NOTICE OF COUNCIL MEETING

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

The Ordinary Meeting of the

Adelaide Plains Council

will be held in

Council Chamber
Redbanks Road
Mallala

on

Monday 16 December 2019 at 6:00pm

James Miller
CHIEF EXECUTIVE OFFICER
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## SUBSIDIARY MEETINGS

13.1 Legatus Group Meeting – 29 November 2019

## REPORTS FOR DECISION

14.1 Drought Communities Programme Stage 2
14.2 Australian Local Government Association – National General Assembly 2020
14.3 Delegations – Planning, Development and Infrastructure Act 2016
14.4 Legatus Group – 2019/2020 Budget Amendment
14.5 Request for Leave of Absence – Councillor Keen
14.6 Australian Citizenship Ceremonies Code and Citizenship Ceremony Policy
14.7 Tourism and Economic Development Strategy – Brief for Consultancy Services
14.8 Alinta Energy – Request to SCAP for Extension of Time for Development Approval
14.9 Infrastructure and Asset Management Plan and Long Term Financial Plan – Update on Progress of Review

## REPORTS FOR INFORMATION

15.1 Council Resolutions – Status Report
15.2 Section 41 Committee Performance Review Survey Results
15.3 Drought Communities Programme – Monthly Report – December 2019
15.4 Infrastructure and Environment Department – Monthly Report – December 2019

## MATTERS RAISED BY MEMBERS

### QUESTIONS ON NOTICE
Nil

### QUESTIONS WITHOUT NOTICE

### MOTIONS ON NOTICE
Nil

### MOTIONS WITHOUT NOTICE
20  URGENT BUSINESS

21  CONFIDENTIAL ITEMS
21.1 Australia Day Awards 2020  250
21.2 Crown Land Investigations, Two Wells  253

22  CLOSURE
2. Confirmation of Minutes

Monday 16 December 2019

2.1 Confirmation of Council Minutes – Ordinary Council Meeting held 25 November 2019

“that the minutes of the Ordinary Council Meeting held on 25 November 2019 (MB Folios 17014 to 17026 inclusive), be accepted as read and confirmed.”
MINUTES

of

Ordinary Council Meeting

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

HELD IN

Council Chamber
Redbanks Road
Mallala

on

Monday 25 November 2019 at 6:00pm
The Acting Mayor formally declared the meeting open at 6:00pm.

1. **ATTENDANCE RECORD**

1.1 **Present:**

- Acting Mayor Marcus Strudwicke
- Councillor John Lush
- Councillor Terry-Anne Keen
- Councillor Kay Boon
- Councillor Joe Daniele
- Councillor Margherita Panella
- Councillor Brian Parker

    Also in Attendance:

- Chief Executive Officer
  - Mr James Miller
- General Manager – Governance and Executive Office
  - Ms Sheree Schenk
- General Manager – Development and Community
  - Mr Robert Veitch
- General Manager – Finance and Business
  - Mr Rajith Udugampola
- General Manager – Infrastructure and Environment
  - Mr Thomas Jones
- Manager Governance and Administration/Minute Taker
  - Ms Alyssa Denicola

1.2 **Apologies/Not Present:**

- Councillor Frank Maiolo
- Councillor Carmine Di Troia

1.3 **Leave of Absence**

- Mayor Mark Wasley
The Acting Mayor acknowledged the fourth anniversary of the Pinery Fires and the official opening of Moquet Lee, Grace Plains which occurred on Sunday 24 November 2019.

Motion Without Notice

Moved Councillor Keen
Seconded Councillor Parker 2019/480

“that, in recognition of the outstanding work of our Country Fire Service volunteers to protect life and property each year, Council instructs the Chief Executive Officer to write to each of our region’s Country Fire Service brigades to thank them and to acknowledge their tireless work in protecting our community.”

CARRIED

2. CONFIRMATION OF MINUTES

2.1 Confirmation of Council Minutes – Ordinary Council Meeting held on 28 October 2019

Moved Councillor Boon
Seconded Councillor Parker 2019/481

“that the minutes of the Ordinary Council Meeting held on 28 October 2019 (MB Folios 16992 to 17013 inclusive), be accepted as read and confirmed.”

CARRIED

3. BUSINESS ARISING

Nil

4. PUBLIC OPEN FORUM

The Acting Mayor, with approval of two-thirds of members present suspended the meeting procedures pursuant to Regulation 20(1) of the Local Government (Procedures at Meetings) Regulations 2013, 15 minutes to facilitate ‘Public Open Forum’.

The meeting was suspended at 6.06pm.

Greville Knight – Mallala
- Bushfire plans and safe places
- Agenda Item 15.6 – Adelaide Plains Council Fire Prevention Activities
- Council-owned units and rent increase

Alvin Jenkin – Parham
- Speaking on behalf of Adelaide Plains Ratepayers and Residents Association
- Item 15.6 – Adelaide Plains Council Fire Prevention Activities
- Fire season signage not on display
- Department of Defence – shipping containers and infrastructure
Pamela Duncan – Two Wells
- Meals on Wheels, Two Wells Uniting Church Op Shop
- Request for Council assistance to locate a temporary site to operate from until op shop extension is completed

The meeting resumed at 6.28pm.

5. DECLARATION OF MEMBERS’ INTEREST
Nil

6. ADJOURNED BUSINESS
Nil

7. MAYOR’S REPORT
7.1 Mayor’s Report
Reporting Period – Thursday 24 October to Wednesday 20 November 2019

Monday 28 October 2019
Pre-Council Meeting – Mayor, Chief Executive Officer and General Managers
Ordinary Council Meeting

Tuesday 29 October 2019
Regional Mayor and CEO Shadow Cabinet Forum

Wednesday 30 October 2019
LGA Conference and Dinner
Coastal Councils Executive Committee Meeting

Thursday 31 October 2019
LGFA Annual General Meeting
LGA Annual General Meeting

Sunday 3 November 2019
Adelaide Plains Choir

Monday 4 November 2019
DPTI/APC Meeting
Audit Committee Meeting

Tuesday 5 November 2019
Area Drive with Councillor Lush and Chief Executive Officer

Wednesday 6 November 2019
Adelaide Plains Business Breakfast
Adelaide Plains Business Advisory Group Meeting
Hickinbotham Meet Your Neighbour Event – Eden Estate
**Friday 8 November 2019**
Meeting – Chief Executive Officer and Mallala RSL Representatives

**Monday 11 November 2019**
Remembrance Day Ceremony, Two Wells
Governance Advisory Panel Meeting
Community Engagement Forum

**Tuesday 12 November 2019**
Meeting – Mayor, Deputy Mayor and Chief Executive Officer Handover

**Thursday 14 November 2019 to Tuesday 3 December 2019**
Leave of Absence

7.2
Acting Mayor’s Report
Reporting Period – Wednesday 13 November 2019 to Wednesday 20 November 2019

**Wednesday 13 November 2019**
Strategic Plan Engagement with Mallala Primary School

**Thursday 14 November 2019**
State Planning Q&A

**Tuesday 19 November 2019**
Meeting – Fraser Ellis MP, Chief Executive Officer
Meeting – Chief Executive Officer – Various Matters
ABC Radio Interview – Proposed By-Law No 6 – Motor Cycle Amenity

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

9. **DEPUTATIONS**

9.1 Norm Dicks, spokesperson for Returned Services League South Australia – Mallala Sub-Branch gave a 10 minute deputation in relation to compliance issues at the RSL building.

9.2 Sam Withers and Greg Harrison of Arcadius, and as spokespersons for Alinta Energy (Reeves Plains) Pty Ltd gave a 12 minute deputation in relation to the gas peaking station at Reeves Plains.

9.3 Maxine Symes, spokesperson for Port Parham Sports and Social Club gave a 7 minute deputation in relation to a request for Council’s support to relocate and develop a safe children’s entertainment area within the club rooms.
10. **PRESENTATIONS/BRIEFINGS**

10.1 David Hitchcock, Executive Officer and Ian Baldwin, Chair of Gawler River Floodplain Management Authority (GRFMA) gave a 20 minute presentation in relation to the GRFMA.

10.2 Bengy Paolo, Director Major Programs, SA Water gave a 17 minute presentation in relation to the Northern Adelaide Irrigation Scheme.

11. **PETITIONS**

Nil

12. **COMMITTEE MEETINGS**

12.1 Adelaide Plains Council Audit Committee – 4 November 2019

Moved Councillor Panella Seconded Councillor Parker 2019/482

“that Council receives and notes the minutes of the Audit Committee Meeting held 4 November 2019.”

CARRIED

12.1 Moved Councillor Panella Seconded Councillor Lush 2019/483

“that Council receives and notes the Audited Annual Financial Statements and notes forming part of the Annual Financial Statements for the 2018/2019 Financial Year.”

CARRIED

12.1 Moved Councillor Panella Seconded Councillor Boon 2019/484

“that Council endorses resolution 2019/039 of the Audit Committee and in doing so formally adopts the Annual Financial Statements for the 2018/2019 Financial Year and authorises the same to be certified on behalf of Council by the Mayor and Chief Executive Officer.”

CARRIED

12.1 Moved Councillor Panella Seconded Councillor Lush 2019/485

“that Council endorses resolution 2019/040 of the Audit Committee and in doing so notes that the Audit Committee has authorised the Audit Committee Chairperson to sign the Certification of Auditor Independence.”

CARRIED

12.1 Moved Councillor Panella Seconded Councillor Boon 2019/486

“that Council endorses resolution 2019/043 of the Audit Committee and in doing so acknowledges the progress made to complete the activities identified for the Audit Committee during 2019/2020 Financial Year.”

