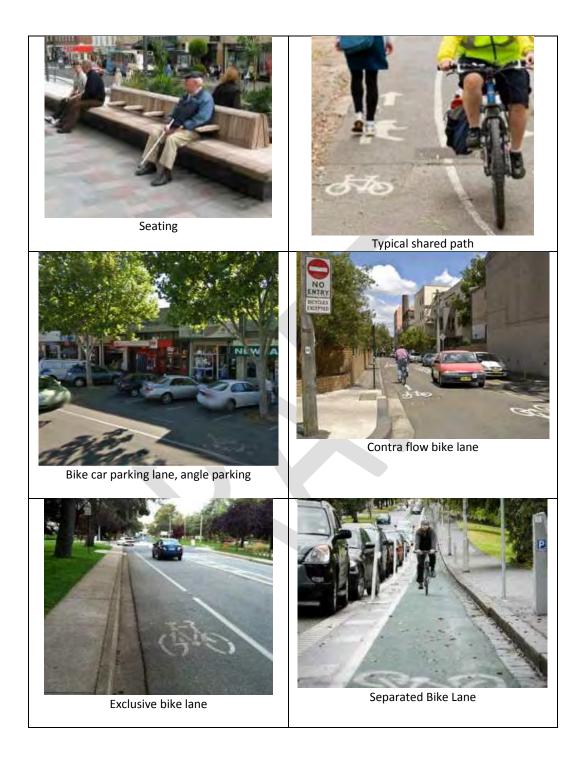


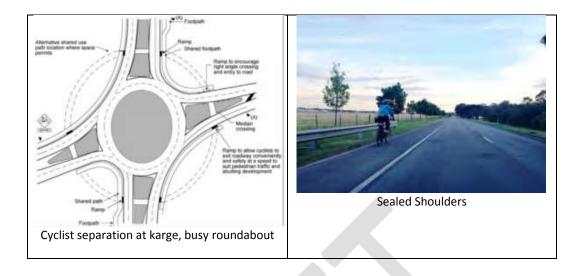
²³ heartfoundation.org.au/getmedia/a1a95fd5-7d56-4098-8658-

⁵¹⁷⁵cf64dc0e/StreetforPeopleCompendium_full.pdf









TWO WELLS WALKING CYCLING PLAN CONSULTATION REPORT



July 2023

Contents

Purpose	2
Objectives	-
Engagement	1
Duration	È
Website	
Contacting Stakeholders	È
Drop in Discussions & Workshops	1
Submission Form & Online Questionnaire	
Newspaper Articles	i.
Two Wells Primary School	¢
Consultation Input and Response	



Purpose

Council released the draft Two Wells Walking and Cycling Plan (Plan) for consultation. This report outlines the consultation undertaken and summarises the input received.

Objectives

The objectives of the consultation were:

- Ensure residents and stakeholders were adequately informed on the proposals and encouraged to respond
- Ensure council and all interested parties were aware of issues and potential impacts of the proposals
- To provide opportunity for suggestions to refine the draft Plan.

Primary focus of the consultation was local residents, community groups and businesses.

Engagement

Duration

Consultation commenced late March 2023. Responses were invited by 2 May 2023.

Website

The Council website apc.sa.gov.au/ provided the:

- Draft Two Wells Walking & Cycling Plan
- Summary of the Plan
- Public Notice
- Downloadable Submission Form
- Link to online questionnaire

Contacting Stakeholders

Emails were sent to relevant stakeholders inviting their participation. These included:

 Resident contacts in Eden and Long View, Hickinbotham Group, Xavier and Two Wells Primary School, children's centre, sporting clubs, community centre, faith communities, Two Wells Regional Action Team, Hicks land developers, nearby businesses e.g., Perfection Fresh, equine interests.

Other levels of government e.g., DIT, ARTC, Wellbeing SA, ORSR, CC Playford and Light, State-wide peak bodies, e.g., Walking SA, Bike Adelaide, RAA.

Earlier in 2023, consultation was undertaken about light poles in the Two Wells Main Street. That consultation received feedback regarding a proposed median. The lead signatory on the petition about the median strip was contacted about consultation on the draft Walking Cycling Plan.



PUBLIC CONSULTATION

Two Wells Walking Cycling Plan

Council is inviting submissions in relation to its draft Two Wells Walking Cycling Plan.

The draft Plan contains a vision and objectives, possible paths and loops that could form 'Experiences and Destinations' and physical projects to make a network. The Plan outlines the wellbeing and economic benefits of walking and cycling.

The projects are intended to be worked on over the next 5 – 10 years as Two Wells grows to around 10,000 by around 2040.

The draft Two Wells Walking Cycling Plan and Submission Form are available on Council's website applications and the copies may be obtained, at no cost, from Council's Principal Office, 2a Wasleys Road, Mallala or the Two Wells Service Centre, 69 Old Port Wakefield Road, Two Wells. Opportunities to discuss the Plan are as follows:

· Brop in Discussions:

2.45 – 4.15pm Tuesday 11 April Freedom
 Park, Jefferson Boulevard

 8 – 9.30am Wednesday 12 April Two Wells Bowling Club

 8 – 9.30am Friday 14 April Wildflowe Fark, Honeysuckle Drive

b Midday – 1pm Friday 14 April Two Wells Library, 61 Old Port Wakefield Road

 Workshop 1 – 3pm, Friday 21 April, Two Wells Council Chamber, 65 Old Port Wakefield Road, Please RSVP to Info@apc.sa.gov.au by Spm Thursday20 April.

An online survey about the Plan is available via Council's website apcisa goviau till Sam Tuesday 2 May.

Written submissions – preferably using the Submissions Form – must be received by 9am Tuesday 2 May 2023 and addressed to

Adelaide Plains Council Submission – Two Wells Walking Cycling Flan By email: Info@apc.sa.gov.au

Or by past PO Box 18, MALLALA SA 5502

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

Englimes may be directed to David Bailey, Strategic Projects Officer at Mo@apc.ia tokau or (08) 8527 0200.

James Miller Chief Executive Officer Adelaide Plains Council

Public Notice in the Plains Producer and Two Wells Echo

UPCOMING PUBLIC CONSULTATION

Annual Business Plan and Budget 2023/2024

Want to share your thoughts on what your Council rates are spent on?

Dur Annual Business Plan and Budget 2023/2024 (the Budget) and 2024-2033 Long Term Financial Plan (LTFP) allocates funds to our services and facilities over the next financial year, and over the next decade. The Budget and LTFP take into consideration our Strategic Plan, Infrastructure and Asset Management Plan, and our community's wants and needs,

Your feedback helps Council prioritise projects and ensure the Budget and LTFP maintain momentum toward a region with an enviable lifestyle, emerging economy, and remarkable landscapes.

The draft Budget and LTFP will be released for feedback in May 2023, Updates will be published on Council's website and in local newspapers – keep an eye out and share your thoughts!

Two Wells Walking Cycling Plan

Walking and cycling benefit our wellbeing, local economy, and the environment.

We are creating a vision for the future of walking and cycling in Two Wells to be developed over the next 5-10 years. A network for all ages that is safe, convenient, and connects people to the places they want to go!

The draft Two Wells Walking Cycling Plan is available on our website, and we want to know what our community thinks.

Consultation is open from 29 March to 9am Tuesday, 2 May 2023.



All feedback received through public consultation will be presented in a report to Council.

Council promoted the consultation via The Communicator



Drop in Discussions & Workshops

Drop in discussions as well as a workshop were offered at a variety of times and locations. Whilst no community members specifically attended, several conversations occurred. Staff conducting the drop-in sessions were able to continue working online.



Submission Form & Online Questionnaire

Questions structured around the Plans proposals were prepared to assist residents and stakeholders easily respond to the range of proposals in the draft Plan.

The structure of the questions was:

- Walking benefits/barriers
- Cycling benefits/barriers
- Paths and Loops as Experiences and Destinations
- 16 Physical Projects that make the Network.
- Various.

The questions could be filled out via the submission form or via an online questionnaire. This is a mix of traditional and digital engagement tools.

Newspaper Articles

Local newspapers published articles about the proposed walking and cycling Plan



nity present manager Danes (Day, Ballet, Administo Pla Daved Ballos and backers) the shaft, furniture a watering and

Proposed network a "wheelie" good move

REC O'MINE N States :

boating Augus instance in par nit for tessater states -for and tractal for open of the open-tests for forces 단

W/V 1: 38 19955 while any to any a series and the series of the series of

an Dely V wert to go old in the entry of a second barrier of the s staft welling autoviling plan of

and definitions within Two Wells instructively diagent processing applies of proceeding to the characteristic in the second data to be easily a second second and the second data to be easily a second second and the second easily the second second second and the second method of the two second the second second second second second method and the two second second second method and the two second second second method and the two second second second method second second second second method second second second second method second second second second method second second second method second second second method second second second method method second method scients a material compare-to That Weda' is compare-righted terms (op and with in Juliane development of n Obsolgani kraniky ani tetti metado osofaati " Indram Julies Merkopeat oli eriletti aalin porte gaataana eriletti aalin porte gaataana na maptingin gaataanaa. Taalin yaalin gaataanaa Markin yaalin gaataanaa metado osofaatiin yaataanaa other, to million hit

canalate Link and Comit die uns n Måri

Amore a series of the series of the principal of the series of the principal of the series of the se the street.

Two Wells Echo 5 October 2022

Walking and cycling to lead the future in Two Wells

KATLA DEN NOLLANDER

ADELAIDE

<text><text><text><text><text><text><text><text><text><text><text><text><text><text>



Bunyip 5 April 2023

Two Wells Primary School

As part of the last week of school in 2022, around a dozen future year six students were asked to participate in a session on walking and cycling in Two Wells.

With support from SSO Michelle and input from David Bailey, Strategic Project Officer Adelaide Plains Council, the students received some background information and considered seven questions.

Students were advised their input will be considered as an input to consultation on the Walking Cycling Plan.



Some of the Students who participated (Permission granted for photos to be used publicly)

Consultation Response

The following responses were received:

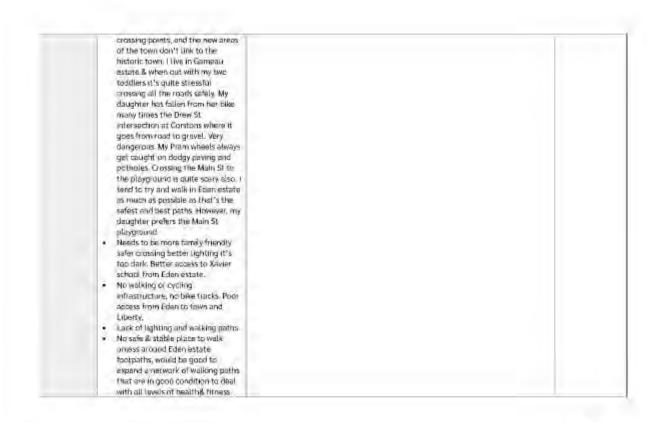
- Online questionnaire
- Six submissions
- Two Wells Primary School Input.

Consultation Input and Response

The submissions, online questionnaire, and Primary School input is summarised and responded below.

Input	What we beard	Comment	We Plan
Question- naire	 Health, fresh air, activity to do, numing errands. Without a doob? Personal health and meeting others in the area. Getting out in the fresh air is good for everybody's mental and physical health. Also provides an opportunity to meet others from the community in a relaxed environment. Benefit in pursonal health and less traffic through the main street. health & mind benefits, less nesources/pallution used driving in case etc. Health and kness Good for mental health. For me it's a health/fitness perspective. Being outdoors is great for my mental health & insthing beats a nice long welk. Community, good mental health, fresh air Personal health and wellbeing Health benefits and meeting athers. This would help with mental health. Also enabling inds 	Input about benefits, barriers, and desired changes about walking highlight resident and stakeholder support for progressive improvements, as well as ongoing maintenance, to enable more walking.	Continue with various projects in Plan that enable improved walking.

	to waik to school and meeting new children around the area. • Personal health & well being, tamilies connecting, community spirit enhanced through safe areas to exercise		
Konomán Submission	Walking is the best basic fitness		
Two Wells Primary	Meet others Get exercise. Time outside Lass costly		
Q2 What be input	arriers do you experience to wa What we heard	Gomment	Amendment to
Questionna	Terrible footpaths, not enough areas to safely cross Distance from where I live in Lewiston and feelings of not. having safe walking or cycling paths on country roods. Uneven surfaces. Footpaths that go nowhere this top at a deat end. No safe pedestrian crossings along the main street. Traffic and safety concerns Infrastructure, need more pathways etc. Poor lighting in some streets traffic - Old Pt Wakefield rood - no safe places to cross time poor footpaths i some lieve tria hazards. The pathways aren't particularly safe walking with parts and analit.	*	WC Plan



40.

Koneman Submission	 Lack of safe pedestrian crossing. Footpaths only covering portions of the township or requiring you to cross over and then back again (i.e., Gawler Road footpeth on north side finishes before Tangari and Eden estates but continues on south side for a small distance). 		
Two Wells Prinsary Q3 What w		enable more walking in Two Wells?	
Imput	What we heard	Comment	Amendment to WC Etan

	paths in pandands to protect	
	against flore/fauna	
	More pathways, signage, tree	
	planting for sharls, rest stops such	
	as table beyches ou:	
•	Better lootcaths like the cath to	
	the well's (more of a country style	
	outh) better lighting (not teo	
	tright but just same streets have	
з.	no lights at all) trails.	
•	Mider conclete paths, Povers are a trip hazard and where trees line	
	The road them roats disrupt the	
	payers. A lot safer crossing points	
	& paths linking up better with sale	
	crossing points. Drew St.	
	Intersection at Gawer Rd flacing	
	Conston's) is a total nightmore and	
	very unsafa. Longer walking paths	
	would be great too - the proposed	
	slan losis amazing. It's loss than a	
	kny walks from Walter Ave to main	
	St	
	Lighting isn't great in some areas,	
2	some not praim friendly areas, need	
	better crossing for families with	
	children Better access to Xavier	
	school for families to walk. Access	
	from Eden estate to Xavier school	
	would be ideal.	
۰.	Connection between Eden and	
	liberty using a rail crossing which	
	would allow a circle route for	
	walking around town.	