CARRIED
12.2 Adelaide Plains Council Historical Committee Meeting – 6 November 2019
Moved Councillor Boon Seconded Councillor Panella 2019/487
“that Council receives and notes the minutes of the Adelaide Plains Council Historical Committee Meeting held 6 November 2019.”
CARRIED

12.3 Governance Advisory Panel Meeting – 11 November 2019
Moved Councillor Lush Seconded Councillor Panella 2019/488
“that Council receives and notes the minutes of the Governance Advisory Panel Meeting held 11 November 2019.”
CARRIED

13. SUBSIDIARY MEETINGS
Nil

14. REPORTS FOR DECISION
14.1 Ordinary Council Meeting Schedule – 2020
Moved Councillor Keen Seconded Councillor Lush 2019/489
“that Council, having considered Item 14.1 – Ordinary Council Meeting Schedule 2020, dated 25 November 2018, receives and notes the report and in doing so resolves that:

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

14.2 Gawler River Floodplain Management Authority Charter Review
Moved Councillor Keen Seconded Councillor Lush 2019/490
“that Council, having considered Item 14.2 – Gawler River Floodplain Management Authority Charter Review, dated 25 November 2019, receives and notes the report and in doing so accepts and adopts the draft Charter as presented at Attachment 1 to this Report.”
CARRIED

14.3 2020 Local Government Association Ordinary General Meeting – Proposed Items of Business
Moved Councillor Keen Seconded Councillor Parker 2019/491
CARRIED
14.3 Moved Councillor Keen Seconded Councillor Lush 2019/492

“that Council, having considered Item 14.3 – 2020 Local Government Association Ordinary General Meeting – Proposed Items of Business, dated 25 November 2019, 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 (LGA) Ordinary General Meeting to be held on 3 April 2020 that the LGA lobby the State Government to call in the Defence Force to assist the State Emergency Service and Country Fire Service in a time of emergency.”
CARRIED

14.3 Moved Councillor Keen Seconded Councillor Lush 2019/493

“that Council, having considered Item 14.3 – 2020 Local Government Association Ordinary General Meeting – Proposed Items of Business, dated 25 November 2019, 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 Ordinary General Meeting to be held on 3 April 2020 that the LGA provide individual feedback to member councils regarding successful motions moved by those councils immediately following actions to arise.”
CARRIED

14.3 Moved Councillor Keen Seconded Councillor Parker 2019/494

“that Council, having considered Item 14.3 – 2020 Local Government Association Ordinary General Meeting – Proposed Items of Business, dated 25 November 2019, instructs the Chief Executive Officer to write to the Local Government Association in order to seek feedback and progress in relation to previous motions submitted by Adelaide Plains Council, and supported by member councils at the relevant LGA Ordinary and Annual Meetings, namely Northern Gateway maintenance, State-wide Asbestos Strategy, Improved Local Government Budget Processes (NRM and Valuer-General).”
CARRIED

14.3 Moved Councillor Lush Seconded Councillor Keen 2019/495

“that Council, having considered Item 14.3 – 2020 Local Government Association Ordinary General Meeting – Proposed Items of Business, dated 25 November 2019, 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 Ordinary General Meeting to be held on 3 April 2020 that the LGA liaise with the Office of the Valuer-General in relation to finalising property valuation data by 31 March of each year to align with budget timelines, processes and adoption.”
CARRIED

14.3 Moved Councillor Lush Seconded Councillor Parker 2019/496

“that Council, having considered Item 14.3 – 2020 Local Government Association Ordinary General Meeting – Proposed Items of Business, dated 25 November 2019, instructs the Chief Executive Officer to write to Fraser Ellis MP and Stephan Knoll MP regarding the acknowledgment of notional value when issuing valuations.”
CARRIED
14.4 Policy Review – Fire Fighting and Other Emergencies Policy

Moved Councillor Parker Seconded Councillor Boon 2019/497

“That Council, having considered Item 14.4 – Policy Review – Fire Fighting and Other Emergencies Policy dated 25 November 2019, receives and notes the report and in doing so:

1. Revokes the current Fire Fighting and Other Emergencies Policy presented as Attachment 1 to this Report; and
2. Adopts the proposed Emergency Management Policy presented as Attachment 2 to this Report.”

CARRIED

14.5 Building Fire Safety Committee

FORMAL MOTION

Moved Councillor Daniele Seconded Councillor Boon 2019/498

“That Item 14.5 – Building Fire Safety Committee lie on the table.”

CARRIED

14.6 2019/2020 – First Budget Update

Moved Councillor Panella Seconded Councillor Daniele 2019/499

“That Council, having considered Item 14.6 – 2019/2020 – First Budget Update, dated 25 November 2019, receives and notes the report and in doing so;

1. Receives and note the project progress reports contained in Attachment 1 and 2 to this Report; and
2. Pursuant to Regulation 9 (1)(a) of the Local Government (Financial Management) Regulations 2011, adopts the revised 2019/2020 Budgeted Financial Statements as contained within Attachment 3 that has been updated following the first budget review changes identified in Table 1 and Table 2.”

CARRIED

15. REPORTS FOR INFORMATION

15.1 Council Resolutions – Status Report

Moved Councillor Boon Seconded Councillor Parker 2019/500


CARRIED

15.2 Community Engagement Forum Held 11 November 2019

Moved Councillor Parker Seconded Councillor Lush 2019/501


CARRIED
Moved Councillor Keen Seconded Councillor Boon 2019/ 502


CARRIED

15.4 Infrastructure and Environment Department – Monthly Report – November 2019

Moved Councillor Panella Seconded Councillor Boon 2019/ 503

“that Council, having considered Item 15.4 – Infrastructure and Environment Department – Monthly Report – October 2019, dated 28 October 2019, receives and notes the report.”

CARRIED

15.5 Hart Reserve Masterplan – Update

Moved Councillor Panella Seconded Councillor Boon 2019/ 504

“that Council, having considered Item 15.5 – Hart Reserve Masterplan – Update, dated 25 November 2019, receives and notes the report.”

CARRIED

15.6 Adelaide Plains Council Fire Prevention Activities

Moved Councillor Parker Seconded Councillor Lush 2019/ 505

“that Council, having considered Item 15.6 – Adelaide Plains Council Fire Prevention Activities, dated 25 November 2019, receives and notes the report.”

CARRIED

15.7 Two Wells Community Fund – Second Round of Applications – Committee Determination

Moved Councillor Boon Seconded Councillor Keen 2019/ 506

“that Council, having considered Item 15.7 – Two Wells Community Fund – Second Round of Applications – Committee Determination, dated 25 November 2019, receives and notes the report.”

CARRIED

15.8 Mobile Food Vendors

Moved Councillor Boon Seconded Councillor Keen 2019/ 507

“that Council, having considered Item 15.8 – Mobile Food Vendors, dated 25 November 2019, receives and notes the report.”

CARRIED
16. QUESTIONS ON NOTICE

Councillor Lush gave notice of his intention to ask the following question:

Question: What action is planned to repair the salt creek culvert infrastructure as it has cracked again next to the recently repaired site.

Answer: Council owned bridges are scheduled for inspection as part of our routine maintenance program. A suitably qualified consultant will undertake bridge inspections across all four Council owned bridges – Salt Creek Bridge, Old Port Wakefield Road Bridge, Bakers Road Ford and Wasleys Road Bridge. The bridge inspections will consist of condition assessments and reporting with repair advice.

Management will action any repairs reported in accordance with engineering advice.

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 Coalition of Coastal Communities

Moved Councillor Lush Seconded Councillor Keen 2019/508

“that Council instructs the Chief Executive Officer, as part of the development and associated community consultation of the Tourism and Economic Development Strategy, to engage with Council’s coastal settlements (Dublin, Middle Beach, Thompson Beach, Webb Beach and Parham), Elected Members and staff collectively and collaboratively with a view to ensuring a coordinated approach to tourism development covering all coastal and inland settlements.”

CARRIED

19. MOTIONS WITHOUT NOTICE

Nil

20. URGENT BUSINESS

Nil

It being 8.54pm, the Council resolved to extend the meeting for a further 30 minutes in accordance with Division 2, Clause 7(6) of Council’s Code of Practice – Meeting procedures.

Moved Councillor Lush Seconded Councillor Parker 2019/509

“that the meeting be extended by 30 minutes.”

CARRIED
21. CONFIDENTIAL ITEMS

21.1 Aged Living Review – Update

Moved Councillor Keen Seconded Councillor Lush 2019/ 510

“that:-

1. Pursuant to section 90(2) of the Local Government Act 1999, the Council orders that all members of the public, except Chief Executive Officer, General Manager – Governance and Executive Office, General Manager Development and Community, General Manager Finance and Business, General Manager – Infrastructure and Environment and Manager Governance and Administration/Minute Taker be excluded from attendance at the meeting of the Council for Agenda Item 21.1 – Aged Living Review – Update;

2. Council is satisfied that pursuant to section 90(3)(d)(i) of the Local Government Act 1999, Item 21.1 – Aged Living Review – Update concerns commercial information of a confidential nature, the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information and confer a commercial advantage on a third party, and would, on balance, be contrary to the public interest; and

3. Council is satisfied that the principle that Council meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential.”

CARRIED

Councillor Keen left the meeting at 8.54pm.

21.1 Moved Councillor Parker Seconded Councillor Lush 2019/ 511


Councillor Keen returned to the meeting at 8.56pm.

CARRIED

21.1 Moved Councillor Boon Seconded Councillor Keen 2019/ 512

“that Council, having considered the matter of Agenda Item 21.1 – Aged Living Review – Update in confidence under sections 90(2) and 90(3)(d)(i) of the Local Government Act 1999, resolves that:-

1. The agenda item, report, Attachment 1, Attachment 2, Attachment 3 and Attachment 4, and any other associated information pertaining to Agenda Item 21.1 – Aged Living Review – Update remain confidential and not available for public inspection until further order of Council;

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, Council delegates the power to revoke this confidentiality order to the Chief Executive Officer.”

CARRIED
There being no further business, the Acting Mayor declared the meeting closed at 8.58pm.

Confirmed as a true record.

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

Date: ____/____/___
Reporting Period – Thursday 21 November to Tuesday 3 December 2019

Friday 22 November 2019
Opening and Blessing of Auditorium, Xavier College, Gawler

Sunday 24 November 2019
Moquet Lee Pinery Fire Memorial Launch

Monday 25 November 2019
Pre-Council Meeting – Deputy Mayor, Chief Executive Officer and General Managers
Ordinary Council Meeting

Wednesday 27 November 2019
Two Wells Photograph Opportunity – The Advertiser and Chief Executive Officer
Opening, Two Wells Community Nursery

Friday 29 November 2019
Legatus Group Meeting – Port Broughton
7.2 Mayor’s Report

Document No: D19/62851

Report Date: 16 December 2019
Prepared for: Mayor Wasley

Reporting Period – Thursday 21 November to Wednesday 11 December 2019

Thursday 14 November 2019 to Tuesday 3 December 2019
Leave of Absence

Wednesday 4 December 2019
Meeting – Two Wells Main Street – Chief Executive Officer, General Managers, Jensen Plus

Thursday 5 December 2019
Meeting – Mayor and Chief Executive Officer – Various
Mallala Christmas Parade

Monday 9 December 2019
Meeting – Mayor and General Manager Governance and Executive Office – Various
Informal Gathering
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Monday 16 December 2019

9.1 Tony Lange – Spokesperson for Two Wells Regional Acton Team

_TWRAT is seeking final Go Ahead for the commencement of Stage 1 of the Two Wells pump track/skate park in Hart Reserve._
DEPUTATION REQUEST FORM

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

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

To: Chief Executive Officer

DETAILS

I/We hereby request to be heard at the next meeting of Council on 16/12/2019.

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Lange / Two Wells Regional Action Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given Name(s):</td>
<td>Tony</td>
</tr>
<tr>
<td>Address:</td>
<td>Two Wells</td>
</tr>
<tr>
<td>Postal Address:</td>
<td></td>
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<td>(if different from above)</td>
<td></td>
</tr>
<tr>
<td>Suburb</td>
<td>P/Code</td>
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<tr>
<td>Contact Number:</td>
<td></td>
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I will be speaking on my own behalf □ Yes
or
As the spokesperson of a group of persons ☑ Yes

Name/Details of Person or Group Representing:
(If applicable)
TWO WELLS REGIONAL ACTION TEAM

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

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

TWRAT IS seeking final go ahead for the commencement of Stage 1 of the Two Wells Pump Track / Skate Park in Hart Reserve.

As there have been some concerns from the community about the location we at the TWRAT believe that we have come up with a solution.

Stage 1 will see a semi-portable pump track which can be easily relocated if the site proves to be unsuitable for any reason.

We are "shovel ready" and have already purchased a very good second-hand pump track which is ready to go.

We are hoping to get kids playing on it ASAP.

For community awareness we will like to put up the following sign:

WELCOME TO STAGE 1 OF THE TWO WELLS PUMP TRACK / SKATE PARK PROJECT

THIS STRUCTURE IS OF A PORTABLE NATURE AND CAN BE RELOCATED IF THIS SITE IS FOUND UNSUITABLE AFTER A TRIAL PERIOD. LET'S GIVE IT A GO AND ENJOY IT!

It is strongly encouraged that Council’s administration receives a copy of any notes or other relevant information regarding your Deputation Request.
The topic or issue I wish to speak about is: (please give sufficient details of the matter to enable consideration of your request for a deputation)

- SIGN CONTINUED -

REGARDS

TWO WELLS REGIONAL ACTION TEAM

IN PARTNERSHIP WITH

ADELAIDE RAINS COUNCIL

HICHER BOTAAM HOME

* Feedback can be given to:
TWRAT @ bigpond.com

It is strongly encouraged that Council’s administration receives a copy of any notes or other relevant information regarding your Deputation Request.
Please note the following guidelines:

a. You will be allocated up to 10 minutes to speak. You do not need to use the whole 10 minutes.

b. Your presentation will be limited to the topic or issue which you have nominated above.

c. If you wish to use digital media for your presentation you have the following options to ensure a smooth meeting:

Option 1: Leave your PowerPoint presentation at the Council Office to be scanned before loading to Council’s network ready for presentation

☐ Yes ☐ No

Option 2: Email (*please note - files are not to exceed 10mb*)

☐ Yes ☐ No

Option 3: Connect straight from your tablet/laptop to the projector

☐ Yes ☐ No

d. After your presentation, be prepared to respond to any questions the Council Members may have of you.

e. You should be aware that Council meetings are open to the public. There is unlikely to be any legal protection or other privilege in relation to any statements that you may make in this forum. This means that anything you say would be subject to the normal laws of defamation. Consequently, you should take care in how you make your address.

DECLARATION

I have read and understood the Deputation Guidelines and Information Sheet, and agree to abide by them.

Name: ____________________________

Anthony Paul Lange

(In full – Please Print)

Signature: ____________________________

Lange

Date: 8/12/19

Once completed, please return to the Adelaide Plains Council, either in person, by post, facsimile or email (info@apc.sa.gov.au)
1. Speaking to Council

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

This Form can be obtained from:-

Principal Office: Adelaide Plains Council, 2a Wasleys Road, Mallala
Sub Office: Two Wells Service Centre, Old Port Wakefield Road, Two Wells
Telephone: (08) 8527 0200
Facsimile: (08) 8527 2242
Email: info@apc.sa.gov.au or
Website: www.apc.sa.gov.au

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

2. Making a Request

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

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

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

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

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

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

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

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

If a deputation request is refused, the Presiding Member will report that decision at the next Council meeting. The Council (or Council Committee) may allow a deputation despite a contrary ruling by the Presiding Member.
Clause 11 of Council’s Code of Practice – Meeting Procedures is provided for below. The full document is available on Council’s website.

Clause 11 – Deputations

1. A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the Council) a written request to the council five (5) clear days before the date of the meeting at which the person(s) wishes to appear.
   (a) If the matter relates to an item of business on the Agenda, the written request may be received at the principal office of the Council up until 5.00pm on the day of the meeting.

2. The CEO must transmit a request received under sub-clause (1) to the Presiding Member.

3. The Presiding Member may refuse to allow the deputation to appear at a meeting or may offer those requesting a deputation the opportunity to appear at a relevant Committee (as per sub-clause (7)).

4. The CEO must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.

5. If the Presiding Member refuses to allow a deputation to appear at a meeting, the Presiding Member must report the decision to the next meeting of the Council or Council committee (as the case may be).

6. The Council or Council committee may resolve to allow a deputation to appear despite a contrary ruling by the Presiding Member.

7. A council may refer the hearing of a deputation to a council committee.

8. A person or persons appearing as a deputation will be allowed to speak on an issue for a maximum of ten (10) minutes. The Presiding Member may allow for additional time or speakers.

5. At the Meeting

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

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

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

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

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

You may find it helpful to prepare brief notes of the matters upon which you wish to speak to the Council and use those notes when you address the meeting. It is often helpful if you can supply a copy of those notes to Council following your deputation.
<table>
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<th>10.</th>
<th>Presentations/Briefings</th>
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**Monday 16 December 2019**

10.1 Jensen Plus – Two Wells Main Street
OVERVIEW

The purpose of this report is for Council to receive and note the minutes of the Legatus Group meeting held on 29 November 2019.

RECOMMENDATION

“that Council receives and notes the minutes of Legatus Group Meeting held on 29 November 2019.”

Attachments

1. Copy of minutes of the Legatus Group meeting held on 16 December 2019.
Minutes of the Legatus Group Ordinary Meeting

29 November 2019

Port Broughton Bowling Club 18 Edmund Street Port Broughton

I Meeting Preliminaries

Present

Board members: Mayor Peter Matttey OAM – Chairman (Goyder), Mayor Leonie Kerley (Barunga West), Mayor Roslyn Talbot (Copper Coast), Mayor Wayne Thomas (Clare and Gilbert Valleys 10.42am), Mayor Bill O’Brien (Light), Mayor Phillip Heaslip (Mount Remarkable), Mayor Peter Slattery (Flinders Ranges), Mayor Denis Clark (Northern Areas), Mayor Kathie Bowman (Orroroo Carrieton), Mayor Rodney Reid (Wakefield), Mayor Leon Stephens (Port Pirie 10.40am) and Acting Mayor Marcus Strudwicke (Adelaide Plains).

In Attendance

Crs. Brian Lockyer and Margaret McDonald (Barunga West Council), Council CEO’s Mr Andrew Cole (Barunga West), Dr Helen Macdonald, (Clare & Gilbert Valleys), Mr Russell Peate (Copper Coast), Mr David Stevenson (Goyder), Mr Colin Byles (Northern Areas), Mr Dylan Strong (Orroroo Carrieton), Mr Andrew MacDonald (Wakefield), Ms Sheree Schenk (Acting CEO Adelaide Plains) and Ms Jessie White (Acting CEO Mount Remarkable). Others Ms Kelly- Anne Saffin (CEO RDA YMN), Mr Tony Fox (Northern and Yorke NRM), Ms Angela Ruddenklau (PIRSA) and Mr Simon Millcock (CEO Legatus Group).

Apologies

Mayor Mark Wasley (Adelaide Plains), Mayor Darren Braund (Yorke Peninsula), Mayor Ruth Whittle OAM (Peterborough) and Mayor Bim Lange (The Barossa). Council CEO’s Mr Martin McCarthy (Barossa), Sean Cheriton Acting CEO (Flinders Ranges) Mr Brian Carr (Light), Mr Peter McGuiness (Peterborough), Mr Wayne Hart (Mount Remarkable), Mr Peter Ackland (Port Pirie) and Mr Andrew Cameron (Yorke Peninsula). MP’s Minister’s Hon Stephanie Knoll Member for Schubert and Hon Dan van Holst Pellekaan Member for Stuart, Mr Fraser Ellis Member for Narrunga, Hon Geoff Brock member for Frome, Hon Tony Piccolo Member for Light and Mr John Gee Member for Taylor. RDA CEOs Ms Claire Wiseman and Ms Anne Moroney.