	 More welking paths better signage brighter lights More pathways in good candition, more trip/fails hazards, sat notices that connect the township to the estates both sides of Mallala & Gawler Roads Extension of footpaths, particularly to new estates and safe pedestrian crossing into these estates and over main roads. The existing partian of Two Wells township is easily welkable with good parts. 		
Koneman Submission I wo Welts	None. People don't riend signs to walk. If they have the will, they will do it. More shetters against rain		
Primary	More paths away from road Wider paths		
	Better places to want to walk to		_
Q4 What de Input	Better places to want to walk to	nore people cycling in Two Wells? Comment	Amendmunt to WC Plan

	 Llove cycling! Love cost transport good for health? Wellbeing All of the above plus giving kids something to do other than sitting on electronic devices. Personal health & well-being, families connecting, community splitt enhanced through safe areas to exercise. 		
Koheman Submission Two Wees Primary	No benefits. Only pesty people. Meet others. Going out Physical health Less costly		
Q5 What ba	when we heard	ling more in Two Wells? Comment	winenament to WC Plan

Konernari Submission Two Wells	and Old Pt Wavefield road have large trucks) and no shoulder to ride on so teal extremely unsafe. Speed limits in certain areas some blind spots not kleal for cyclist. No tracks, ininimal roads to cycle on Lack of bike paths No where to ride safely like the cycle paths adjoining the expressway, certainly would not like to ride my bike along any of the local roads such as Mallala, Gawlar, Old Port Wakefield due to risk of accident with vehicle - let alone taking children along there! N/A Feeling unsafe Dangerous traffic speeding		
Q6 What w	No short cut routes	enable more cycling in Two Wells?	Amender ent to WC Plan
Questionna Iro	 N/A We need cycling lanes market on the side of the read. Walking/cycling paths, wayfinding signs and walking/cycling trails and groups. Places of interest to cycle to. Local cycling compatitions/avents similar to Park Run events. Clear 		2

	 Established paths to protect against punctures from local flora in park areas. Dedicated cyclo / walk paths/tracks linking to near suburbs such as Lewiston. Designated paths for cycling away from traffic, signs, low lighting, bike racks around town, crossings so it's safe for kids. Needs to be a lot safer with bike lanes stop signs etc to be safe, speed limits etc. Reit crossing joining Eden and Liberty. I would like to see a safe bike path built all the way to Xavier college so that kids can ride their bikes to and from school. This would also help with all the car congestion at school drop off and pick up. Adjoining bike ways to the major roads in area to enable safe exercise & family outings. 	
Koneman Submission	Nothing	
fwo Wells Primary	Bike racks Bike lanes Slower traffic Signs so people don't get lost	
Email Submission 2	I don't cycle so I didn't comment on that.	

Input	What we heard	Comment	Amendment to WC Plan
Questionna	 Treel like the youth would destroy the electric bikes, and they would be left at random places, potential vandalism threat. They should be fully supported. Not really, bloycles are better for finalth and well-being. Would certainly need a free charging station. Perhaps there could be a hire facility to encourage visitors to stop, hire on electric bike and tour around the town. Charging facilities? and community mepair posts for their analogue counterparts. No, first get the pathways/ Tracks made that might suits both welkers and cycles. Yes, it would be great to have a bike path between two wells and Mailata and Dublin and lower light and back to Two Wells to encourage longer distance riding for residents. Silly question. Not necessary at this point, I think we live bigger fish to firy in Two Weils then worry about electric bikes. Why electric bikes, build decent adjoining bike pathways and thin 		

	sure the community will dust off the existing push blikes to use them		1
Koneman Submission	Electricity is said to cause global. warming encourage walking only.		
Two Wells Plantary	Malee available to hire Charging places Should be at affordable price Escooters		
OB Do you l	like the idea of paths and loops	like these generally?	-
inpu!	What we heard	Comment	Amendment ro WC Plan
Questionma	 Yes Yes Yes, If they connect to existing sumounding suburbs and areas. Yes, people love to keep track of how far they've ridden, and this offers a great variety. Yes Yes. Yes, except please consider the tootball oval during sporting matches and how yes would arouse the path will not impact game day entrance. Yourteers are hard to come by and please don't expect that the football club will just have to manage". Low the ideal' flowe a long walk and carrently have to walk every St in Eden just to get close to walking dum, it's great watching the progress of house builds but is otherwise borne. 	The Plan proposes the different paths as "experiences and destinations", such as a History Walk and a "Freedom Gameau" walk. The banefit of identifying and vaming "experiences" provides one purpose for being active, including for visitors. One submission noted that having moved into a new estate, there is little to 'do' The opportunity to create walks adds an option for residents to be physically active, along with other options in parks, tewn centre, and social, cultural and sporting activities. Collectively, these contribute opportunities for social connection and physical health. To be progressed, each of the set paths and loops needs more initiations, including detailed route planning, considering Council's wayfinding brancing work underway, and grant opportunities.	Continue with interest for paths and loops as experiences and destinations in the Plan.

Konamán Subimisálbin	Yas 100% allows people to plan either shurt or langer stints or exercise or family outings Yes, this is a great idea. Well signposted paths, particularly with separated bike tracks (from traffic) makes it easy for all ages to enjoy. Walking paths are good if adequate lighting for hights. Cycle paths are waste of money and a muisance. When it rains, they are nat used.		
Q9 What do	what are basic What are based	s and loops7	Amendment to WC Plan
Questionna	 Flat surfaces, bettle crossing areas, more lighting. All the mems listed, Make it happen. All the above mentioned. Safe crossing points, even surfaces, good lighting, things to look at a destination, nearby toilets. Flat surfaces or established paths that provide appropriate traction for inclines or descents. Flat surface. Safe crossing points, low lighting, way finding signage, drinking fumbling, way finding signage, drinking fournation or points, safety. Flat surface, safe crossing points, lighting for night walks All the examples above! Flat surface, safe crossing points, lighting for access. Safe crossing points, lighting for anglit walks All the examples above! 		u vie clin

	 No feral scrub/snakes buiging onto a small pathway, have large pathways with cleanings. Signs would be good. Safe crossing points, flat surfaces. Flat surfaces, safe crossing points, lighting is a must! Good signage, safe crossing for children, separated from main traffic, spots to stop (i.e., water founceine, seating). 		
Konemán Submision	Lighting		
Hickinboth am Submission	Identifying the road hierarchy and what infrastructure requirements should be provided to facilitate safe waiking and cycling.	The Ptan acknowledges more work – in particular datailed technical investigations and engagement – are needed for the proposits in the Plan. The ultimate network map shows wide footpaths, on road cycle lanes, low stress cycle routes, and shared paths as collectively making the network for the overall town. The technical solution for welking and cycling for each road and location will require a technical assessment, including Council working with lond developers, DIT and ARTC as relevant.	Continue with Plan.
Q10 What a particular of		ths and loops? Feel free to comment on all six or none. What do	you like? Any
particular e	What we heard	Comment	Amendment to
	THE REPORT OF THE PARTY PARTY OF		WC Plan
Questionna	Needs upgrades. If this goes behind/through the	The Plan proposes six different paths as 'experiences and destinations', such as a History Walk and a 'Freedom Gameau' walk. The benefit of identifying and naming 'experiences' provides one purpose for being active, including for visitors.	Continue with Intent for paths and loops as

	Perfect! Just build them.	To be progressed, each of the six paths and loops needs more investigations, including detailed route planning, considering Council's wayfinding brancing work underway, and grant opportunities.	
	FREEDOM GAMEAU (3.6KMT -		
Questionna ire	Needs lighting: Not affected by it, feel it provides better opportunity for the population in Gankau to move freely in safety. Good Great when you have limited time! Just build them.	*	
	WILDFLOWER WALK (6KM)		
Questionna ire	 Needs lighting: Not affected but appreciate that it will make the trainline more accessible/safer. Good Great when you have more time up your slows. Just build them. 	*	
	HISTORY WALK (EKM)		
Questionna inc	Excited for the prospect of it Worried about crossing Highway 1 As above Just build them.	*	.d.
	TOWN-CIRCLIT (BKM)		
Questionna ire	Needs upgrades Feel this is already accessible as an informal route, but clear borders for safety are appreciated. Good A good challenge Excellent, should be priority 1. Just build them.	•	

	AURAL VIEW (BKM)		
Questionna	 Needs lighting, upgrades, safer path, bitumen. Probably not a circuit I would personally concern myself with Good Even better challengef Random dist roads that are a quagmire in writer aren't a "waiking trail" Good idea If done property. Just build them. 		4
Koneman Submission	 a. Walking paths b. Keep any cycling clear of cars and walking pedestrians. 	•	
		projects generally? Feel free to comment on all six or none. What	t do you like?
	Ilar comments? What we heard	Comment	Amendment to WC Plan
Any particu	Ilar comments? What we heard		Amendment to WC Plan

	Old Port Wakefield Road especially near the Post Office as that's quite a large area to walk across.	Proposal phone at the a
Koneman Submission	 Encourage tourists. The roadways are too dangerous to encourage cycling. 	A Prisblum nativant Retail/Town
Questionna ire	 Crossing Mallala Road to Liberty – B doubles use this road and its unsafe. 	Eintre Uses Village haart uppred Untermedie
Hickinboth am	OLD PORT WAKEFIELD/MALLALA ROAD inoundabout) No recognition of future infrastructure constraints & lack of specific cycling infrastructure in designs.	Informal Descent Information I
Lester Submission	There needs to be a safe place for small kids to cross Mallala Road when walking from Xavier School into the town centre or Tangari estate. An overpass would be ideal so they can walk across the road without having to navigate the parents driving or trucks on Mallala Road.	At its meeting on 24 Aril 2023, Council endorsed undertaking a traffic management plan for the main street.
		18. Traffic Safety Concerns Two Wells 1
		Moved Cr Panello Seconde Cr Paton 2023/11

"that Council instructs the Chief Executive Officer to undertake investigations into a traffic management plan for Old Port Wakefield Road (Brooks Road to Maliala Road), Two Wells, as included in the Draft 2023/2024 Financial Year Annual Business Plan and Budget." CARRIED In response to a call for applications to the State Bicycle Fund, officers submitted a grant application (Attachment 3) in mid-2023 for funding to undertake the 'Two Wells Main Street Improved Walking Cycling Safety and Traffic Calming Study', This will consider options to calm traffic in the main street consistent with what could be expected in a traffic management plan. Should funds permit, the intent is to also study part of Gawler Road and Maliala Road within the township. The Brief to Master Plan the Two Wells Oval Precinct involves considering movement for vehicles, walking and cycling that integrates that Precinct with, for example, the Main Street at the Oval is a matter for how the precinct is managed. This will be considered during master planning.
The roundabout under construction at Mallala/Old Port Wakefield Roads involves cyclists sharing road space with vehicles or riding on footpath. This approach is common with roundabouts. The level of safety for cyclists will be monitored. The Plan envisages a coordinated pathway network. The various studies proposed/underway begin to plan the technical detail necessary to enable such a network. The existence of the draft Plan assists Council in making grant applications.

	2. WALKING, AND THE NEW FLOOD LEVY			
Questionne Ire	Great idea Love this trail. Ok Great, just do it.	Construction plans for the levy are being finalised including consideration to enable walking subject to suitable risk assessment. Note walking can-not occur across the train line.	Continue with Plan seeking walking on the levy subject to risk assessment	
	3. INSTALL MAZE WAY RAIL CRO	OSSINGS AT ELIZABETH STREET		
Questionne ire	Definitely needed. Of great benefit to community safety Like Definitely needs to happen ASAP. Good Great, just do it.	Traffic volumes are increasing on Elizabeth Street, increasing risk for pedestrians using the roadway itself. Installing a mazeway consistent with ARTC guidelines will assist movement across the rail track at this location.	Continue with Intent to Install Maze way rail crossings at Elizabeth Street.	
	# BETTER CONNECT GAMEAU			
	ESTATE			
Questianna ire	 SA Like ASAP as well, a Gamaau estate resident & it's very frustrating not having proper connect. Must do. Great, just do it. 	Grant funding obtained in 2022 has improved safety and accessibility through lighting being installed at the north south walkway from Gawler Road. This walkway is the primary walkway for around 1500 residents east of the train line/north of Gawler Road to the main street. Other works funded via the grant are underway.	Continue with Plan to better connect Gamear estate.	
Email Submission 1	 Tangari Estate is a nightmare to walk through on bin day as everyone puts their bins on the footpath as there is no verge between the road and footpath. Walking with a pram and dog makes it very dangerous to walk on the road to avoid the bins. 			

	5 IMPROVE WALKING/CYCLING	Improved accessibility and safety through lighting the workway worth of Gawler- Road - Huly 2023. Bins on footpaths require ongoing education.	
Questionna ire	Continuen feetpath or link statutes and separate from road traffic Needed. Grunt Iden Yes, traffic is a concarn. Definitely is good idea for everyone's safirity i probably wouldn't use it just because I have unall kilds and that scares mu- tioning on a 100km road. Yery good Great, just do it. The pediestrian resisting at the	The Intended outcome in the Plan is "Ensure ease of pedestrian and cyclist movement along Gawler Road on both sides and suitable worth/south crossing opportunities to gain ready access between housing areas, schools, reserves, and main street." Consultation input affirms the current tootpath arrangements are disconnected. Should funds permit the 2023 grant application for the Main Street study to be antended to Gawler Road, this would enable technical solutions to be identified. If not, undertaking a detailed study can be applied for in future years. Technical solutions would need to have regard to various factors, including Gawler Road's role the rarrying wide loads. The Hart Reserve Master Plan proposes a shared path along Gawler Road, better connecting this section of Gawler Road for pedestriums. Comments about poor pram ramps and gaps in paying have been referred to the	Continue the Plans intent to ensure ease of pedeutrian and cyclist movement along Gaviler Road on both sides and suitable north/south crossing opportunities to gain ready access between housing
Submission 1	 antrance of Longview is very long (dimost 20m) and feets a bit amsa/e. Could a pedestriao refuge be explored? There are a number of paths in Eden that don't lead anywhere. Or are not linked to a crossing on the other side of the road, only guttering. The main walking path along Megnolia doesn't lead anywhere inde you reach the entimes if Eden residents want to walk to the main street on a footpath, they can't walk down Magnolia and 	infeatructure and Environment Dopartment for attention	areas, schools, reserves, and main street.