The Chairman declared the meeting open at 10.35am.

The meeting was advised that the Legatus Group CEO had received written correspondence from the Adelaide Plains Council to advise that Mayor Mark Wasley is on leave from the Council and Cr Marcus Strudwicke is Acting Mayor.

Motion: That Cr Marcus Strudwicke is the current principal member of the Adelaide Plains Council for the Legatus Group meeting on 29 November 2019.

Moved: Mayor Denis Clark Seconded: Mayor Bill O’Brien    CARRIED
2 Welcome to Barunga West Council

Mayor Leonie Kerley welcomed everyone to the Port Broughton Bowling Club and on behalf of the Barunga West Council acknowledged the past 5 years of developments at the Bowling Club and its connection to the expanding Barunga Village which was directly opposite. Mayor Kerley provided a presentation on significant achievements by the council in the past year including the projects through the drought assistance funding including:

- Seawall
- Electrical upgrades to the Carvana Park
- Resilience program of events

3 Confirmation of Previous Minutes

Minutes of the Legatus Group Meeting held on 30 August 2019 at Port Pirie Sports Precinct,

Motion: That the minutes of the Legatus Group Meeting held on the 30 August 2019 at the Port Pirie Sports Precinct be taken as read and confirmed.

Moved: Mayor Leonie Kerley Seconded: Mayor Denis Clark

CARRIED

4 Presentations

4.1 Northern and Yorke NRM – Tony Fox Regional NRM Manager

Update provided on the Landscape Act which was passed in SA Parliament two weeks prior to the meeting. Noted that the boundary changes to the current NRM Board will be covered in the regulations which are yet to be finalised and it is anticipated the new changes will go to Cabinet in December 2019. This is likely to result in Barossa, Light, Gawler and Adelaide Plains becoming part of the Yorke Mid North region. The key implementation dates were provided.

4.2 Regional Development Australia (RDA) - CEO Kelly-Anne Saffin RDA Yorke and Mid North

Update provided on recent RDAs visit to Canberra and it was noted that Legatus Group of Councils make up 10% of the drought affected Councils in Australia and that RDAYMN have available economic modelling which can be used by councils for progressing applications. There was good access to Ministers. Councils Infrastructure Plans need to be with RDAYMN by 13 December 2019. Round 6 of Blackspot Funding will have an updated model. RDA YMN are seeking to extend the regional employment trial for a further 2 years. Noted the challenges around the NDIS with a $54m underspend in the region. RDA YMN is supporting Active Port Pirie, Mid North Pop-Up shop project and co-working spaces across the region with the first project in Port Pirie. Input into the Regional Development Strategy by State Govt. including a more prominent role for Regional Organisations.

5 Business arising not otherwise on the agenda

5.1 Drought

The Legatus Group CEO provided a report with the agenda and a report from The Barossa Council was also distributed.

Motion:

1. That the Legatus Group confirms its support of the approach being undertaken by SAROC and that a meeting be arranged to consider the formation of a working group between the Yorke and Mid North Alliance and RDA Barossa, Light, Gawler, Adelaide Plains and RDA
Far North to discuss the identification and prioritising of regional strategic projects that are scoped and ready for activating when funding opportunities occur.

2. That the Legatus Group Chair writes to the Hon. David Littleproud MP Minister for Water Resources, Drought, Rural Finance, Natural Disaster and Emergency Management acknowledging the support from the Australian Government for the Drought Communities Programme. Whilst noting that there are still issues around equity as The Barossa Council is the only council of the 15 Legatus Group Councils who have not been declared eligible.

3. That the Legatus Group Chair writes to the Hon. David Littleproud MP Minister for Water Resources, Drought, Rural Finance, Natural Disaster and Emergency Management and the Future Drought Fund Consultative Committee outlining support for the Future Drought Fund and the role that Local Government can provide.

Moved: Mayor Bill O'Brien  Seconded: Mayor Bill O'Brien  CARRIED

5.2 Pit and Quarry Management

The Legatus Group CEO provided a report with the agenda.

Motion: That the Legatus Group supports the approach recommended by the LGA Secretariat to hold off on the report to SAROC and that the Legatus Group canvasses constituent councils for a representative/s to be part of a working group and compiles information from the Legatus Group region on the the current number of borrow pits that are active, inactive but still in use/occupancy and inactive and due to be rehabilitated.

Moved: Mayor Roslyn Talbot  Seconded: Mayor Kathie Bowman  CARRIED

5.3 State Planning Reform

The Legatus Group CEO provided a report with the agenda along with response from Copper Coast Council.

Motion:

1. That the Legatus Group write and highlight to the State Planning Commission inadequacies of the new Planning and Design Code including:
   a) That the eight week consultation period for Phase two Councils has been insufficient to enable feedback on the new Planning and Design Code and its implementation (considering the significant policy changes in the Code compared to current Development plans).
   b) Whilst Phase two Councils will endeavour to implement the new Planning and Design Code by 1 April 2020, the State Planning Commission be requested to formally advise Phase two Councils that an extension of the implementation of the new Planning and Design Code after 1 April 2020 can be granted until the 30 June 2020, if such Councils consider it necessary.
2. That a copy of the letter to the State Planning Commission be forwarded to the State Minister for Planning Stephan Knoll MP and all State Members of Parliament that cover the Legatus Group region.

Moved: Mayor Roslyn Talbot  Seconded: Mayor Leonie Kerley  CARRIED
5.4 Solid Waste Levy

The Legatus Group CEO provided a report with the agenda which was noted.

5.5 Landscape Act

The Legatus Group CEO provided correspondence received from the Minister and the meeting had discussed this in detail at item 4.1.

6 Chairman’s Report

Chair Mayor Peter Mattey advised that he had attended all the required SAROC and LGA meetings on behalf of Legatus Group. He noted that in reference to Local Government Reform the LGA and State Government agree on a large percentage of the reforms proposed and the wide ranging view by Councils provides a level of complexity in gaining a collective response. The long-running dispute over the cost of street lighting in South Australia has been resolved through the Australian Energy Regulator. There will be $13.7m coming back to Councils following the work of LGA via the dispute mechanism taken under the National Electricity Law concerning the charges for street lighting services provided by South Australia Power Networks to councils. There will be a small levy but the majority of the funds will return to councils.

The drought has been a major issue for discussion and SAROC have yet to gain a meeting with the Minister and Mayor Mattey invited councils to call and discuss further if needed. This matter was further discussed at item 7.2.

7 Items referred by Councils

7.1 Northern Areas Council – Pidgeon Control

Mayor Denis Clark spoke to the letter included with the agenda and discussion occurred.

Motion: That the Legatus Group supports the request from the Northern Areas Council that the NRM declares Pigeons be a pest species

Moved: Mayor Denis Clark  Seconded: Mayor Leon Stephens  CARRIED

7.2 Alliance of Northern Councils – Drought affected community wellbeing sub-regional project

The Legatus Group CEO provided a report with the agenda along with a report which had been prepared including a model for a community wellbeing project. Mayor Kathie Bowman spoke to the proposal and advised that a meeting had also been arranged with the Premier. Detailed discussions were undertaken and the meeting noted that there was an immediate need and reference was made to the previously acknowledged level of funds held in reserves and the current financial position of the Legatus Group.

Motion: That the Legatus Group supports in partnership with the Councils of Orroroo Carrieton, Peterborough, Flinders Ranges, Northern Areas, Mount Remarkable, Port Pirie and Goyder the community wellbeing project for up to $100,000 per year for the term of the project with an annual report to be provided.

Moved: Mayor Kathie Bowman  Seconded: Acting Mayor Marcus Strudwicke  CARRIED
8 Business Plan

8.1 2019/2020 Project updates.

The Legatus Group CEO’s report was provided with the agenda and the Chair invited questions.

Motion:

1. That the Legatus Group notes the progress of the projects.
2. That the Legatus Group approves the Legatus Group CEO to release the Sustainability Hub Phase 2 report by Jerome Ofori and confirm that the Legatus Group seeks to continue to partner with the Yorke Mid North Alliance and the Department of Environment and Water for the development of concept plans re a possible sustainability hub at 155 Main North Road Clare.
3. That the Legatus Group notes the report and delays in the timelines on the SA Regional Waste Strategy and supports a funding application to Green Industries SA for the development of the a Legatus Group Regional Waste Action Plan to be developed following the SA Regional Waste Strategy.

Moved: Mayor Rodney Reid  Seconded: Mayor Leon Stephens  CARRIED

9 Audit and Risk Management Committee

Mayor Kathie Bowman provided a report with the agenda which contained the minutes of the Audit and Risk Management Committee meeting 22 August 2019 and a revised budget for 2019/2020. The Legatus Group CEO advised that recommendations had not been proposed as he was waiting on any feedback or clarification sought by the committee members following the finance officer providing an updated version of the revised budget following the meeting. There had been no further feedback provided and as such recommendations listed at 3.1.i and 3.1.ii of the minutes were presented to the meeting.

Motion: That the Legatus Group seek approval from the Constituent Councils to amend the 2019/2020 budget.

Moved: Mayor Leon Stephens  Seconded: Mayor Denis Clark  CARRIED

The meeting noted that the committee’s recommendation at item 3.1.ii of their minutes be held over due to the decision made at item 7.2 re the drought community wellbeing project.