	Gawier Rood, they have to walk through Tengari Estate. • The footpath plang Gawler Road towards Hart reserve doesn't lead anywhere: • Some pram trassings in Eden aren't socied between the footpath and preminizing.	
Email Subinvosibin 2	 LONGVIEW Large area to cross, cars fend to speed arcting the comer so if can be dangerous crossing. Resident's tend to out across the reads early instead of walking to the designated crossing, which you neve to walk account the corner to get to. Down other read of Longview there is a "park" that doesn't have appropriate crossovers from the hostpath, difficult for prans and dangerous as cors by over corners. Additionally, the fractpaths have no continuity. Uneven and unmaintained toops off coming out of Longview the state state and unmaintained toopsaths. LONGVIEW TANGARI EDEN Footpath just erops off coming out of Longview there is a reagan or Econ. EDEN Large entirance to Eden, but the fractpath states at the read, no safe walking access to get ocross the state accessing tagets to the safe accessing tagets of the safe accessing tagets of the accessing tagets of the safe accessing tagets at the read, no safe walking access to get ocross the walking access to get ocross the safe accessing tagets of the safets accessing tag	

	 No footpaths on either side, weather conditions affect usability. An identified allegways connecting Tangari and Eden constantly filled with rubbish, no designated path, and is completely overgrown. Path connecting the back of Eden/Tangari back to Gawler Road is quite unstable with poor lighting at night. GAWLER Need to explore alternative crossings, current ones are not ideal or safe. Walking from railway crossing to main streat along Gawler Road on the left side is quite uneven, trees are causing domage and affecting safety. Path is also downhill without measures to ensure stability. Bushes near the vet/pub are quite overgrown. Staff/residents of nearby facilities and housing park vehicles along, affecting walking along paths. Corner of Gawler Road and Old Port Wakefield Road, trucks turning corner send debris into the air which poses potential safety concerns 	
Hickinboth am Submission	 Proposed streetscape is potentially problematic and will be compromised if the route is allowed. 	

	6	COMPRIMETOR RANKED CROSS	0.0	
Questionna		Very concerned about safety. crossing - this is on a bend and can be a blind spot. Good Great, just do it.	Improving safety for pedestrian movement from Cobden Court to Stockyard Road remains important to enable movement from the eastern part of Liberty directly south to the main street/Hert Reserve. The Stockyard Lot has been approved for 41. residential lots. DIT are designing intersection modifications to adjust traffic movements to the new Stockyard Road with the new 'Stockyard Risa', Officars are working with DIT on suitable technical solutions for pedestrian /cyclist movement at this location. This may involve adjusting Mallaia Road traffic speed between the new roundabout and slightly north of Stockyard Road.	Continue with Plan Intent to enable pedestrian and cyclist movemen from Cobden Ct across Mallala Road to Stockyard/horth end of Old Mallala Road
	71	HAM ALA NORTHERN PATH:		and the last have been been been been been been been be
Questionna tre	• • • •	Concern about Mailala Road heavy riaffic Good Great, just dont. Need to clearly identify facilities	This proposel was flagged in discussion with DIT officers. Forther technical, investigations to meet DIT standards are needing to be done.	
am Submission	1	along this route in Plan.		-
		GRADE SEPARATED WALKIN	C/CYCLING OROSSING ATSHARDE/MALLALA/TRAINLINE	
Questionna Ire		This is essential to enable residents who access Xavier college a safe and convenient crossing as well as linking the two astates. Great Idea Concern about crossing Mallala road heavy traffic. A safe connection between Eden & Liberty estates is very important. Very good Great, just do it.	Consultation comments affirmed the general benefit of establishing a grade separated crossing point to enable improved east west connectivity for what will eventually be toine 6000 residents in Eden/Gamacu/Liberty. Previous discussions with ARTC confirm ARTC will not support an at grade crossing. Preliminary investigations conclude above grade would require significant land areas and below grade, i.e., a tunnel with suitable lighting and flood management infrastructure, a possibly more likely option. The Hicks group are investigating the potential urban development of their land north of Eden/east of the train line. The need for a grade separated crossing has been flagged with the Hicks group. This proposal was flagged in discussion with DIT officers. Further technical, investigations to meet DIT and ARTC sumpards are needing to be done. Whilst	Continue with Plan to enabling the eventual 6000 residents of all ablitten in planned residential development east and west of the train line and Mallola Road a formalised

Emall Submission I	 The longer term grade separated crossing over Matlale Road and Train lines is an excellent idea an much needed! 	be other options, which the plan should be open to.	cressing point for working and cycling. Adjust the Plan scope of investigation to be optim to 4 variety of locations.
Hickinboth am Submission	 Relocating freight to Sharpe Rood will result in large vehicles bisacting residential areas, increasing safety risks and significant negative implications for residential development. Should be removed. 	The suggestion of Sharpe Road as a freight coute is not a proposal in the Plan. The draft Walking Cycling Plan summarises proposals from the 2014 Traffic impact Study which suggested that.	Continue with Plan
	the second se	IMER TRAIN STASION INCLUDING SHARED PATHS NORTH OF GAWLE	
Questionna ire	 Why not put a passenger trainline in? Good looks safa Good Great, just do n. 	ARTC control the land and confirm its purpose is for rall freight activities. Officers have discussed with ARTC that as Two Wells grows, discussions about the former station land future for different purposes may need to occur.	Edontinue with Plan to explore potential land use options at a preliminary level, for the former train station land. This includes its potential use for train purposes, possible bus interchange, and for formalised shared poths north of Gawler Road to Sharpe Road to Sharpe

Quad lanna Ira	 Essential to highlight pride in the town. Need something that reflects the area. Eden entrance sign looks great and could emulate. Virginia Great idea Upgrades would be great. Must do Great, just do it. 	In terms of waiking and cycling, the benefits of physical flastures marking the town entry is to advise drivers they are entering. Two Wells with more people about and to modify their behaviour. It is acknowledged there are other brancing and town identity benefits.	Continue with Plan to physically mark town entries on the major roads to visually advise therers they are entering the town and fo be aware of more people being about walking and cycling. This works to modify there behaviour.
	ALLICHT DAPS IN THE ORIGINA	ALTOWNSHIP	
Questionna Inc	Definitely needs to be well lit throughout the township and side streets like Petticoat Lane. Virginia Great, just do it.	Officers are inviting several long-term residents of the original township to identify dark spots. This information will be used to inform asset planning to improve lighting.	Continue intent to light gaps in the original township in the Plan.
	12. COMMUNICATE THROUGH	NAMING & WAYFINDING.	
Questionna	 Very important especially for visitors to the area Good Grant clea Great, just do it. 	Officers are preparing a wayfinding strategy. Wayfinding signage communicates location and direction through visual cues allowing people to move between destinations easily. It assists people - particularly visitors - understand where they are now, where they are heading, how to get there, and how to recognise when you have arrived there.	Continue intent in Plan that residents, visitors and traders are aware walking and cycling networks exist, where they go, how to access them and how to use them.

Quad onna ire	 Sounds great, Would appreciate rest stops. Great elea Yas Seat stops along the paths is a great idea for elderly, people with intle kids, anyone really! Good Great, just do it 	Progressively adding facilities such as seats, art, trees, water fountains, assists people in different ways to waik and cycle. People of waying ability for example value seats. Installing these can be pursued as funds, and grant opportunities periort.	Continue Plan intent to create networks that are pleasant and interesting to experience when walking or cycling, and with facilities that enable use,
	TA, MAINTAIN ABILITY TO INFO	RMALEY CROSS PORT WAKEFIELD HIGHWAY.	a second
Questionna Ire Hickinboth am Submission	Concern about safety Grant, just do it. The maintenance of informal connections does not provide a consideration of the potential safety implications. Needs further review.	Several opportunities exist to informally cross Port Wakefeild Highway, Port Wakefeild Highway is controlled by DT. Discussions with DT officers acknowledged informal crossings axis and DiTs intent to not increase the use of existing crossings or create additional informal crossings. Noting planned population growth of Two Wells, officers will continue to (laise with DIT about informal crossings.	Refine Plan to continue to seek to maintain ability to informally cross Port Wakefield Highway and to explicitly include DiT advice that generilly podestrians, bicycles, animals and animal- trown vehicles
Questionna	IE JOHN TWO WELLS NETWOR Yes Great ideal Great ideal	TO MEAPER WORK A PLACES The stated intended outcome in the Plan is their the Two Wells cycling and walking network to nearby areas, including surrounding agricultural based employment,	are prohibited from using freeways and expressways unless otherwise indicated. Continue to seek to integrate the Hick's future

		Uving/work in Lewiston, coastal areas including Middle Beach, and urban growth at Virginia and Riverles." This intent recognises the town of Two Wells is part of a wider area with agriculture, business and living, and as opportunity presents, it makes sense to join Two Wells with means places.	urban perelopment including preferred train crossing points as part of the Plan.
-	16 INTEGRATE HIGHS FUTURE (DEVELOPMENT INCLUDING PROFERRED TRAINCROSSING FOINTS -	
Questionna Irc	Yes, this would be a good idea. Concern about crossing Malbala Hoad. Great idea! Great idea! Great, yist do it.	Council's Growth Plan flags the potential urban development of the Hicks land to the north of Eden, and east of train line/Addiala Road, ARTC expectations as well as various challenges with movement including walking and cycling have been raised with the Hicks group by officers as part of growth planning	Continue to seek to integrate the Hick's future urban development including preferred train crossing points as part of the Plan.
Hickinboth am Submission	 Proposed crossing could be relocated to offer maximum benefit for vulnerable users. 		
Australian Rail Track Corporation (ARHC) Submission	 An objective of national rail safety prohibits the creation of additional grade level crossing. New crossings will need to be negotiated with ARTC & other parties. Designs will need to comply with appropriate standards and costs. ARTC rail corridor access must follow ARTC's Third Party Works application process. Open to exploring commercial opportunities that pose no threat to safety or rail operations. Connectivity across rail corridor warrants thorough investigation and cost analysis. 		

Q12 Are the	Ir obvious facts or information (What we heard	missing in the Two Wells Walking Cycling Plan? Comment	Amendment to WC Plan
Konoman Submission	Keep the old town vibe, not the government retrofit.	Council's Growth Strategy outlines a vision for Two Wells of a cohesive country town of 10,500. One action is about valuing the historic main street and reinforcing that as a key aspect of the 'old town vibe'. This includes how features such as intended wayfinding signage reflect Two Wells history and sense of place.	Continue with Plan.
	lo you think about the Walking		
Input.	What we heard	Comment	Amendment to WC Plan
Questionna Ire	 Love it It's a good start! It's a good start! The plans look mally good & it's great to see that what most of the public would be concerned about is being addressed. If all paths have safe road crossings and connect properly, I think that's the main thing. I think this is a great step in the right direction for improving physical and mental health of residents and offering a variety of options to "know your own tradyard" by getting out and about in it, in a safe and accessible way. I am excited and look forward to bike/cycle paths around the towked to the towned towned to the towned to the towned towned towned to the towned towned towned to the towned towned towned to	The Plan acknowledges more work - in particular detailed technical investigations and engagement - are needed for the proposits in the Plan. The ultimate network map shows wide footpaths, on road cycle lanes, <i>low</i> stress cycle routes, and shared paths as collectively making the network for the overall town. The technical solution for walking and cycling for each road and location will require a technical assessment, including Council working with land developers, DIT and ARTC as relevant. Further discussions with Hickinbotham identified the conceptual ultimate perwerk shown within Liberty needs some adjustment to reflect what has been built and also what is currently planned in the context of the 2012 Deed	Continue with Plan, and update conceptual ultimate network shown within Liberty in consultation with Hicknbotham.

Q14 Any oti Input	her comments? What we heard	Comment	Âmendment i WC Plan
Questionea ire	 Excited to use this new trail and, the prospect of potentially starting, up a community Parknun for our area. Consider renauting traffic via Temby Road through to Williams and then back to Gawler Road to make Mailala Road and Gawler roads safer for everyone and the town more connected. 	Parkrun is a 5km out and back run. 8am every Soturday, described as a "social run in the park with your instes". Parkrun is international and commenced in Adelaide CBD around 2012. There are around 20 parkrun events in SA, with Gawler and Stabonheath nearest to Two Wells. Some 200 people of verying degrees of fitness po parkrun weekly at Gawler. Whilst not a formal submission, a resident it interested in commencing a parkrun at Two Wells. Noting parkrun routes can be changed each week, the draft Plan notionally shows a parkrun route traversing the Oval Preciset, Wells area and the SHA town centre land. The parkrun option will be further considered as part of master planning the Two	Continue with Plan
Email Submitsion Y	 More consideration needs to go towards regulatory staff maintaining walkways from illegal parking issues. Cors are frequently periong scross footpaths and crossings creating a safety issue. Existing regulatory officers are already flat out, so i think some consideration needs to go towards more regulatory staff. 	Wells Oval Precinct. If to occul, parkninnas an organisation will coordinate the run, and need to apply for a permit from Council Initing it is likely to be held on Council managed land). Bypassing Two Wells through different need arrangements is under consideration by DIT with input from Council officers through a freight movement study for Greater Adelaide. This will be reported to Council through the Infrastructure and Environment Committee. Parking on a designated footpath is an offence under the Australian Road Roles. Council's Community Safety Officers are able to take enforcement action against the owner of a vehicle parked il legally. Vehicles observed obstructing a froitpath should be immediately reported to Council.	
koneman Submission	Dedicate a 5-acre allotment for cyclists and let them ride around & around	Noted	Continue with Pien
Australian Rali Treck Corporation (ARTC) Submission	Future residential development needs to consider train movements with possible concerns (noise and arbrighters).	Council's planning assessment staff continue to work with ARTC on proposed development near the rail condor.	Continue with Plan

Project Proposal for State Bicycle Fund 2023 - 2024

June 2023

TWO WELLS MAIN STREET IMPROVED WALKING CYCLING SAFETY AND TRAFFIC CALMING STUDY

This study intends to investigate options to improve safety for walking and cycling, and to calm traffic, in the Two Wells Main Street between Brooks Road and Mallala Road. Options analysis is to involve targeted stakeholder engagement in order to identify a preferred option.

The study is to have regard to:

- major projects underway, including the commercial, retail and community facilities intended development on the eight hectares of Crown land, master planning the Two Wells Oval Precinct, proposed roundabout at Mallala Road, and envisaged movement on Gawler Road and Mallala Road, both associated with population growth in Two Wells, as well as changes in regional movement patterns.
- Relevant documents including Council's Tourism and Economic Development Strategy 2022, the Two Wells Traffic Impact Assessment by BE Engineering for Council 2023, the draft Two Wells Walking Cycling Plan, and technical and engagement feedback about the proposed median.

If budget permits, the area of study may be extended to include (1) Gawler Road between Old Port Wakefield Road and the eastern extent of residential living and (2) Mallala Road between the proposed roundabout and Stockyard Road noting an intent for improved walking cycling movement across Mallala Road near Stockyard Road.

Background from the Walking Cycling Plan as released for consultation is Attached.

Proposal	Total Cost	Grant Requested
TOTAL	\$40k	\$20k
		0

CRITERIA

Government of South Australia Department for Infrastructure and (ransport

'Projects will be assessed on their ability to achieve one or more of the following outcomes:

- · improved strategic policy, frameworks and actions for cycling
- improved cycling safety
- \cdot improved connectivity and coverage of bicycle networks
- · improved cycling access to significant destinations

 \cdot value for money.'

RATIONALE FOR PROPOSAL BASED ON ASSESSMENT CRITERIA

Two Wells had 1926 residents in 2016 and grew to 2,947 in 2021, This population growth equates to 5% per annum, a rate comparable to Mt Barker. With zoned land enabling more population growth, forecasts are Two Wells will be around 10, 500 in 2040.

In the first half of 2023, Council completed consultation on the Two Wells Walking Cycling Plan. Consultation affirmed support for ongoing improvements to support walking and cycling movement as part of a variety of movement modes.

In early 2023, Council consulted about new light poles and a median strip in the Two Wells Main Street. Whilst the proposed median strip was not support by traders at that time, informal discussions indicate traders recognise measures need to be undertaken to improve safety for walkers and cyclists in the main street.

On 24 April 2023, Council resolved as follows 'that Council instructs the Chief Executive Officer to undertake investigations into a traffic management plan for Old Port Wakefield Road (Brooks Road to Mallala Road), Two Wells, as included in the Draft 2023/2024 Financial Year Annual Business Plan and Budget.'

By identifying a preferred option for improved walking and cycling safety, the study will lead to 'improved strategic policy, frameworks and actions for cycling', 'improved cycling safety', 'improved connectivity and coverage of bicycle networks' and 'improved cycling access to significant destinations' (being the main street of a growing town).

This study represents value for money and the successful consultant will be procured through a competitive process.

Furthermore, there is a resolution from Council:-

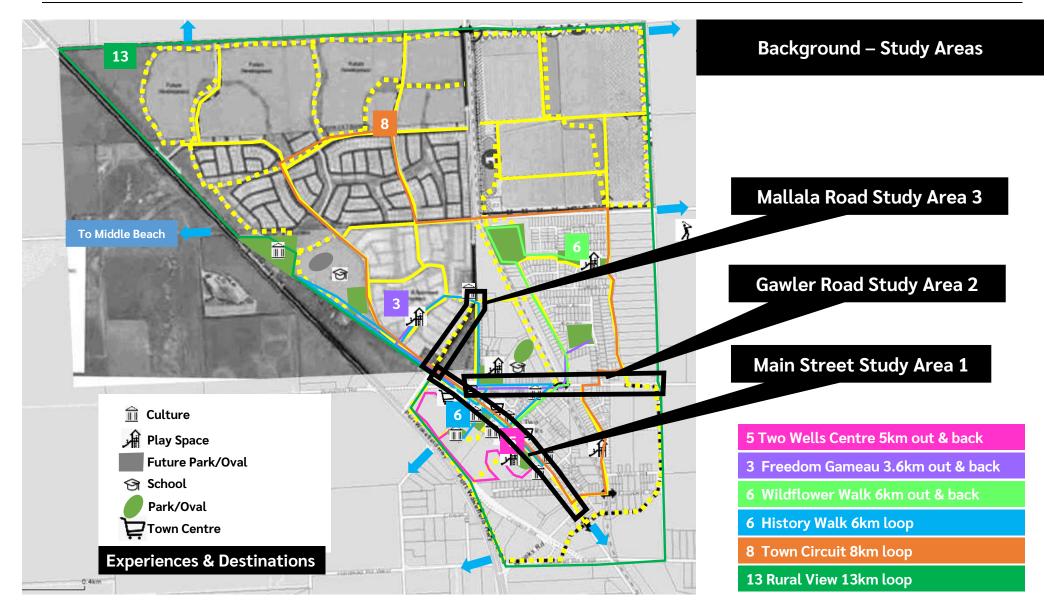
18.1 NOTICE OF MOTION – COUNCILLOR PANELLA – TRAFFIC SAFETY CONCERNS TWO WELLS RESOLUTION 2023/111 Moved: Councillor Panella Seconded: Councillor Paton

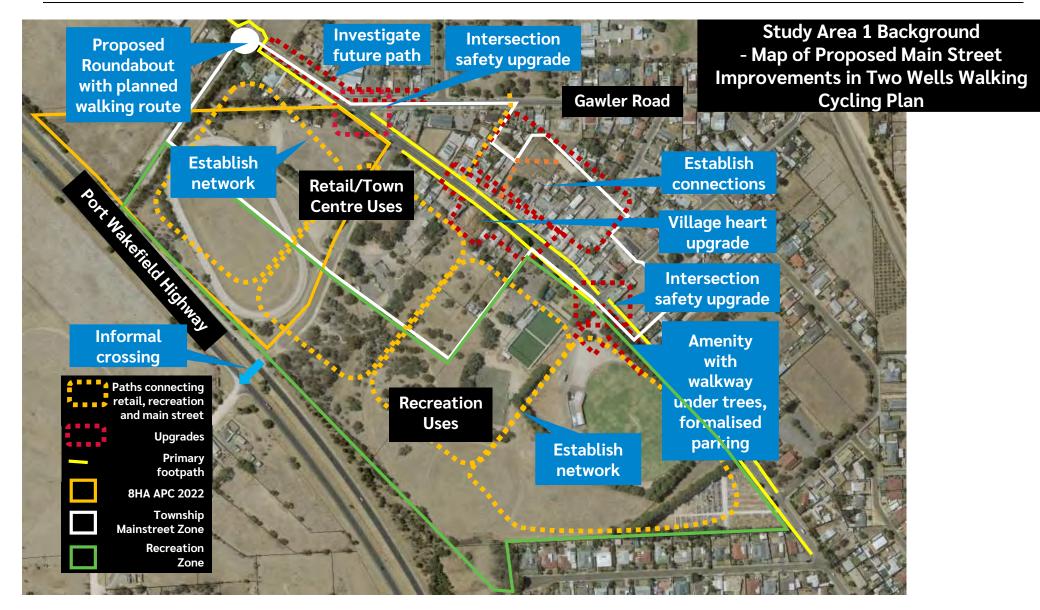
"that Council instructs the Chief Executive Officer to undertake investigations into a traffic management plan for Old Port Wakefield Road (Brooks Road to Mallala Road), Two Wells, as included in the Draft 2023/2024 Financial Year Annual Business Plan and Budget."

The study will be project managed by Council's Infrastructure and Environment Team with advice from Council's Growth and Investment, and Development and Community Teams.

This proposal has been prepared by Strategic Projects Officer David Bailey working with Council's Asset Engineer Mike Ravno and General Manager Infrastructure and Environment Tom Jones.



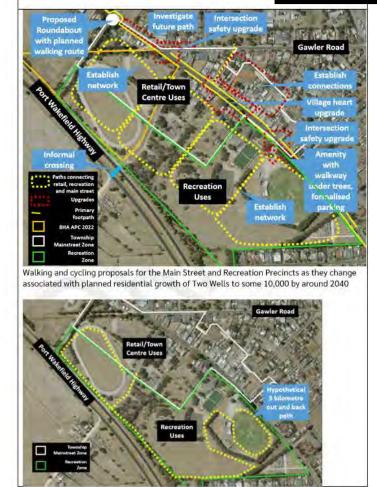




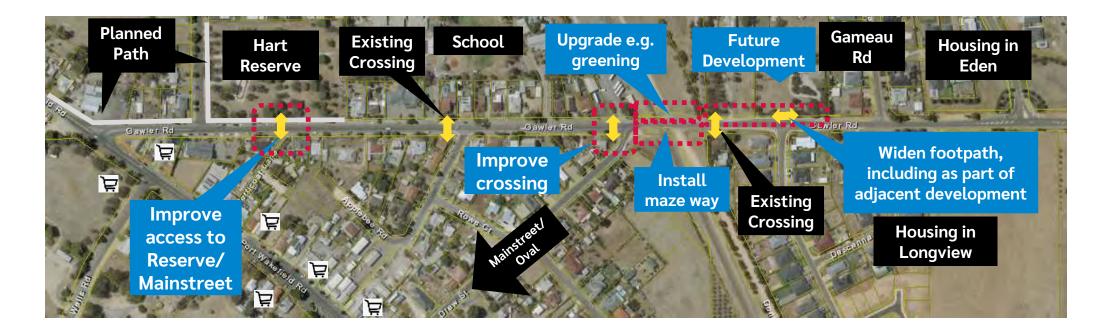
Timeframe – Short to Medium	SS (Medium	Kau Stakahaldara
Timetrame – Short to Medium	SS (Medium Cost)	Key Stakeholders
	COSCI	DIT
		Crown Land
		Town Centre Advisory Group
		Oval Clubs
		Key land owners
	e main street and	d comfort for pedestrians and cyclists as recreation precincts. The intent is to
principally to be developed betw The Map 'Walking and Cycling Pro	een Old Port Wa	community or retail activities. These are kefield Road and Port Wakefield Highway.
Plan builds on a 2014 traffic imp Key proposals in the master plar Establishing a footpath from Reimagining the intersection	act study by Infra envisage: Mallala Road roi of Old Port Wak of Old Port Wak entrance	lls Master Plan May 2020 ¹⁹ . This Master aplan and 2011 Mainstreet guidelines ²⁰ .
Plan builds on a 2014 traffic imp Key proposals in the master plar Establishing a footpath from Reimagining the intersection Reimagining the intersection trees area adjacent the Qval Upgrading the village heart Bike parks and other support	act study by Infra envisage: Mallala Road roi of Old Port Wak of Old Port Wak entrance ive facilities.	<i>lls Master Plan May</i> 2020 ¹⁹ . This Master aplan and 2011 Mainstreet guidelines ²⁰ . undabout to Hart Reserve efield Road with Gawler Road
Plan builds on a 2014 traffic imp Key proposals in the master plar Establishing a footpath from Reimagining the intersection trees area adjacent the Qval Upgrading the village heart Bike parks and other support In addition, the Map shows the fi	act study by Infra envisage: Mallala Road roi of Old Port Wak of Old Port Wak entrance ive facilities.	<i>lls Master Plan May</i> 2020 ¹⁹ . This Master aplan and 2011 Mainstreet guidelines ²⁰ . undabout to Hart Reserve efield Road with Gawler Road
Plan builds on a 2014 traffic imp Key proposals in the master plar Establishing a footpath from Reimagining the intersection Reimagining the intersection trees area adjacent the Qval Upgrading the village heart Bike parks and other support In addition, the Map shows the fo Establish a pathway networ uses and mainstreet. The ne	act study by Infra envisage: Mallala Road roi of Old Port Wak of Old Port Wak entrance ive facilities. ollowing k encompassing twork on the ma	Ils Master Plan May 2020 ¹⁹ . This Master aplan and 2011 Mainstreet guidelines ²⁰ . undabout to Hart Reserve efield Road with Gawler Road efield Road with Drew Street, including the the retail/town centre uses, recreation p is not proposed paths, rather, that a
Plan builds on a 2014 traffic imp Key proposals in the master plar Establishing a footpath from Reimagining the intersection Reimagining the intersection trees area adjacent the Qval Upgrading the village heart Bike parks and other support In addition, the Map shows the fe Establish a pathway networ uses and mainstreet. The ne network joining these areas i	act study by Infra envisage: Mallala Road roo of Old Port Wak of Old Port Wak entrance ive facilities. ollowing k encompassing twork on the ma needs to be estat	Ils Master Plan May 2020 ¹⁹ . This Master aplan and 2011 Mainstreet guidelines ²⁰ . undabout to Hart Reserve effeld Road with Gawler Road effeld Road with Drew Street, including the the retail/town centre uses, recreation p is not proposed paths, rather, that a ilished as these areas undergo change and
Plan builds on a 2014 traffic imp Key proposals in the master plar Establishing a footpath from Reimagining the intersection trees area adjacent the Qval Upgrading the village heart Bike parks and other support In addition, the Map shows the fi Establish a pathway networ uses and mainstreet. The ne network joining these areas i are developed. Investigation	act study by Infra envisage: Mallala Road roi of Old Port Wak of Old Port Wak entrance ive facilities. bllowing k encompassing twork on the ma needs to be estat are needed as pa	Ils Master Plan May 2020 ¹⁹ . This Master aplan and 2011 Mainstreet guidelines ²⁰ . undabout to Hart Reserve efield Road with Gawler Road efield Road with Drew Street, including the the retail/town centre uses, recreation p is not proposed paths, rather, that a lished as these areas undergo change and art of more detailed planning.
Plan builds on a 2014 traffic imp Key proposals in the master plar Establishing a footpath from Reimagining the intersection trees area adjacent the Qval Upgrading the village heart Bike parks and other support addition, the Map shows the fi Establish a pathway networ uses and mainstreet. The ne network joining these areas r are developed. Investigation Establish laneway type com	act study by Infra envisage: Mallala Road roi of Old Port Wak of Old Port Wak entrance ive facilities. ollowing k encompassing twork on the ma needs to be estat are needed as pa nections betwee	Ils Master Plan May 2020 ¹⁹ . This Master aplan and 2011 Mainstreet guidelines ²⁰ . undabout to Hart Reserve efield Road with Gawler Road efield Road with Drew Street, including the the retail/town centre uses, recreation p is not proposed paths, rather, that a lished as these areas undergo change and rt of more detailed planning. n Applebee Road and Old Port Wakefield
Plan builds on a 2014 traffic imp Key proposals in the master plar Establishing a footpath from Reimagining the intersection trees area adjacent the Qval Upgrading the village heart Bike parks and other support In addition, the Map shows the fi Establish a pathway networ uses and mainstreet. The ne network joining these areas r are developed. Investigation Establish laneway type com	act study by Infra envisage: Mallala Road roi of Old Port Wak of Old Port Wak entrance ive facilities. ollowing k encompassing twork on the ma needs to be estat arg needed as pa nections betwee nt options and o	Ils Master Plan May 2020 ¹⁹ . This Master aplan and 2011 Mainstreet guidelines ²⁰ . undabout to Hart Reserve efield Road with Gawler Road efield Road with Drew Street, including the the retail/town centre uses, recreation p is not proposed paths, rather, that a lished as these areas undergo change and irt of more detailed planning. n Applebee Road and Old Port Wakefield oportunity for increased variety of
Plan builds on a 2014 traffic imp Key proposals in the master plar Establishing a footpath from Reimagining the intersection trees area adjacent the Qval Upgrading the village heart Bike parks and other support In addition, the Map shows the fo Establish a pathway networ uses and mainstreet. The ne network joining these areas r are developed. Investigation Establish laneway type com Benefit is increased moveme commercial/living spaces. De	act study by Infra envisage: Mallala Road roi of Old Port Wak of Old Port Wak entrance ive facilities. ollowing k encompassing twork on the ma needs to be estab are needed as pr enctions betwee nt options and op stailed investigat	Ils Master Plan May 2020 ¹⁹ . This Master aplan and 2011 Mainstreet guidelines ²⁰ . undabout to Hart Reserve efield Road with Gawler Road efield Road with Drew Street, including the the retail/town centre uses, recreation p is not proposed paths, rather, that a lished as these areas undergo change and irt of more detailed planning. n Applebee Road and Old Port Wakefield oportunity for increased variety of