10 Financial Report

The Legatus Group CEO provided a report with the agenda containing the: (1) the first quarter financial report, (2) Balance Sheet, Profit and Loss by Job and Profit and Loss Summary reports for period 1 July – 30 October 2019 and (3) Legatus Group CEO’s credit card and reimbursement for August – October 2019.

Motion:

1. That the Legatus Group notes the quarterly report for the period July – September 2019 summarising the financial position and performance of the Legatus Group against the Budget.
2. That the Legatus Group notes the financial report for the period July – October 2019.
3. That the Legatus Group notes the Legatus Group CEO’s credit card purchases.

Moved: Mayor Denis Clark  Seconded: Mayor Rodney Reid  CARRIED
11 Legatus Group Regional Management Group

Mr Colin Byles Chair of the committee provided a report with the agenda which was noted.

12 Legatus Road and Transport Infrastructure Advisory Committee

Dr Helen Macdonald the Chair of the committee provided a report with the agenda which contained the notes of the Legatus Group Legatus Road and Transport Infrastructure Advisory Committee meeting held Friday 1 November 2019 at the Clare and Gilbert Valleys Council Chambers.

Motion: That the Legatus Group approve the continuation of the Legatus Group Road and Transport Infrastructure Advisory Committee and calls for nominations for:

- Maximum 6 x technical engineering or works delegates nominated from the member Councils
- 1 x delegate nominated from the Regional Development Australia Organisations
- 1 x delegate nominated from the Department for Transport, Energy, Infrastructure - Mid North Region

Moved: Mayor Rodney Reid  Seconded: Acting Mayor Marcus Strudwicke  CARRIED

13 Legatus Group CWMS Advisory Committee

CEO Andrew Cole Chair of the committee provided a report with the agenda which included the minutes of their meeting held on 4 November 2019 which was attended by Committee Members Andrew Cole, Adam Broadbent and Gary Easthope and CWMS Project Officer Paul Chapman and Legatus Group CEO Simon Millcock.

Motion:

1. That the Legatus Group call for nominations for the vacant positions on the committee.
2. That the Legatus Group seek approval to extend the Joint CWMS Services Arrangements by Legatus Group from the LGA CWMS Management Committee.
3. That the Legatus Group supports the further scoping of a proposal to work with ESCOSA to develop and promote a trial of Ethical Business Regulation for CWMS among Legatus Councils in 2020.
4. That the Legatus Group seek clarification from the Office Technical Regulator regarding access to the codes and any cost implications to Councils if the proposed draft Infrastructure Standard were adopted.

Moved: Mayor Phillip Heaslip  Seconded: Mayor Denis Clark  CARRIED

14 LGA and SAROC

There were no representatives from the LGA Secretariat and the SAROC Key Outcomes Report was tabled.

15 Other Business

15.1 Murray Darling Association

Mayor Denis Clark provided a report that included the Annual Meeting for Region 8 will follow directly after the legatus Group meeting and that Cr Brian Lockyer (Barunga West) will take over as the Chair for Region 8.
15.2 Relocation of Legatus Group Office
The meeting noted the Legatus Group CEO’s report.

15.3 Memorandums of Understanding with Universities
The meeting noted the Legatus Group CEO’s report.

15.4 Legatus Group CEO’s annual leave and disclosed outside interest.
The meeting noted the Legatus Group CEO’s report.

15.5 Note of thanks to Port Broughton Bowling Club
Mayor Leonie Kerley acknowledged the work of the Bowling Club in hosting the meeting and thanked all those who attended the meeting.

16 Close of Meeting
The dates for the next meeting is Friday 28 February 2020 to be hosted by the Clare and Gilbert Valleys Council.
Meeting closed by the Chair at 1.45pm

Signed as a true and correct record by:

Chairman Mayor Peter Mattey Date
OVERVIEW

Drought Communities Programme Stage 1

Earlier this year Council was successful in receiving $1M under the Drought Communities Programme (Stage 1) from the Federal Government. Council has elected to allocate these funds to 15 community projects across the region, of which many are currently well underway.

Council was recently notified by the Federal Government of a further funding stimulus under the same programme, with Adelaide Plains Council having been identified as a drought affected region. With the deadline for delivery being 31 December 2020, Council must turn its mind to which projects it wishes to allocate this funding towards.

As advised by the Chief Executive Officer in recent email communications to elected members, delivery of the 15 identified projects under the Drought Communities Programme (Stage 1) has placed a significant strain on the organisation across the following areas:

- Procurement
- Invoicing
- WHS and Risk
- Development Assessment

With the short timeframe in which to deliver Stage 2, it is management’s recommendation to the elected body that it ought to reduce the number of projects earmarked for delivery and, in doing so, focus on one or two larger and more significant projects.

Drought Communities Programme Stage 2 - Public Realm Opportunity

With so much economic investment and activity on foot at present throughout the region, the opportunity that now presents itself through the allocation of these funds enables Council to seriously explore the merits of investing into our own public realm. While Stage 1 was targeted at localised projects to benefit local commuting and sporting groups, Stage 2 could well be targeted at ‘game changer’ projects aimed at stimulating economic growth and attracting people and business to our region.
Some years ago, Council undertook a masterplan of the Two Wells main street and surrounding environs, which could well form the framework for future projects. More recently, the CEO has engaged Jensen Plus to review that body of work and devise recommendations for potential project delivery in 2020 and beyond.

Jensen Plus has cordially been invited to attend the December Ordinary Meeting of Council to provide an overview of potential projects for delivery utilising the allocation of funds now afforded to Council through Stage 2. Provided for as Attachment 1 is an excerpt from the masterplan itself to assist members in obtaining background on the matter.

With the Liberty and Eden residential land releases at Two Wells accommodating unprecedented growth bucking the state trend, there will be increased pressure on Council to improve the amenity of the public realm sooner rather than later. These developments will bring over 10,000 new residents to our region over the next 15 to 20 years. The significant horticulture investments that will soon be delivered through the Northern Adelaide Irrigation Scheme will bring additional influx of workers (construction and ongoing) to our region while Xavier College is projected to have over 900 students once fully operational.

These trends all point toward greater population in our region’s south, greater employment opportunities, increased numbers of students and increased expectations on what our public realm should look like and how it should function. With Council’s appetite to unlock Crown Land to facilitate retail investment, a transformational public realm at Two Wells would go a long way to accelerating the growth Council is seeking to attract.

Drought Communities Programme Stage 2 - Localised Projects

Leaving the above suggested approach to one side for the moment, the CEO is aware that some elected members would like to see additional, ‘more localised’ projects across the region delivered through Stage 2. Members may wish to turn their mind ahead of the meeting on potential projects which were either workshopped as part of Stage 1 or other potential projects that may have arisen in more recent times as the catalyst for discussion.

Community Partnerships

As an aside, some elected members may recall that Council, up until 2016, had in place Community Partnerships where up to $50,000 would be allocated on an annual basis to community groups for certain projects.

With so much recent activity coming to the Chamber from community groups seeking financial assistance to deliver certain projects, it may be worthwhile the elected members considering, as part of the 2020/2021 budget deliberations, allowing for such a program to return.

Conclusion

Following the briefing from Jensen Plus at the meeting, it is recommended that meeting procedures be suspended so that informal discussion can be had in relation to how best to allocate the $1M under the Drought Communities Program Stage 2. Alternatively, should elected members wish to workshop in greater detail other more localised projects that could form Stage 2, it may be best to do this in confidential session and perhaps defer this item until later in the agenda.
RECOMMENDATION

“that Council, having considered Item 14.1 – Drought Communities Programme Stage 2, dated 16 December 2019, receives and notes the report and in doing so, instructs the Chief Executive Officer to advise the Federal Government funding partners responsible for the allocation of funds under the Drought Communities Programme Stage 2 that Council wishes to allocate these funds to the following projects:

- Two Wells Main Street Beautification and Amenity Upgrade
- 
- 
- 

Attachments

1. Excerpt from Jensen Plus Master Plan.
1. Provide certainty for expansion

Town centre expansion on the south side of the main street focused on:
1. negotiation of use/lease of extensive Crown land, with Council potentially taking the role of master developer with appropriate master planning in place
2. a supermarket site central to the critical retail mass of the main street i.e. between library and bowling club; ideally next to bowling club with shared parking and specialty shops, and on street partially screening supermarket car park opening to main street.
3. promote a continuous frontage to the main street with limited or zero setbacks, balancing access/car parking for major uses.
4. other larger format retail development sites located on the main street north of Wells Road and along Wells Road, avoiding flood risk areas.
5. business and community services such as police, health, agencies and community and council functions clustered and compact.
6. negotiate Crown land ownership transfers to make it happen.

2. Renew the public realm

Selectively refresh the public realm focused on:
1. keeping the relaxed rural feel of the street
2. providing natural existing and future street crossing points
3. specific sites for more outdoor seating/eating, bike parks, planting and shelter
4. support a location for a regular produce mark/events area considering the original site under the pines near the bakery; provide service points for power and water in the proposed area.
5. commission - with traders and developers - more public art in the main street and along the trails following an agreed strategy.
6. design and deliver the refresh projects in the short term using simple design approaches and existing or grant funding.

3. Define safe and accessible movement routes

1. Identify priority street crossing(s) e.g. refuge island, zebra or bikelanes; and build one or two
2. provide appropriate disabled parking access
3. simplify complicated car park areas
4. provide cycle tracks and cycle route markers
5. identify and promote RV parking areas in the main street and on Highway 1.

4. ‘See’ Two Wells

Making the town more attractive and interesting to visitors by:
1. upgrading the ‘Wells’ heritage area and associated walking trails from the main street especially from the Central main street area
2. screening or relocating the council depot
3. upgrading wayfinding and information signage for the trails and area viewed from the main street below from the highway.
4. reviewing landscaping south of the main street and along the Highway to get better views of the town from the Highway.
5. promote the State listed buildings as part of the heritage trail experience with interpretive signage.

5. Support business to activate the street

Initiate a range of small initiatives including:
1. a regular street events program led by local businesses
2. a business support programme focusing on marketing, customer service and retail displays.
3. make better outdoor dining areas where there is business support (potentially with parklets or an expression of interest grant programme to identify more active business partners)
4. a façade refreshing program for main street buildings, coordinated by council for budget and style.
5. prepare a simple investment attraction strategy and prospectus based on one or two meetings to confirm current owners intentions and potential investors interests focusing on vacant frontages and/or.
6. Promote development of any vacant land on the north side of the street for small business e.g. next to the State Heritage building.

Five Design Moves Attracting Future Investment and Activity
5 Design Moves

1. Provide certainty for expansion
2. Renew the public realm
3. Define safe and accessible movement routes
4. 'See' Two Wells
5. Support business to activate the street

Five Design Moves Attracting Future Investment and Activity
EXECUTIVE SUMMARY

- The Australian Local Government Association (ALGA) hosts an annual National General Assembly. The 2020 National General Assembly will be held in Canberra on 14-17 June 2019.
- The National General Assembly provides a platform for Local Government to address national issues and lobby the federal government on critical issues facing the sector.
- The purpose of this report is to:
  - Provide notice to Council Members in relation to the upcoming Australian Local Government Association National General Assembly;
  - Seek Council’s endorsement for the Mayor and Chief Executive Officer (CEO) to attend the National General Assembly; and
  - Invite Members to submit Notices of Motion for consideration at the National General Assembly.

RECOMMENDATION 1

“that Council, having considered Item 14.2 – Australian Local Government Association – National General Assembly 2020 – Attendance and Notices of Motion, dated 16 December 2019 receives and notes the report and in doing so endorses the attendance of Council’s Mayor and Chief Executive Officer at the National General Assembly to be held in Canberra on 14-17 June 2019.”

RECOMMENDATION 2

“that Council, having considered Item 14.2 – Australian Local Government Association – National General Assembly 2020 – Attendance and Notices of Motion, dated 16 December 2019,
acknowledges the relevant timeframes and policy requirements, and authorises the Chief Executive Officer to finalise the wording of any potential Notices of Motion prior to inclusion in the relevant Council Agenda, and prior to submission to the Australian Local Government Association (ALGA) National General Assembly, to ensure that all Notices of Motion meet the criteria set by the ALGA as provided for at Attachment 1 to this Report.”

Attachments


BUDGET IMPACT

Estimated Cost: $2,370 per person (approx.)
Future ongoing operating costs: Nil
Is this Budgeted? Yes

RISK ASSESSMENT

Nil
DETAILED REPORT

Purpose

The purpose of this report is to:

- Give notice to Council Members in relation to the upcoming Australian Local Government Association National General Assembly
- Seek Council’s endorsement for the Mayor and Chief Executive Officer (CEO) to attend the National General Assembly and
- Invite Members to submit Notices of Motion for consideration at the National General Assembly.

Background/History

The Australian Local Government Association (ALGA) hosts an annual National General Assembly, providing a platform for Local Government to address national issues and lobby the federal government on critical issues facing the sector.

The 2020 National General Assembly will be held in Canberra on 14-17 June 2019, with a theme of ‘Working Together for our Communities’.

Discussion

Attendance

It is industry practice for the Mayor and Chief Executive Officer of a council to represent the council at a National General Assembly.

Call for Notices of Motion

The National General Assembly provides an opportunity for member councils to submit Notices of Motion for consideration.

The ALGA has prepared a discussion paper (the Discussion Paper), provided at Attachment 1 to this report, to inform the submission of motions and to ensure that motions submitted meet the relevant criteria.

Motions must:

1. be relevant to the work of local government nationally
2. not be focussed on a specific location or region – unless the project has national implications. You will be asked to justify why your motion has strategic importance and should be discussed at a national conference
3. be consistent with the themes of the NGA
4. complement or build on the policy objectives of your state and territory local government association
5. be submitted by a council which is a financial member of their state or territory local government association

6. propose a clear action and outcome i.e. call on the Australian Government to do something and

7. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

In addition to meeting the criteria outlined above, all motions require a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and Council endorsement.

Notices of Motion must be submitted to the ALGA by 11:59pm on Friday 27 March 2020. As outlined above, Notices of Motion require Council endorsement. It is therefore recommended that potential motions are submitted for inclusion in the Agenda for Council’s Ordinary Meeting on 24 February 2020.

It is further recommended that Council authorise the Chief Executive to finalise the wording of any Notices of Motion submitted by Members, to ensure that all Notices of Motion meet the criteria outlined in the Discussion Paper.

Conclusion

The 2020 National General Assembly will be held in Canberra on 14-17 June 2020. It is recommended that Council endorse the Mayor and Chief Executive Officer’s attendance at the National General Assembly.

Members are invited to submit Notices of Motion for consideration at the National General Assembly. Notices of Motion must be endorsed by Council and must meet the criteria outlined by the Australian Local Government Association. It is recommended that Members submit any potential Notices of Motion to Council’s Ordinary Meeting on 24 February 2020 for endorsement, and that the Chief Executive Officer be authorised to finalise the wording of these potential Notices of Motion to ensure that each Notice of Motion meets the relevant criteria.

References

Legislation

Local Government Act 1999

Council Policies

Nil
4 December 2019

Adelaide Plains Council
PO Box 18
MALLALA SA 5502

Dear Mayor, Councillors and CEO (please distribute accordingly)

The Australian Local Government Association (ALGA) is now calling for Notices of Motions for National General Assembly 2020 (NGA).

The NGA provides a platform for Local Government to address national issues and advocate to the federal government on critical issues facing our sector.

The theme for the 2020 NGA is ‘Working Together for our Communities’. This theme acknowledges the need to come together and with other partners, including the Federal Government, to deliver for our communities.

ALGA received significant feedback on the motions process and topics from the 2018 and 2019 NGA. In response to the feedback received, ALGA has prepared a discussion paper that explores data that identifies critical areas local government needs to consider now and into the future.

To inform the submission of motions, please read the discussion paper (included with this letter) and ensure motions meet the identified criteria.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

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

All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be lodged online at alga.asn.au no later than 11:59pm on Friday 27 March 2020.

Any administrative inquiries can be directed to ALGA by calling 02 6122 9400.

Adrian Beresford-Wylie
ALGA CEO
WORKING TOGETHER FOR OUR COMMUNITIES

Call for Motions
Discussion Paper 2020

14-17 June 2020
National Convention Centre Caberra

nga20.com.au
KEY DATES

18 November 2019
Opening of Call for Motions

27 March 2020
Acceptance of motions close

14 - 17 June 2020
National General Assembly

To submit your motion go to:
alga.asn.au/nga20-motions/
SUBMITTING MOTIONS

The National General Assembly of Local Government (NGA) is an important opportunity for you and your council to influence the national policy agenda. To assist you to identify motions that address the theme of the 2020 NGA – Working Together for Our Communities, the Australian Local Government Association (ALGA) Secretariat has prepared this short discussion paper. You are encouraged to read all the sections of the paper but are not expected to respond to every question. Your motion/s can address one or more of the issues identified in the discussion paper.

Remember that the focus of the NGA is on partnerships and working together so your questions could focus on how Local Governments can work in partnership with the Australian Government to address the challenges our communities face, or the opportunities that are arising as we approach the crossroads before us.

Criteria for motions

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally
2. not be focussed on a specific location or region – unless the project has national implications. You will be asked to justify why your motion has strategic importance and should be discussed at a national conference
3. be consistent with the themes of the NGA
4. complement or build on the policy objectives of your state and territory local government association
5. be submitted by a council which is a financial member of their state or territory local government association
6. propose a clear action and outcome i.e. call on the Australian Government to do something
7. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
OTHER THINGS TO CONSIDER

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs. Motions should commence as follows - This National General Assembly calls on the Australian Government to .......

*e.g. This National General Assembly calls on the Australian Government to restore funding for local government Financial Assistance Grants to a level equal to at least 1% of Commonwealth taxation revenue.*

In order to ensure efficient and effective debate where there are numerous motions on a similar issue, the ALGA Board NGA Subcommittee will group the motions together under an overarching strategic motion. The strategic motions have either been drafted by ALGA or are based on a motion submitted by a council which best summarises the subject matter. Debate will focus on the strategic motions. Associated sub-motions will be debated by exception only.

Motions should be lodged electronically using the online form available on the NGA website at: www.alga.asn.au. All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. **Motions should be received no later than 11:59pm AEST on Friday 27 March 2020.**

Please note that for every motion it is important to complete the background section on the form. Submitters of motions should not assume knowledge. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion.

All motions submitted will be reviewed by the ALGA Board’s NGA Sub-Committee, as well as by state and territory local government associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Sub-Committee considers the importance and relevance of the issue to local government.

Please note that motions should not be prescriptive in directing how the matter should be pursued. With the agreement of the relevant council, motions may be edited before inclusion in the NGA Business Papers to ensure consistency. If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

There is an expectation that any Council that submits a motion will be present at the National General Assembly to move and speak to the motion.
INTRODUCTION

The purpose of this discussion paper is to provide guidance to councils developing Motions for Debate at the 2020 National General Assembly (NGA). This NGA will focus on working together for our communities and how local governments can achieve success through partnerships. It will consider how strategic partnerships can assist councils to address the challenges and opportunities we are facing today and tomorrow.

Some of the challenges and opportunities facing Australia were outlined in the CSIRO’s Australian National Outlook 2019. Many of the challenges have direct implications for local governments and the communities they represent and provide services for. These challenges can also be opportunities that, if seized and managed appropriately, can ensure that our councils and communities thrive. This will require long-term planning, significant effort, and a cultural shift that will rebuild trust in institutions and all tiers of government, encourage healthy risk taking, and incorporate environmental and social outcomes in decision-making.