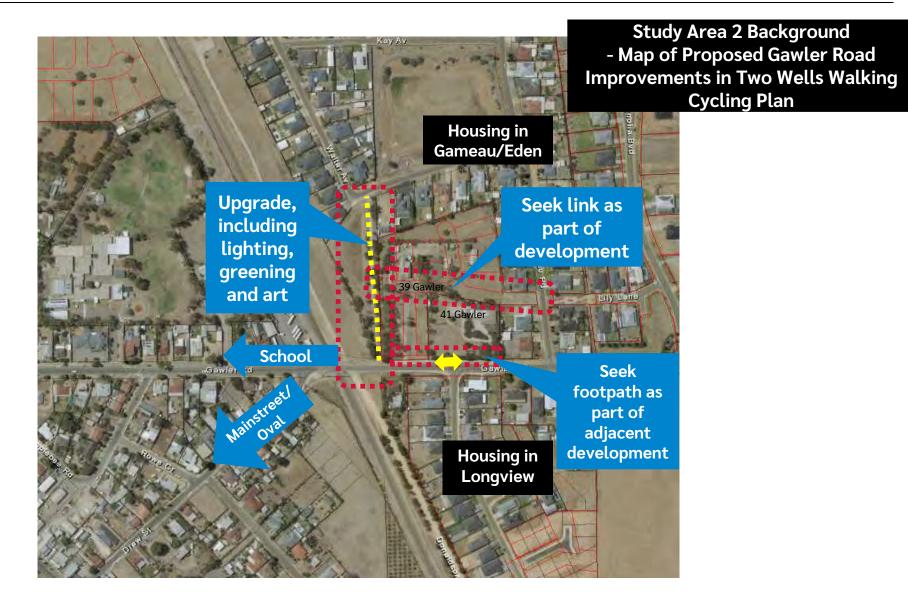
 ¹⁹ apc,sa.gov,au/ data/assets/pdf file/0033/659760/Public-Consultation-Notice-Two-Wells-Main-<u>Street-Concept-Plans.pdf</u>
 ²⁰ apc,sa.gov,au/ data/assets/pdf file/0030/354855/D16-4102-Two-Wells-Urban-Design-Guidelines.pdf

Study Area 1 Background - Main Street Improvements in Two Wells Walking Cycling Plan



Study Area 2 Background - Map of Proposed Gawler Road Improvements in Two Wells Walking Cycling Plan





Study Area 2 Background - Gawler Road Improvements in Two Wells Walking Cycling Plan



No footpath between train crossing and Gameau Road May 2022



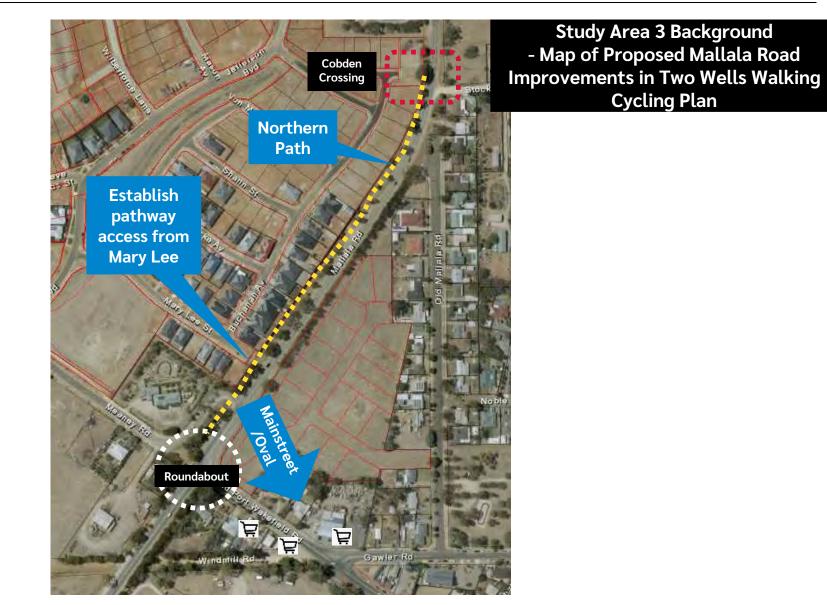
Maze way north side Gawler Road with smooth surface May 2022

5 Improve walking/cycling along Gawler Road Improving north south and east west connections better connects housing estates with each other, School, Hart Reserve, Main street Timeframe - Short - Medium Key Stakeholders (Smaller Cost) DIT Intended Outcome - Ensure ease of pedestrian and cyclist movement along Gawler Road on both sides and suitable north/south crossing opportunities to gain ready access between housing areas, schools, reserves, and main street. Observations - Gawler Road is a DIT controlled road and any changes need to align with DIT road hierarchy. Traffic (12% commercial) is a key barrier impacting walking/cycling along and across Gawler Road. Changes to pedestrian crossings will need to comply with DIT specifications to allow over dimensional vehicles to continue to utilise Gawler Road. Reasonable numbers of residents live either side, the primary school/children centre/Hart Reserve is on north side, and Main Street/Oval precinct to the south. A better network approach is needed for the length between Eden Estate and Old Port Wakefield Road, to enable orderly movements east west and north south A maze way over the train line exists on north side of Gawler Road, with a smooth surface at the rails installed in 2022. The northern crossing needs greening, check lighting and possible sign de-cluttering. A maze way needs installing on the southern side, connecting to the footpath to Longview, and westerly to Drew Street, Mainstreet. Important to foster movement. In particular: · Hart Reserve to Petticoat Lane/Mainstreet, noting both are important destinations. Hart Reserve a key reserve and to be upgraded Gawler/Drew St intersection, noting Drew's direct role to the Mainstreet and proximity to the train line crossing East west connecting from northern maze way to Gameau Road How - detailed investigations

Lack of orderly crossing arrangements between Eden/Gameau and Drew Street 2021



Lack of orderly crossing arrangements to the Mainstreet via Petticoat Lane from Hart Reserve and housing to the north 2021. Hart Reserve is to be upgraded including new pathways along Gawler Road and Old Mallala Road



Council Meeting

7 Mallala Northern Path			
Timeframe - Medium	S (Smaller	Key Stakeholders	
	Cost)	DIT	

Intended Outcome – Provides option from Cobden Connection to the Mallala/Old Port Wakefield Roundabout. Enables more convenient access from Mary Lee Street in Liberty to roundabout and town centre.

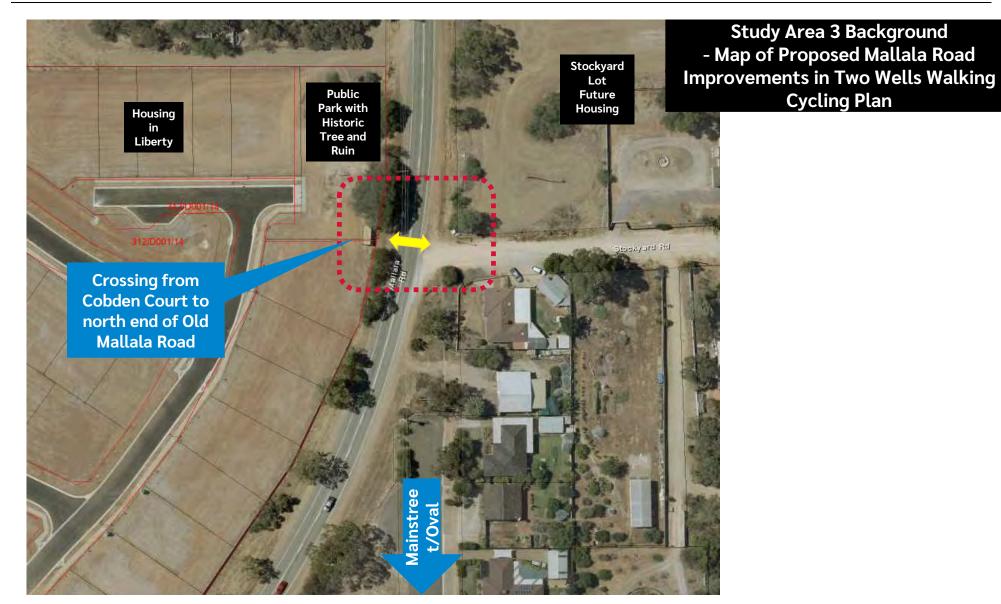
Observations – Space exists adjacent the Liberty fence on the north side of Mallala Road for a shared pathway from Cobden Crossing to the Mallala Road/Old Port Wakefield Road roundabout. This creates another option in a more natural setting, noting traffic noise remains. Mary Lee Street can also be connected for walking to the pathway, increasing convenience from within Liberty in addition to Meaney Road.

How - detailed investigations



Study Area 3 Background - Mallala Northern Path in Two Wells Walking Cycling Plan

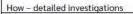




6 Cobden/Stockyard Crossing		
Timeframe – Short	\$ (Smaller	Key Stakeholders
Intersection upgrade	Cost)	DIT

Intended Outcome – Pedestrian and cyclist movement enabled from Cobden Ct (A2013) across Mallala Road to Stockyard/north end of Old Mallala Road. Support evening use through illumination and amenity through greening. Consider incorporation of historic items, e.g. farm gates.

Observations – Residents are increasing west of Mallala Road and extending northwards. The Mainstreet and oval are to the south. Establishing an orderly crossing at Cobden/Stockyard enables a more direct walk from the eastern northern part of Liberty to the Mainstreet. It also enables convenient walking from Liberty to the original township and Eden to the east. The residential development of the Stockyard Lot means Stockyard/Mallala intersection will be upgraded, and potentially signed speed on Mallala Road adjusted.





Study Area 3 Background - Cobden/Stockyard Crossing in Two Wells Walking Cycling Plan

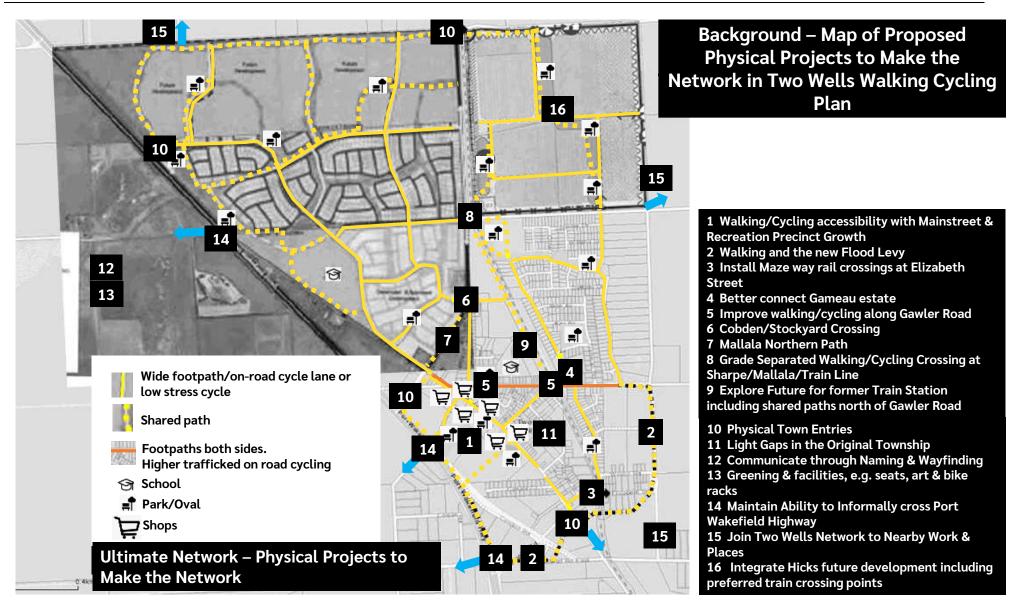
Creating an orderly crossing for walking and cyclists at Cobden/Stockyard increases walking and cycling convenience within Two Wells as it grows



Looking west from Stockyard Road and north end of Old Mallala Road to Cobden Court



The reserve at east end of Cobden Court opens to Mallala Road. The Moreton Bay and former hotel ruins add to its appeal. A formed pathway through to Mallala Road can connect into Liberty's pathway network Sept 2021



14.10 CITIZENSHIP CEREMONY POLICY – REVIEW AND UPDATE

Record Number:	D23/30023		
Author:	Community Development Officer		
Authoriser:	Manager Library and Community		
Attachments:	 Revised Policy – Citizenship Ceremony Policy <u>U</u> Citizenship Ceremony Policy – Current <u>U</u> 		

EXECUTIVE SUMMARY

- The purpose of this report is for Council to consider a review of its current *Citizenship Ceremony Policy* which was endorsed on 16 December 2019, provided as **Attachment 2** to this report for reference.
- Citizenship Ceremonies fulfil legal requirements prescribed by the Australian Citizenship Act 2007 and the Australian Citizenship Ceremonies Code. In late 2022 the Australian Citizenship Ceremonies Code was updated and included an expectation that citizenship ceremonies are scheduled to be held on days of significance, in particular Australia Day and Australian Citizenship Day, with the suggestion to include ceremonies in conjunction with Harmony Day and Refugee Week.
- Staff have updated Council's *Citizenship Ceremony Policy* to align Citizenship Ceremonies with the preferred dates of significance, as determined by the *Australian Citizenship Ceremonies Code*.
- It is recommended that Council adopt the revised *Citizenship Ceremony Policy*, provided as **Attachment 1**, subject to any amendments it may wish to make (and in consideration with the statutory requirements of the *Australian Citizenship Act 2007* and the *Australian Citizenship Ceremonies Code*).

RECOMMENDATION

"that Council, having considered Item 14.10 – *Citizenship Ceremony Policy* – *Review and Update*, dated 24 July 2023, receives and notes the report and in doing so adopts the revised Citizenship Ceremony Policy as presented in Attachment 1 to this report subject to the following amendments:

• _____."

BUDGET IMPACT

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

RISK ASSESSMENT

Council needs to ensure it meets its legal obligations with both the *Australian Citizenship Act 2007* and the *Australian Citizenship Ceremonies Code*.

DETAILED REPORT

Purpose

The purpose of this report is for Council to consider a review of its current *Citizenship Ceremony Policy* (**Attachment 2**). Furthermore, Council needs to be advised of changes to the *Australian Citizenship Ceremonies Code* and to align its Citizenship Ceremonies with the preferred dates of significance.

Staff have revised Council's *Citizenship Ceremony Policy* (**Attachment 1**) to reflect the changes by updating the ceremony in March (Harmony Day) to include Harmony Week to provide options for ceremonies where Harmony Day falls on a weekend, and by amending the event in July to Refugee Week (held in July each year), instead of Constitutional Day. Please note, changes to the current policy are highlighted in yellow.

Background

Citizenship Ceremonies are public ceremonial occasions which provide an important opportunity to formally welcome new citizens as full members of the Australian community and fulfil the requirements under Australian Citizenship Law. When scheduling ceremonies, it is recommended these are not be held on state, federal or territory parliamentary sitting days to enable those members to attend, subject to availability. An exception has been made for Australian Citizenship Day which falls on a parliamentary sitting day.

Prior to the current Policy, Citizenship Ceremonies were traditionally held on Australia Day, with all other ceremonies held as required, usually just prior to a scheduled Council meeting. In 2011, Council formally adopted a Citizenship Ceremony Policy establishing Council host four (4) ceremonies each year on the following dates:

- Australia Day 26 January
- Harmony Day 21 March
- Constitution Day 9 July
- Australian Citizenship Day 17 September

 12.9.1
 Citizenship Ceremonies Policy (2.38.1)

 Moved
 Cr Howard
 Seconded
 Cr Keen
 2011/527

 "that Council, having considered Item 12.9.1 Citizenship Ceremonies Policy dated
 27 April 2011, ratifies the proposed draft Citizenship Ceremonies Policy

CARRIED

Where any of these dates fell on a weekend, the citizenship ceremony was to be held on the next business day. To reflect the significance of the occasion, the Policy provided the opportunity for more formal and personal ceremonies to be held. These have been extremely well received by conferees and since the introduction of this Policy, many other Councils have adopted this approach.

Discussion

The Government expects ceremony organisers to schedule citizenship ceremonies on days of significance, in particular in the context of annual celebrations to mark Australia Day (26 January) and Australian Citizenship Day (17 September). In late 2022, the Department of Home Affairs updated the *Australian Citizenship Ceremonies Code* to reflect this.

The updated Code advises that councils must hold a Citizenship Ceremony (pending conferees) on Australia Day, or three days prior or three days after Australia Day. In addition, the Code states that 'organisations may also wish to hold ceremonies in conjunction with other community events or activities such as Harmony Day or Refugee Week'.

In line with these recommendations, staff have updated the Policy by amending Harmony Day (21 March) to include Harmony Week to enable a ceremony to be held anytime during Harmony Week, if 21 March falls on a weekend; and replace Constitution Day (9 July) with (any date within) Refugee Week (held in June each year).

Recommended dates are listed below:

- Australia Day 26 January
- Harmony Day 21 March (or anytime during Harmony Week if that date falls on a weekend)
- Refugee Week held in June each year
- Australian Citizenship Day 17 September

Conclusion

It is recommended that Council adopts the revised *Citizenship Ceremony Policy*, provided as **Attachment 1** to this report, in line with the *Australian Citizenship Ceremonies Code* by including Harmony Week and Refugee Week, and retaining Australia Day and Australian Citizenship Day.

References

<u>Legislation</u> Australian Citizenship Ceremonies Act 2007 Australian Citizenship Ceremonies Code

<u>Council Policies/Plans</u> Strategic Plan 2021-2024

	Citizenship Ceremony Policy			
Adelaide	Version Adoption by Council: 24 July 2023			
Plains	Resolution Number: 2023/TBC			
Council	Current Version: V3	Leat Deview Date: 2021		
	Administered by:	Last Review Date: 2021		
	<mark>Group Manager</mark> –	Next Review Date: 2025		
	Development and Community			
Document No: D23/21208	Strategic Outcome			
	Enviable lifestyle			
	2) Provide, support and acquire facilities, assets, services and programs that build community capacity, health and			
	connection.			

1. Objective

Australian Citizenship is an important common bond for all Australians, whether Australians by birth or by choice, and lies at the heart of a unified, cohesive and inclusive Australia. It is a unique symbol of formally identifying with Australia, acknowledging responsibilities and conferring significant privileges that allow people to participate fully in the community.

Citizenship Ceremonies are public, ceremonial occasions which fulfil legal requirements prescribed by the Australian *Citizenship Act* 2007 and provide an important opportunity to welcome new citizens as full members of the Australian community and fulfil the requirements under Australian Citizenship law.

To reflect the significance of the occasion, ceremonies should be formal and meaningful, conducted with dignity, respect and ceremony. They should be designed to impress upon conferees the responsibilities and privileges of Australian Citizenship.

2. Scope

This Policy applies to all Citizenship Ceremonies conducted by Adelaide Plains Council.

3. Definitions

Council means Adelaide Plains Council.

Administrative Officer means a local government official or person who assists the presiding officer in arranging and conducting citizenship ceremonies

Conferee means a person who has applied for Australian Citizenship by conferral and whose final step to becoming a citizen is to attend a ceremony

Minister means the Australian Government minister responsible for citizenship matters

Pledge means statement of commitment to Australia including the acceptance of responsibilities and privileges of citizenship

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

Presiding Officer means a person who has been approved by the Australian Government minister responsible for citizenship matters to confer Australian citizenship

4. Ceremonies

- 4.1. Council will host four (4) Citizenship Ceremonies annually (pending conferees):
 - 26 January Australia Day
 - 21 March Harmony Day, or anytime during Harmony Week
 - June Refugee Week (Refugee Week in Australia is always held from Sunday to Saturday of the week which includes 20 June (World Refugee Day)
 - 17 September Australian Citizenship Day.
- 4.2. Where Australian Citizenship Day falls on a weekend, the ceremony will be held on the next business day.
- 4.3. Ceremonies will be conducted in either the Two Wells or Mallala Council Chambers.
- 4.4. Additional or private ceremonies may be held at the discretion of Council and arranged by the Administrative Officer.
- 4.5. Conferees will be given the opportunity to participate in ceremonies conducted by the Department of Home Affairs on Australian Citizenship Day.

5. Authorised Presiding Officer

It is a legal requirement that the presiding officer is authorised by the Australian Government minister responsible for citizenship matters. The Mayor of Council is authorised to conduct Citizenship Ceremonies. In the event that the Mayor is not available, the Deputy Mayor or Chief Executive Officer are authorised to undertake the role of the Presiding Officer.

6. Dress Code

Citizenship Ceremonies are an important event and the attire should reflect the significance of the occasion. Conferees and their guests should be dressed in semi-formal, smart casual or business attire. National or traditional dress is also welcome.

7. Australian Citizenship Ceremonies Code

Ceremonies will be conducted in accordance with the Australian Citizenship Ceremonies Code.

8. Related Documents

Australian Citizenship Ceremonies Code 2022

9. Records Management

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

10. Document Review

This Policy will be reviewed every two years in accordance with Council's Policy Review Schedule

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

to ensure legislative compliance and that it continues to meet the requirements of Council and its activities and programs.

11. References
Local Government Act 1999 (SA)
Australian Citizenship Act 2007
Australian Citizenship Regulation 2016
Australian Citizenship Policy Statement 2020

Australian Citizenship Ceremonies Code 2022

Australian Citizenship (LIN 19/066: Persons Who May Receive a Pledge of Commitment) Instrument 2019

12. Further Information

Members of the public may inspect this Policy free of charge on Council's website at <u>www.apc.sa.gov.au</u> 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 made in writing to <u>info@apc.sa.gov.au</u> to the attention of Group Manager – Development and Community.

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

	Citizenship Ceremony Policy			
Adelaide Plains Council	Version Adoption by Council: 16 December 2019 Resolution Number: 2019/521 Current Version: V2			
	Administered by: General Manager – Development and Community	Last Review Date: 2019 Next Review Date: 2021		
Document No: D19/51486	Strategic Outcome 4.1.1 (2) - Provide, support and promote facilities and programmes that enable people to be healthy, active, learn and participate in community life.			

1. Objective

Australian Citizenship is an important common bond for all Australians, whether Australians by birth or by choice, and lies at the heart of a unified, cohesive and inclusive Australia. It is a unique symbol of formally identifying with Australia, acknowledging responsibilities and conferring significant privileges that allow people to participate fully in the community.

Citizenship Ceremonies are public, ceremonial occasions which fulfil legal requirements prescribed by the *Citizenship Act* and provide an important opportunity to welcome new citizens as full members of the Australian community and fulfil the requirements under Australian Citizenship law.

To reflect the significance of the occasion, ceremonies should be formal and meaningful, conducted with dignity, respect and ceremony. They should be designed to impress upon conferees the responsibilities and privileges of Australian Citizenship.

2. Scope

This Policy applies to all Citizenship Ceremonies conducted by Adelaide Plains Council.

3. Definitions

Council means Adelaide Plains Council.

Administrative Officer means a local government official or person who assists the presiding officer in arranging and conducting citizenship ceremonies

Conferee means a person who has applied for Australian Citizenship by conferral and whose final step to becoming a citizen is to attend a ceremony

Minister means the Australian Government minister responsible for citizenship matters

Pledge means statement of commitment to Australia including the acceptance of responsibilities and privileges of citizenship

Presiding Officer means a person who has been approved by the Australian Government minister responsible for citizenship matters to confer Australian citizenship

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

4. Ceremonies

- 4.1. Council will host four (4) Citizenship Ceremonies annually (pending conferees):
 - 26 January Australia Day
 - 21 March Harmony Day
 - 9 July Constitution Day
 - 17 September Australian Citizenship Day.
- 4.2. With the exception of Australia Day, where any of these dates fall on a weekend, the ceremony will be held on the next business day and will be conducted in either of the Two Wells or Mallala Council Chambers.
- 4.3. Conferees will be given the opportunity to participate in ceremonies conducted by the Department of Home Affairs on Australian Citizenship Day.
- 4.4. Additional or private ceremonies may be held at the discretion of Council and arranged by the Administrative Officer. Council may also conduct a ceremony prior to an ordinary meeting of Council.

5. Authorised Presiding Officer

It is a legal requirement that the presiding officer is authorised by the Australian Government minister responsible for citizenship matters. The Mayor of Council is authorised to conduct Citizenship Ceremonies. In the event that the Mayor is not available, the Deputy Mayor or Chief Executive Officer are authorised to undertake the role of the Presiding Officer.

6. Dress Code

Citizenship Ceremonies are an important event and the attire should reflect the significance of the occasion. Conferees and their guests should be dressed in semi-formal, smart casual or business attire. National or traditional dress is also welcome.

7. Australian Citizenship Ceremonies Code

Ceremonies will be conducted in accordance with the Australian Citizenship Ceremonies Code.

8. Related Documents

Australian Citizenship Ceremonies Code 2019

9. Records Management

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

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

10. Document Review

This Policy will be reviewed every two years in accordance with Council's Policy Review Schedule to ensure legislative compliance and that it continues to meet the requirements of Council and its activities and programs.

11. References

Australian Citizenship Act 2007

Australian Citizenship Regulation 2016

Local Government Act 1999 (SA)

Australian Citizenship Ceremonies Code 2019

Australian Citizenship (LIN 19/066: Persons Who May Receive a Pledge of Commitment) Instrument 2019

12. Further Information

Members of the public may inspect this Policy free of charge on Council's website at <u>www.apc.sa.gov.au</u> 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 made in writing to <u>info@apc.sa.gov.au</u> to the attention of General Manager – Development and Community.