Collaboration and partnerships across sectors and with a diverse range of organisations will be vital to develop and implement solutions to the challenges ahead and to seizing the opportunities that emerge.

The National Outlook

The Australia National Outlook 2019 released by the CSIRO revealed that Australia is at a crossroads. The research highlighted that we need to think and act differently if we are to ensure a bright future where GDP per capita could be as much as 36% higher in 2060 and growth is environmentally sustainable and inclusive. Failure to adequately address the significant economic, environmental and social challenges identified would result in a slow decline.

The CSIRO identified six important challenges that are already taking hold or on the horizon:

- **The rise of Asia** – The development boom in China that fuelled strong demand for Australian commodities (particularly resource and energy exports) is tapering off as China transitions to a new phase of growth fuelled by domestic consumption and services. However, growth in Asia could also create significant opportunities for Australia. By 2030, the Asia-Pacific region is set to consume more that half of the world's food, 40% of its energy, and be home to an estimated 65% of the world's middle class, resulting in increased demand for Australia’s quality produce and service exports including tourism, education, health and aged care services, entertainment and financial and professional services.

  **How can local government position its communities to reap the benefits of the rise of the Asian middle class and manage any impacts? What partnerships are important?**

- **Technological change** – New disruptive technologies are transforming industries and the way people live, work, and interact with each other. They are also changing the skills that will be needed in the workforce of the future. In the face of declining academic results Australia faces difficulties in ensuring that the workforce is prepared for the jobs of the future. With adaptation strategies in place embracing technology can have a net positive outlook for jobs.
What are the pre-requisites for commitments to take advantage of technological change?

What adaptation strategies are required at a local level to ensure councils and local communities are ready for the jobs of the future? What partnerships may be required?

- Climate change and environment – a broad range of impacts will be experienced in Australia as a result of global climate change, the severity of which will depend on the effectiveness of global emission reductions and local adaptation. The impacts include more extremely high temperatures and few extremely low temperatures, less rainfall and more droughts in southern Australia, less snow, more intense rainfall and fire weather, and fewer but stronger cyclones, and sea level rise. These changes will increase stress on Australia’s ecosystems that are already threatened, and significantly affect agriculture, forestry, fisheries, transport, health, tourism, finance and disaster risk management. It is possible to strive towards zero emissions through a range of actions that target key sectors including energy, land use, urban infrastructure and industrial systems.

How do we work together to ensure that there is local adaptation to climate change and climate extremes? What partnerships are available to achieve zero emissions?

- Demographics – Australia’s population is estimated to reach 41 million by 2060. This increase will be accompanied by an ageing of the population resulting in a reduction in the proportion of working age people from 66% in 2018 to an estimated 60% in 2060. This will impact economic output and infrastructure requirements and place pressure on government budgets. The impacts of population growth are likely to be felt most strongly in urban environments, with Sydney and Melbourne projected to be home to 8-9 million people and Brisbane and Perth increasing to 4-5 million people. If density does not increase, more and more people will be distanced from jobs, higher education, health services and transport.

What partnerships and forward planning are required to manage the impact of population growth in urban areas? How do regional and rural areas work in partnership to realise the benefit of population growth?

- Trust – Trust in institutions including governments, businesses, non-government organisations and the media has declined significantly since 1993 when 42% trusted government compared with just 26% in 2016. The loss of trust threatens the social licence to operate for Australia’s institutions, restricting their ability to enact long term strategies.

How can local governments utilise partnerships to strengthen our social licence to operate?

- Social cohesion – like trust, social cohesion has declined falling from a baseline of 100 in 2007 to 88.5 in 2017, according to the Scanlon Foundation Index. This index considers survey respondents’ sense of belonging and worth, social justice and equity, political participation and attitudes towards minorities and newcomers. The drivers of social cohesion are not fully understood but the following factors may all play a role: issues related to trust; financial stress, slow wage growth; poor housing affordability and its disproportionate affect on low income earners; and the rise of inequity.
How can local governments work in partnership with their communities and others to build and maintain social cohesion?

If Australia tackles these six challenges head on using a collaborative approach, we can achieve a bright future as a nation. However, there are five major shifts or changes that must occur. Each of these shifts have several “levers” that support their attainment. Local government has a role in some of the levers.

- An industry shift to enable a productive, inclusive and resilient economy with new strengths in both the domestic and export sectors
  - Increase the adoption of technology to boost productivity in existing industries that have historically supported Australia’s growth, as well as new industries.
  - Invest in skills to ensure a globally competitive workforce that is prepared for technology-enabled jobs of the future.
  - Develop export-facing growth industries that draw on Australia’s strengths and build competitive advantage in global markets and value chains.

What can be achieved through partnerships that can address the gap between regions that are struggling and those that are well-off?

- An urban shift to enable well-connected, affordable cities that offer more equal access to quality jobs, lifestyle amenities, education and other services.
  - Plan for higher-density, multicentre and well-connected capital cities to reduce urban sprawl and congestion.
  - Create mixed land use zones with diverse high-quality housing options to bring people closer to jobs, services and amenities.
  - Invest in transportation infrastructure, including mass-transit, autonomous vehicles and active transit, such as walking and cycling.

Rural communities are essential to Australia’s wellbeing. What is required to ensure equitable access to quality jobs, lifestyle amenities, education and other services? What role do partnerships have to play in this?

Local governments are vital partners in achieving the urban shift? What needs to be brought to the partnerships by other parties? What policies need to be developed or changed?

- An ENERGY shift to manage Australia’s transition to a reliable, affordable, low-emissions energy economy that builds on Australia’s existing sources of comparative advantage.
  - Manage the transition to renewable sources of electricity, which will be driven by declining technology costs for generation, storage and grid support.
  - Improve energy productivity using available technologies to reduce household and industrial energy use.
  - Develop new low-emissions energy exports, such as hydrogen and high-voltage direct current power.
What role do local governments play in the energy shift? How will local governments and communities benefit?

- A LAND shift to create a profitable and sustainable mosaic of food, fibre and fuel production, carbon sequestration and biodiversity.
  - Invest in food and fibre productivity by harnessing digital and genomic technology, as well as using natural assets more efficiently.
  - Participate in new agricultural and environmental markets, such as carbon forestry, to capitalise on Australia's unique opportunities in global carbon markets.
  - Maintain, restore and invest in biodiversity and ecosystem health, which will be necessary to achieve increased productivity.

How can rural and regional communities’ benefit from the land shift? What partnerships are required to achieve this shift?

- A CULTURE shift to encourage more engagement, curiosity, collaboration and solutions, and should be supported by inclusive civic and political institutions.
  - Rebuild trust and respect in Australia's political, business and social institutions.
  - Encourage a healthy culture of risk taking, curiosity and an acceptance of fear of failure to support entrepreneurship and innovation.
  - Recognise and include social and environmental outcomes in decision-making processes.

How can local governments build partnerships with their local communities that also benefit the nation as a whole?

How can local governments work in partnership with the Australian Government and other key stakeholders to achieve these shifts and other significant policy challenges?

Can a partnership approach address the current infrastructure backlog and ensure that infrastructure (including transport infrastructure) is available and fit for the future?

Trust

To effectively implement the scale of change and reform that will be required for the growing Australian population, government needs to focus on rebuilding trust. According to the Edelman Trust Barometer\(^2\), trust in government around the world fell to record lows in 2018. While modest increases were reported in the 2019 study including in Australia, citizens around the world are struggling to trust that their governments are working in their best interest.

The 2018 report Trust and Democracy in Australia: Democratic decline and renewal\(^2\) revealed that Members of the Australian Parliament (MPs) in general are distrusted by nearly half the population (48 per cent) with only one in five (21 per cent) are willing to express that they trust them “a little bit”. For State MPs and local councillors, the figure is slightly better with 31% and 29 % respectively indicating they “trust them a little bit”. Table 1 details the level of trust in different generations.
The report revealed that one thing that appears to unite most Australians is complaining about their politicians with the three biggest grievances being:

- politicians are not accountable for broken promises;
- that they don’t deal with the issues that really matter; and
- that big business/trade unions have too much power.

Professor Ken Smith, the Dean and CEO of the Australia and New Zealand School of Government (ANZSOG), is intent on understanding the factors that drive distrust in government and developing innovative ways to counter some of these trends. He has highlighted that people look at central government and see bureaucrats far removed from their own local circumstances. In Australia, where people live in very varied conditions, it is crucial for policymaking to be based in local realities. Yet locally-based solutions have not been the method of choice so far in Australian politics. The answer, according to Professor Smith, is devolved government, or subsidiarity where “policies are driven by and tailored to the needs of the local community – to avoid the problem of service provision that completely misses the mark”.

Some commentary suggests that declining trust and confidence is driven by a perceived failure of our institutions to uphold promises and deliver outcomes. Research undertaken for Trust and Democracy in Australia: Democratic decline and renewal revealed a significant appetite for reform including the co-design of policies with ordinary Australians, citizen juries, to solve complex problems that parliament can’t fix, and reforms aimed at creating a stronger community or local focus to decision-making.

The Review into the Australian Public Service (APS) had a focus on delivering local solutions not only in terms of place-based policy making but also by paying attention to communities (often specific communities determined by interest or identity). The review found that there is currently no guiding set of administrative principles or coordinated holistic architecture either within the APS or across the APS and other levels of government to fully support and enable local delivery solutions.

The report went on “evidence suggest the need for increasing localised solutions in genuine partnership with communities to achieve best social, economic and environmental outcomes. Top down policy making is no longer sufficient alone to deal with community expectations or the complexity of challenges faced in community settings. Communities themselves need to be part of the solutions, right from problem conception to design, implementation and evaluation”. “There are opportunities for the APS to get closer to the communities it services directly and indirectly (through effective partnerships with other levels of government and civil society)”.