Note: Electronic version in Council's EDRMS 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 F	RESOL	UTIONS - STATUS REPORT	
Record Number:		D23/30026		
Author:		Governance Administration Officer		
Authori	Authoriser: Director Co		ctor Corporate Services	
Attachr	nents:	1.	Resolution Register 🕹 🔞	

RECOMMENDATION

"that Council, having considered Item 15.1– *Council Resolutions - Status Report*, dated 24 July 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 - May 2023 - Ongoing						
Meeting Date	ltem Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Forward Agenda, Agenda, Completed')	Responsible Department
25-Mar-19	12.2		"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 17 August 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. Update requested from club regarding status update, awaiting response.	Corporate Services
23-Nov-20	14.6	Mallala Resource Recovery Centre - Twelve Month Closure Review	"that Council, having considered Item 14.6 – Mallala Resource Recovery Centre – Twelve Month Closure Review, dated 23 November 2020, instructs the Chief Executive Officer to bring back a report to Council exploring future land use/disposal options in relation to the former Mallala Resource Recovery Centre site."	2020/407	I&E Committee Forward Agenda 17 August 2023	Infrastructure and Environment
27-Sep-21	21.1	Sale of Land for Non- Payment of Rates	"that Council, having considered Item 21.2 – Sale of Land for Non-Payment of Rates, dated 27 September 2021, receives and notes the report and in doing so: 1. Authorises the Chief Executive Officer to take action pursuant to Section 184 of the Local Government Act 1999 to recover outstanding rates in accordance with Rates Arrears and Debtor Management Policy from properties listed in Attachment 1 to this Report 2. Pursuant to Section 38 and 44 of the Local Government Act 1999 authorises the Chief Executive Officer and the Mayor to execute the necessary documents in relation to the sale of the respective properties (if any) under common seal and 3. Authorises the Chief Executive Officer or his delegate to call for Expressions of Interest from Licensed Real Estate Agents/Auctioneers to undertake the Auction of those properties that proceed to Public Auction (if any) to recover outstanding rates pursuant to Section 184 of the Local Government Act 1999."	2021/364	Forward Agenda 28 August 2023.	Finance
8-Nov-21	4.1	Outcome of Public Consultation - Wasleys Bridge Closure or Load Limit Reduction	" " " " " " " " " " " " " " " " " " "	2021/387	Ongoing. Load limit applied, funding application ongoing	Infrastructure and Environment

23-May-22	21.4	Heritage Survey Review	 "that Council, having considered Item 21.4 – Heritage Survey Review, dated 23 May 2022, receives and notes the report and in doing so: 1. Notes the Heritage Review Report in Attachment 1 to this Report includes: a. The Local Heritage Assessment Sheets identifying 34 properties as being of local heritage value; b. The Buckland Park State Heritage Assessment identifying the property as being of State heritage value; 2. Endorses in principle commencing an Amendment to the Planning and Design Code: a. To formally designate as local heritage places the 34 properties identified in Attachment 1 to this report; b. With early commencement of the Amendment to enable the buildings being listed on an interim basis to prevent risk of demolition during consultation. 3. Endorses in principle nominating the Buckland Park Station complex of buildings to the SA Heritage Council for consideration as a potential State heritage place; 4. Authorises the Chief Executive Officer to commence the statutory processes: a. To initiate an amendment to the Planning and Design Code including engagement with property owners under the Planning, Development and Infrastructure Act 2016; b. To nominate the Buckland Park Station complex of buildings to the SA Heritage Council for consideration as a potential State heritage Place; 5. Notes administration intent to include an allocation of put to S10,000 in the draft budget for 2023/24 for the purpose of a local heritage incentives and advisory service." 	2022/151	Ongoing.	Growth and Investment
27-Jun-22	12.3	Infrastructure and Environment Committee Meeting	"that Council endorses resolution 2022/012 of the Infrastructure and Environment Committee and in doing so: 1. Instructs the Chief Executive Officer to engage a suitably qualified consultant in accordance with Council's Procurement Policy to deliver a community waste education program; and 2. Acknowledges that an allocation of \$15,000 will be incorporated into the appropriate quarterly budget revision in the 2022/2023 Financial Year."	2022/175	Ongoing. Working in conjunction with Legatus to deliver a consistent waste education program.	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	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	Agenda July 2023.	Growth and Investment
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	Completed. The CEO facilitated an interactive workshop with the elected body on 8 May 2023.	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, 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. Lease document to be executed by parties, pending legal advice.	Corporate Services

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. Road Closure plan in process of amendment. Finalised plan to return to Council for approval in due course.	Corporate Services
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	Complete.	Growth and Investment
30-Jan-23	14.3	Hart Reserve Skate Park Investigation	"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."	2023/013	Ongoing.	Infrastructure and Environment
27-Feb-23	14.5	Hart Reserve - Detailed Design Update (50% Stage)	"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."	2023/052	Ongoing – Detail design is progressing to 90% hold point	Infrastructure and Environment
27-Feb-23	14.6	Wells Township – Community Waste Water Management System (CWMS) – Feasibility Study	"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."	2023/053	Ongoing - Discussions with LGA occurring.	Infrastructure and Environment
27-Feb-23	14.6	Wells Township – Community Waste Water Management System (CWMS) – Feasibility Study	"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."	2023/054	I&E Committee Forward Agenda 17 August 2023	Infrastructure and Environment
27-Mar-23	12.2	Minutes of the Infrastructure and Environment Meeting held 16 March 2023	"that Council, having considered resolution 2023/003 of the Infrastructure and Environment Committee: 1. Approves lighting column Option A, Heritage Straight Outreach with the provision of support arms for the placement of banners at side of street locations. 2. Accepts the formal offer from Power Line Environment Committee (PLEC) for Stage 1A to Undergrounding of Power Lines at Old Port Wakefield Road, Two Wells presented as Attachment 2 to this report. 3. Reallocates the Two Wells Main Street – Eastern End Car Parking funds (currently in the 2022-2023 Annual Business Plan and Budget for the amount of \$300,000) towards Stage 1A, noting the benefits that may also be derived in pausing this project to allow for the Two Wells Oval Precinct masterplan to firstly be completed; and 4. Acknowledges that an allocation of \$750,902 will be incorporated in the Q2 budget revision in the 2022/2023 Financial year."	2023/071	Ongoing. Project to commence late July 2023.	Infrastructure and Environment

27-Mar-23	12.2	Minutes of the Infrastructure and Environment Meeting held 16 March 2023	"that Council endorses resolution 2023/005 of the Infrastructure and Environment Committee and in doing so instructs the Chief Executive Officer to: 1. Undertake public consultation in relation to a proposed green waste collection service for the coastal communities of Middle Beach, Thompson Beach, Webb Beach and Parham in accordance Council's Public Consultation Policy; and 2. Bring a report back to the Infrastructure and Environment Committee on the outcome of the public consultation process."	2023/073	I&E Committee Forward Agenda 17 August 2023	Infrastructure and Environment
27-Mar-23	12.2	Minutes of the Infrastructure and Environment Meeting held 16 March 2023	"that Council endorses resolution 2023/007 of the Infrastructure and Environment Committee and in doing so: 1. Endorses the direction of the draft master plan documentation presented as Attachment 5 to this report. 2. Instructs the Chief Executive Officer to progress the draft master plan; and 3. Acknowledges that an allocation of \$15,000 will be incorporated as a part of the 2023/2024 draft budget."	2023/075	Ongoing	Infrastructure and Environment
27-Mar-23	14.6	Parham Float Parking Community Consultation Outcomes	"that Council, having considered Item 14.6 – Parham Float Parking Community Consultation Outcomes, dated 27 March 2023, receives and notes the report and in doing so: 1. Notes the Consultation Report – Parham Float Park and Related Matters – 2022, as presented in Attachment 1 to this Report; 2. Notes the written submissions received in consultation, as presented in Attachment 2 to this Report and endorses in principle progressing a preferred permanent horse float parking site as presented in Attachment 3 to this Report being the corner of The Esplanade and Main Street, Parham; 3. Regarding the preferred horse float parking site at paragraph 2 above, instructs the Chief Executive Officer to progress the preferred site, including further investigations, design work and any necessary consultation in accordance with Council's Public Consultation Policy; 4. Notes the draft Rider Information Sheet 2023, as presented in Attachment 4 to this Report will be finalised and communicated to horse riders and clubs; and 5. Notes that horse club visits by more than six horse floats will be managed as events using the permit system under the Local Government Act 1999."	2023/082	Ongoing	Development and Community
27-Mar-23	14.7	Short Term Staff Accommodation	"that Council, having considered Item 14.7 – Short Term Staff Accommodation, dated 27 March 2023, receives and notes the report and in doing so:- 1. Determines not to proceed with the conversion of 65 Old Port Wakefield Road, Two Wells (former Two Wells RSL building) to provide short term staff accommodation; and 2. Instructs the Chief Executive Officer to continue to progress the Short-Term Staff Accommodation Project, through further costings of the purchase and location of a transportable building within the existing Two Wells Service Centre Car Park."	2023/083	Ongoing	Growth and Investment
24-Apr-23	14.4	Thompson Beach Vehicle Access – Public Consultation	"that Council, having considered Item 14.4 – Thompson Beach Vehicle Access – Public Consultation, dated 24 April 2023, receives and notes the report and in doing so:- 1. Endorses in principle undertaking public consultation about a seasonal vehicle closure of Thompson Beach to inform a Council resolution under the Local Government Land By-Law 2019. 2. Instructs the Chief Executive Officer to prepare the Thompson Beach Seasonal Vehicle Closure Discussion Paper and to bring it to Council for endorsement for use for public consultation."	2023/097	Ongoing. Forward Agenda late 2023.	Development and Community
24-Apr-23	18.1	Motion on Notice	"that Council instructs the Chief Executive Officer to undertake investigations into a traffic management plan for Old Port Wakefield Road (Brooks Road to Mallala Road), Two Wells, as included in the Draft 2023/2024 Financial Year Annual Business Plan and Budget."	2023/111	Ongoing	Infrastructure and Environment

22-May-23	9.1	Deputations - Motion without Notice	"that the Chief Executive Officer enter into discussion with the Mallala and Districts Lions Club to determine the possibility of leasing land for the development of a bush camp by the Lions Club in Dublin and bring back a report to Council with all relevant considerations and costings."	2023/123	Ongoing. The meeting between the CEO and the Lions Club took place on 10 July 2023 and it is now envisaged that a report will come back to the August meeting for consideration.	Executive Office
22-May-23	14.4	Proposed Discretionary Fees & Charges for 2023/2024	"that Council, having considered Item 14.4 – Proposed Discretionary Fees & Charges for 2023/2024, dated 22 May 2023, receives and notes the report and in doing so adopts the draft Schedule of Discretionary Fees and Charges for the 2023/2024 Financial Year as provided at Attachment 1 to this Report subject to a further report in relation to concessionary fees and charges ."	2023/128	Completed.	Finance
22-May-23	21.1	Two Wells Town Centre – Update	"that Council, having considered Item 21.1 – Two Wells Town Centre – Update, dated 22 May 2023, receives and notes the verbal report."	2023/138	Completed.	Growth and Investment

	Resolution Register - June 2023 - All					
Meeting Date	ltem Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')	Responsible Department
26-Jun-23	3.1	Minutes	"that the minutes of the Ordinary Council Meeting held on 22 May 2023 (MB Folios 17795 to 17805 inclusive) be accepted as read and confirmed."	2023/140	Completed	Corporate Services
26-Jun-23	3.2	Minutes	"that the minutes of the Special Council Meeting held on 22 May 2023 (MB Folios 17806 to 17808 inclusive) be accepted as read and confirmed."	2023/141	Completed	Corporate Services
26-Jun-23	7.1	Acting Mayor's Report	"that Council, having considered Item 7.1 – Acting Mayor's Report – June 2023, dated 26 June 2023, receives and notes the report."	2023/142	Completed	Corporate Services
26-Jun-23	7.2	Mayor's Report	"that Council, having considered Item 7.2 – Mayor's Report – June 2023, dated 26 June 2023, receives and notes the report."	2023/143	Completed	Corporate Services
26-Jun-23	13.1	Legatus Group Ordinary Meeting Held 19 May 2023	"that Council receives and notes the Minutes of the Legatus Group Ordinary Meeting held on 19 May 2023."	2023/144	Completed	Corporate Services
26-Jun-23	13.2	Legatus Group Special Meeting Held 2 June 2023	"that Council receives and notes the Minutes of the Legatus Group Special Meeting held on 2 June 2023."	2023/145	Completed	Executive Office
26-Jun-23	13.3	Gawler River Floodplain Management Authority Board Meeting held 15 June 2023	"that Council receives and notes the minutes of Gawler River Floodplain Management Authority Board Meeting held on 15 June 2023."	2023/146	Completed	Executive Office
26-Jun-23	14.1	Policy Review – Code of Practice – Meeting Procedures	"that Council, having considered Item 14.1 – Policy Review – Code of Practice – Meeting Procedures, dated 26 June 2023, receives and notes the report and in doing so adopts the Code of Practice – Meeting Procedures as presented at Attachment 1 to this report subject to the following amendment:- • the deletion of Clause 15. Sub Clauses 10. 11 and 12."	2023/147	Completed	Corporate Services
26-Jun-23	14.2	Review of Delegations	"that Council, having considered Item 14.2 – Review of Delegations, dated 26 June 2023, receives and notes the report."	2023/148	Completed	Corporate Services

		Consultation – Draft	Manager Engineering – Michael Ravno." t "that Council. having considered Item 14.3 – Consultation – Draft SAROC Annual Business Plan 2023-2024. dated 26 June 2023.			
26-Jun-23	14.2	Review of Delegations	"that Council, having considered Item 14.2 – Review of Delegations, dated 26 June 2023, having conducted its mandatory review of the powers and functions previously delegated to the Chief Executive Officer, and others, in accordance with s44 of the Local Government Act 1999: Authorisations under the Ministers Instrument of General Approval and Delegation to Council under the Road Traffic Act 1961. That the Council resolves to grant the sub-delegation to Council (dated 22 August 2013) from the Minister for Infrastructure and Transport (General Approval and Delegation to Council (dated 22 August 2013) from the Minister for Infrastructure and Transport (General Approval) the council authorises the following person(s) pursuant to Clause A.7 of the General Approval to endorse Traffic Impact Statements for the purposes of Clause A of the General approval provided that such person(s) shall take into account the matters specified in Clause A.7 of the General Approval in respect of Traffic Impact Statements: Director, Infrastructure and Environment – Thomas Jones Manager Operations – Scott Woodcock Manager Engineering – Michael Ravno In accordance with Clause A.7 of the General Approval, the council is of the opinion that the following person(s) is/are experienced traffic engineering practitioner(s) for the purposes of preparing a Traffic Impact Statement as required by Clause A.7 of the General Approval: Director, Infrastructure and Environment – Thomas Jones Manager Operations – Scott Woodcock Manager Engineering – Michael Ravno In accordance with Clause E.2 of the General Approval, the council is of the opinion that the following person(s) has (have) an appropriate level of knowledge and expertise in the preparation of Traffic Management Plans: Director, Infrastructure and Environment – Thomas Jones Manager Operations – Scott Woodcock	2023/150	Complete	Corporate Services
26-Jun-23	14.2	Review of Delegations	that Council, having considered item 14.2 – Review of Delegations, dated 26 June 2023, having conducted its mandatory review of the powers and functions previously delegated to the Chief Executive Officer, and others, in accordance with s44 of the Local Government Act 1999: That Council in exercise of the power contained in s44 of the Local Government Act 1999, the powers and functions under the following acts and specified in the proposed Instruments of Delegation contained in attachments to this report are hereby delegated on 23 July 2023 to the person occupying the office of Chief Executive Officer (and anyone acting in that position) subject to the conditions and/or limitations specified herein or in the Schedule of Conditions in each such proposed Instrument of Delegation. • Adelaide Plains Council By-laws 1-5 (inclusive) • Burial and Cremation Act 2013 • Burial and Cremation Regulations 2014 • Community Titles Act 1996 • Cost of Living Concessions Act 1986 • Crown Land Management Act 2009 • Disability Inclusion Act 2018 • Disability inclusion Regulations 2019 • Dog and Cat Management Act 1995 • Dog and Cat Management Regulations 2017 • Electricity (Principles of Vegetation Clearance) Regulations 2012 • Environment Protection (Noise) Policy 2007 • Environment Protection (Used Packaging Materials) Policy 2012 • Environment Protection (Noise) Policy 2010 • Electricity Act 1996 • Environment Protection (Air Quality) Policy 2016 • Environment Protection Act 1993 • Environment Protection (Used Packaging Materials) Policy 2012 • Environment Protection (Maste to Resources) Policy 2010 • Electricity Act 1996 • Supiations 2019 • Dig 2012 • Environment Protection (Maste to Resources) Policy 2010 • Electricity Act 1996 • Supiations 2021 • Joint Criminal Rules 2022 • Heavy Vehicle (Mass Dimension and Loading) National Regulations 2014 • Cangewent Regulations 2014 • Gavernment (Foreatry Reserves) Act 1991 • Freedom of Information (Rese and Conveyancing) Act 1994 • Landscape South Australia (General) Regulations 2020 •	2023/149	Complete	Corporate Services

26-Jun-23	14.3	Consultation – Draft SAROC Annual Business Plan 2023- 2024	"that Council, having considered item 14.3 – Consultation – Draft SAROC Annual Business Plan 2023-2024, dated 26 June 2023 Instructs the Chief Executive Officer to provide feedback to SAROC in relation to the Draft SAROC Annual Business Plan 2023-	2023/152	Completed	Corporate Services
26-Jun-23	14.4	the Adoption of the 2023/2024 Annual Budget	 "that Council, having considered Item 14.4 – Approval of Expenditure Prior to the Adoption of the 2023/2024 Annual Budget, dated 26 June 2023, receives and notes the report and in doing so: 1. Acknowledges that the 2023/2024 Annual Business Plan and Budget of Council is not proposed to be adopted until 10 July 2023; 2. Pending the adoption of the 2023/2024 Annual Business Plan and Budget, approves the expenditure of Council funds on the works, services and operations of the Council as follows: a. Employee costs b. Materials, contractors and other c. Loan repayments and short-term borrowings d. Interest expenses 3. Authorises the Chief Executive Officer to expend the Council's funds approved in paragraph 2 of this resolution; and 4. Acknowledges that the Chief Executive Officer may authorise such other employees of the Council to expend the funds approved in paragraph 2 of this resolution." 	2023/153	Completed	Finance
26-Jun-23	14.5	Proposed Discretionary Fees 8 Charges for 2023/2024 - Two Wells Waste Transfer Station	"that Council, having considered Item 14.5 – Proposed Discretionary Fees & Charges for 2023/2024 - Two Wells Waste Transfer Station, dated 26 June 2023, receives and notes the report and in doing so adopts Two Wells Waste Transfer Station fees and charges for the 2023/2024 Financial Year as provided in Attachment 1 to this Report noting that a discount of 40% and 50% will be applied on general and green waste disposal respectively by concession cardholders who lives in the Adelaide Plains Council area."	2023/154	Completed	Finance
26-Jun-23	14.6	Dogs On Leash – Lewiston Wetlands and Reserves Trails		2023/155	Ongoing. Public consultation to commence August 2023.	Devlopment and Community
26-Jun-23	15.1	Council Resolutions Status Report	"that Council, having considered Item 15.1– Council Resolutions - Status Report, dated 26 June 2023, receives and notes the report."	2023/156	Completed	Corporate Services
26-Jun-23	15.2	Capital Works and Operating Program Monthly Update - June 2023		2023/157	Completed	Infrastructure and Environment
26-Jun-23	15.3	Regional Reform Roundtable – Member for Light Meeting Invitation	"that Council, having considered Item 15.3 – Regional Reform Roundtable – Member for Light Meeting Invitation, dated 26 June 2023, receives and notes the report."	2023/158	Completed	Executive Office
26-Jun-23	15.3	Regional Reform Roundtable – Member for Light Meeting Invitation		2023/159	Completed	Executive Office
26-Jun-23	15.4	Projects Expected to be Carry Over to 2023/2024 Financial Year	"that Council, having considered Item 15.4 – Projects Expected to be Carry Over to 2023/2024 Financial Year, dated 26 June	2023/160	Completed	Finance
26-Jun-23	15.5	Marketing and Communications Strategy 2023-2024	"that Council, having considered Item 15.5 – Marketing and Communications Strategy 2023-2024, dated 26 June 2023, receives and notes the report."	2023/161	Completed	Corporate Services

26-Jun-23	15.6	Two Wells Community Fund – Seventh Round	"that Council, having considered Item 15.6 – Two Wells Community Fund – Seventh Round Outcomes, dated 26 June 2023, receives and notes the report."	2023/162	Completed	Development and Community
26-Jun-23	18.1	Outcomes Motion on Notice	"that part 1 of resolution 2023/048, namely Council's conditional support for the DEW Business Case, be formally rescinded."	2023/163	Completed. The CEO has formally notified the GRFMA and DEW of Council's position to pledge \$52,000 to the Business Case, untied, following the adoption of the budget.	Executive Office
26-Jun-23	4.1	Two Wells Town Centre Market Engagement – Selection of Preferred Tender	"that: 1. Pursuant to section 90(2) of the Local Government Act 1999, Council orders that all members of the public, except Chief Executive Officer, Director Corporate Service, Director Growth and Investment, Director Infrastructure and Environment, Group Manager – Development and Community, Executive Assistant to the Mayor and CEO, Governance Administration Officer/Minute Taker, Administration Support Officer – Infrastructure and Environment, Information Technology Officer, Mr Sean Keenihan of Norman Waterhouse Lawyers, Mr Ben Koop of Alinea Group and Mr Mark Booth of BRM Advisory be excluded from attendance at the meeting of Council for Agenda Item 4.1 – Two Wells Town Centre Market Engagement – Selection of Preferred Tender; 2. That 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 – Selection of Preferred Tender concerns commercial information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting business, or to prejudice the commercial position of Council, being information relating to ongoing negotiations, and would on balance be contrary to the public interest; 3. That Council is satisfied that the principle that Council meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential."	2023/164	Completed	Corporate Services
26-Jun-23	4.1	Two Wells Town Centre Market Engagement – Selection of Preferred Tender	Confidential Resolution	2023/165	Confidential Resolution	
26-Jun-23	4.1	Preferred Tender Two Wells Town Centre Market Engagement – Selection of Preferred Tender	Confidential Resolution	2023/166	Confidential Resolution	
26-Jun-23	4.1	Preferred Tender Two Wells Town Centre Market Engagement – Selection of Preferred Tender	Confidential Resolution	2023/167	Confidential Resolution	
26-Jun-23	4.1	Two Wells Town Centre Market Engagement – Selection of Preferred Tender	Confidential Resolution	2023/168	Confidential Resolution	
26-Jun-23	4.1	Two Wells Town Centre Market Engagement – Selection of Preferred Tender	Confidential Resolution	2023/169	Confidential Resolution	
26-Jun-23	4.1	Two Wells Town Centre Market Engagement – Selection of Preferred Tender	Confidential Resolution	2023/170	Confidential Resolution	

26-Jun-23	4.1	Two Wells Town Centre Market Engagement – Selection of Preferred Tender	Confidential Resolution	2023/171	Confidential Resolution	
26-Jun-23	4.1	Two Wells Town Centre Market Engagement – Selection of Preferred Tender	Confidential Resolution	2023/172	Confidential Resolution	
26-Jun-23	4.1	Two Wells Town Centre Market Engagement – Selection of Preferred Tender	"that Council, having considered the matter of Item 4.1 – Two Wells Town Centre Market Engagement – Selection of Preferred Tender in confidence under sections 90(2) and 90(3)(b) of the Local Government Act 1999, resolves that: 1. The staff report, minutes, Attachment 1, Attachment 2, Attachment 4, Attachment 4, Attachment 5 and Attachment 6 pertaining to Item 4.1 Two Wells Town Centre Market Engagement - Selection of Preferred Tender 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 Council delegates the power to revoke this confidentiality order to the Chief Executive Officer."	2023/173	Completed	Corporate Services
10-Jul-23	4.1	Minutes of the Audit Committee Meeting held 3 July 2023	"that Council receives and notes the minutes of the Minutes of the Audit Committee Meeting held 3 July 2023 as presented as Attachment 1 to this report."	2023/174	Completed	Finance
10-Jul-23	5.1	Public Submissions Received on the Draft 2023/2024 Annual Business Plan, Budget and Revised Long Term Financial Plan 2024- 2033	"that Council, having considered Item 5.1 – Public Submissions Received on the Draft 2023/2024 Annual Business Plan, Budget and Revised Long Term Financial Plan 2024-2033, dated 10 July 2023, receives and notes the report and in doing so acknowledges the three (3) written submissions on the draft 2023/2024 Annual Business, Budget and the Revised Long Term Financial Plan 2024-2033 of the Adelaide Plains Council."	2023/175	Completed	Finance
10-Jul-23	Motion Without Notice	Motion Without Notice	"that the Chief Executive Officer coordinate a workshop on the Annual Business Plan as soon as possible with a view of reducing the rate increase from 7% to 6% and with a view of further reducing the operating expenditure, including a focus on employee costs."	2023/176	Completed	Executive Office

15.2 UNDERGROUNDING OF POWER LINES AT OLD PORT WAKEFIELD ROAD, TWO WELLS

Record Number:	D23/30763
Author:	Director Infrastructure and Environment
Authoriser:	Chief Executive Officer
Attachments:	Nil

RECOMMENDATION

"that Council, having considered Item 15.2 – Undergrounding of Power Lines at Old Port Wakefield Road, Two Wells, dated 24 July 2023, receives and notes the report."

Purpose

The purpose of this report is to provide the Council information on the progress of the undergrounding of power in the Two Wells main street – Old Port Wakefield Road project.

Background

Council, at its Ordinary Meeting on 27 March 2023, resolved as follows:

12.2 Minutes of the Infrastructure and Environment Committee Meeting Held 16 March 2023

Moved Councillor Paton Seconded Councillor Panella 2023/ 071

"that Council, having considered resolution 2023/003 of the Infrastructure and Environment Committee:

- **1.** Approves lighting column Option A, Heritage Straight Outreach with the provision of support arms for the placement of banners at side of street locations.
- 2. Accepts the formal offer from Power Line Environment Committee (PLEC) for Stage 1A to Underground of Power Lines at Old Port Wakefield Road, Two Wells presented as Attachment 2 to this report.
- 3. Reallocates the Two Wells Main Street Eastern End Car Parking funds (currently in the 2022-2023 Annual Business Plan and Budget for the amount of \$300,000) towards Stage 1A, noting the benefits that may also be derived in pausing this project to allow for the Two Wells Oval Precinct masterplan to firstly be completed; and
- 4. Acknowledge that an allocation of \$750,902 will be incorporated in the Q2 budget revision in the 2022/2023 Financial year."

Discussion

Since 27 March 2023, Management have been working closely with SA Power Networks representative to progress the underground powerlines along the Main Street in Two Wells (Old Port Wakefield Road), as part of our Main Street project to enhance our vibrant community.

The Two Wells Main Street Project

The following points describes the project and the expected outcomes;

- Undergrounding of Power Lines at Old Port Wakefield Road, Two Wells involves removal of overhead power lines, stobie poles and associated infrastructure and replacing these with underground networks and the installation of new main street lighting columns with LED lights.
- The removal of overhead power lines and associated infrastructure will improve visual appeal, safety and usability of public places. There an opportunity to install banner support arms on the new lighting columns and to future proof by placing underground conduits in a common service trench for the use of CCTV, WIFI or public address speakers for events.
- The removal of overhead powerlines, when combined with improved streetscaping and greening with suitable trees and shrubs, will greatly increase the functionality and aesthetics of the main street of Two Wells.
- The proposed lighting columns within the footpath space will be twenty-six (26) in total.

The contractor engaged by SAPN to deliver the above is Equipped civil.

The project is currently scheduled to commence construction in in July 2023 and be completed July 2024 weather and contractor permitting. Furthermore, prior to the project commencement, a community notification campaign will be undertaken to communicate significant dates, project details and contact details for any enquiries relating to the project. This will include direct contact with stakeholders, letter distribution, website content, newspaper advertising, and related print collateral.

Conclusion

A further report will be presented to the Council, as the project progresses.

References

Legislation Local Government Act 1999

<u>Council Policies/Plans</u> Strategic Plan 2021-2024 Long Term Financial Plan 2023-2032 Infrastructure and Asset Management Plans Annual Business Plan and Budget 2022-2023

16 QUESTIONS ON NOTICE

Nil

- **17 QUESTIONS WITHOUT NOTICE**
- **18 MOTIONS ON NOTICE**

Nil

- **19 MOTIONS WITHOUT NOTICE**
- 20 URGENT BUSINESS

21 CONFIDENTIAL ITEMS

21.1 TWO WELLS SERVICE CENTRE LAND VALUATION

"that:

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

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

- The staff report, minutes, Attachment 1, Attachment 2 and Attachment 3 pertaining to Item 21.1 – Two Wells Service Centre Land Valuation 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."

21.2 DUBLIN URBAN LAND DEVELOPMENT

"that:

- 1. Pursuant to section 90(2) of the Local Government Act 1999, Council orders that all members of the public, except Chief Executive Officer, Director Corporate Services, Director Finance, Director Growth and Investment, Director Infrastructure and Environment, Group Manager Development and Community, Executive Assistant to the Mayor and Chief Executive Officer, Governance Administration Officer/Minute Taker and Information Technology Officer, be excluded from attendance at the meeting of Council for Agenda Item 21.2 Dublin Urban Land Development;
- 2. That Council is satisfied that pursuant to section 90(3)(d)(i) of the Local Government Act 1999, Item 21.2 Dublin Urban Land Development, concerns commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party;
- 3. That Council is satisfied that the principle that Council meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential."

"that Council, having considered the matter of Item 21.2 – Dublin Urban Land Development in confidence under sections 90(2) and 90(3)(d)(i) of the Local Government Act 1999, resolves that:

- The staff report, minutes, Attachment 1 and Attachment 2 pertaining to Item 21.2 Dublin Urban Land Development 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."

22 CLOSURE