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<td>MPs in general</td>
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<td>Your local MP</td>
<td>29.2%</td>
<td>30.5%</td>
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Table 1: Levels of political trust in different generations (source: Stoker et al 2018)
How can local governments address the trust deficit with their local communities and assist the Australian Government to do the same?

How can the Australian Government and local governments maximise the strengths and abilities of the public service (including council staff) and deliver in partnership for our communities?

How can we draw on the strengths and resourcefulness of local governments and local communities to work in partnership with the Australian Government to tackle issues of national significance and lift key economic and social indicators?

What do local governments bring to the table to tackle issues of national significance?

REFERENCES

PAGE 4

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PAGE 8


7. Ibid.
EXECUTIVE SUMMARY

- The purpose of this report is for Council to update its delegations that relate to the Planning, Development and Infrastructure Act 2016 (PDI Act).

- A delegation is the conferral of a power or function to a person (the Chief Executive Officer) by a person or body that is vested with that power or function (Council).

- This report recommends that Council revokes its previous delegations (delegated at Council’s Ordinary Meeting on 23 September 2019) in relation to the PDI Act to the Chief Executive Officer (CEO) and subsequently makes new delegations to the CEO. This approach is based on advice from Norman Waterhouse Lawyers and the Local Government Association (LGA).

- In order to enable Council staff to effectively undertake their duties in accordance with legislative requirements, including the PDI Act, it is recommended that Council endorse the revised delegations to the CEO in accordance with the recommendation below.

RECOMMENDATION

“that Council, having considered Item 14.3 – Delegations – Planning, Development and Infrastructure Act 2016, dated 16 December 2019, and having conducted a periodic review of the Council’s Delegations Register, receives and notes the report and in doing so:

Revocation

1. Hereby revokes its previous delegations to the Chief Executive Officer of those powers and functions under the Planning, Development and Infrastructure Act 2016.

Delegation of Powers as Council, Designated Authority and Designated Entity

2. In exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the Planning Development and Infrastructure Act 2016 contained in the proposed Instrument of Delegation (annexed to the Report dated 16 December 2019 and entitled Delegations – Planning, Development and Infrastructure Act 2018 and marked Appendix 1) are hereby delegated this 16 of December 2019 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 in the proposed Instrument of Delegation.

3. Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

Delegation of Powers as Relevant Authority

4. In exercise of the power contained in Section 100 of the Planning Development and Infrastructure Act 2016 the powers and functions under the Planning Development and Infrastructure Act 2016 contained in the proposed Instrument of Delegation (annexed to the Report dated 16 December 2019 and entitled Delegations – Planning, Development and Infrastructure Act 2018 and marked Appendix 2) are hereby delegated this 16 of December 2019 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 in the proposed Instrument of Delegation.

5. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.”

BUDGET IMPACT

Estimated Cost: N/A
Future ongoing operating costs: N/A
Is this Budgeted? N/A

RISK ASSESSMENT

Delegations are necessary in order to allow the CEO, and in turn, Council staff, to effectively undertake their duties in accordance with relevant legislation. Without appropriate delegations in place, the CEO would be required to seek Council’s endorsement (by resolution) for every decision made under the Planning, Development and Infrastructure Act 2016.

Attachments

1. Instrument of Delegation under the Planning, Development and Infrastructure Act 2016 of Powers of a Council as a Council, a Designated Authority and a designated Entity.
2. Instrument of Delegation under the Planning, Development and Infrastructure Act 2016 of Powers of a Council as a Relevant Authority
DETAILED REPORT

Purpose

The purpose of this report is for Council to update its delegations that relate to the Planning, Development and Infrastructure Act 2016 (PDI Act).

Background/History

A delegation is the conferral of a power or function to a person (the Chief Executive Officer) by a person or body that is vested with that power or function (Council).

Council is a creature of statute, established under the Act. Accordingly, it has no common law or inherent powers. All of Council’s powers and functions come from legislation. In the interests of efficiency, many, and indeed most, of Council’s decision making powers and duties can be, and are, delegated by Council to the Chief Executive Officer (CEO). In turn, and pursuant to section 101 of the Act, the CEO may sub-delegate certain powers and functions to appropriate Council officers (staff) within the organisation.

Council, at its meeting on 23 September 2019, undertook a comprehensive annual review of delegations in accordance with section 44 of the Local Government Act 1999 (LG Act).

Discussion

This report recommends that Council revokes its previous delegations (delegated at Council’s Ordinary Meeting on 23 September 2019) in relation to the PDI Act to the CEO and subsequently makes new delegations to the CEO. This approach is based on recent advice from Norman Waterhouse Lawyers and the Local Government Association (LGA).

Conclusion

In order to enable Council staff to effectively undertake their duties in accordance with legislative requirements, and indeed the PDI Act, it is recommended that Council endorse the revised delegations to the CEO in accordance with the recommendation below.
References

Legislation

Local Government Act 1999

Planning, Development and Infrastructure Act 2016

Council Policies/Plans

Adelaide Plains Council Strategic Plan 2017-2020
ATTACHMENT 1

INSTRUMENT OF DELEGATION UNDER THE
PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016
OF POWERS OF A COUNCIL AS:
- A COUNCIL;
- A DESIGNATED AUTHORITY;
- A DESIGNATED ENTITY

NOTES

1. Conditions or Limitations: conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.

2. Refer to the relevant Council resolution(s) to identify when these delegations were made, reviewed and or amended.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Planning Regions and Greater Adelaide

1.1 The power pursuant to Section 5(5)(b) of the Planning, Development and Infrastructure Act 2016 (the PDI Act) to make submissions to the Minister on a proposed proclamation under Section 5 of the PDI Act.

2. Subregions

2.1 The power pursuant to Section 6(3)(b) of the PDI Act to make submissions to the Minister on the Minister’s proposed course of action.

3. Environment and Food Production Areas – Greater Adelaide

3.1 The power pursuant to Section 7(5)(b) of the PDI Act, in relation to a proposed development in an environment and food production area that involves a division of land that would create 1 or more additional allotments to concur in the granting of the development authorisation to the development.

4. Functions

4.1 The power pursuant to Section 22(4)(a)(i) of the PDI Act to, if an inquiry is conducted by the Commission under Section 22(1)(e) of the PDI Act make submissions or representations.

5. Planning Agreements

5.1 The power pursuant to Section 35(1)(a) of the PDI Act and subject to Section
35 of the PDI Act to enter into an agreement (**a planning agreement**) with the Minister relating to a specified area of the State.

5.2 The power pursuant to Section 35(3) of the PDI Act to, in a planning agreement, include provisions that outline the purposes of the agreement and the outcomes that the agreement is intended to achieve and to provide for:

| 5.2.1 | the setting of objectives, priorities and targets for the area covered by the agreement; and |
| 5.2.2 | the constitution of a joint planning board including, in relation to such a board: |
| 5.2.2.1 | the membership of the board, being between 3 and 7 members (inclusive); and |
| 5.2.2.2 | subject to Section 35(4) of the PDI Act, the criteria for membership; and |
| 5.2.2.3 | the procedures to be followed with respect to the appointment of members; and |
| 5.2.2.4 | the terms of office of members; and |
| 5.2.2.5 | conditions of appointment of members, or the method by which those conditions will be determined, and the grounds on which, and the procedures by which, a member may be removed from office; and |
| 5.2.2.6 | the appointment of deputy members; and |
| 5.2.2.7 | the procedures of the board; and |
| 5.2.3 | the delegation of functions and powers to the joint planning board (including, if appropriate, functions or powers under another Act); and |
| 5.2.4 | the staffing and other support issues associated with the operations of the joint planning board; and |
| 5.2.5 | financial and resource issues associated with the operations of the joint planning board, including: |
| 5.2.5.1 | the formulation and implementation of budgets; and |
| 5.2.5.2 | the proportions in which the parties to the agreement will be responsible for costs and other liabilities associated
5.2.6 such other matters as the delegate thinks fit.

5.3 The power pursuant to Section 35(5)(a) of the PDI Act, at the expiry of a planning agreement, to replace it with a new agreement (in the same or different terms).

5.4 The power pursuant to Section 35(5)(b) of the PDI Act, to vary or terminate a planning agreement by agreement between the parties to the agreement.

6. **Appointment of Administrator**

6.1 The power pursuant to Section 41(2)(a) of the PDI Act to make submissions to the Minister on the Minister appointing an administrator under Section 41 of the PDI Act.

7. **Community Engagement Charter**

7.1 The power pursuant to Section 44(6)(a) of the PDI Act, to make submissions in relation to any proposal to prepare or amend a designated instrument under Part 5 Division 2 Subdivision 5 of the PDI Act that is relevant to the Council (unless the proposal has been initiated by the Council).

7.2 The power pursuant to Section 44(9)(b) of the PDI Act to the extent that Section 44(9)(a) of the PDI Act does not apply, have regard to, and seek to achieve, any principles or performance outcomes that apply in a relevant case.

7.3 The power pursuant to Section 44(10) of the PDI Act to:

7.3.1 seek the approval of the Commission to adopt an alternative way to achieving compliance with a requirement of the Charter; and

7.3.2 with the approval of the Commission, adopt an alternative way to achieving compliance with a requirement of the Charter.

8. **Preparation and Amendment of Charter**

8.1 The power pursuant to Section 45(2)(c) of the PDI Act to make representations (including in writing or via the SA Planning portal) on a proposal to prepare or amend the Charter.

9. **Preparation and Amendment**

9.1 The power pursuant to Section 73(2)(b)(iv) of the PDI Act to:
9.1.1 seek the approval of the Minister to initiate a proposal to amend a designated instrument; and

9.1.2 initiate a proposal to amend a designated instrument with the approval of the Minister acting on the advice of the Commission.

9.2 The power pursuant to Section 73(6) of the PDI Act where the Council is authorised or approved under Section 73 of the PDI Act, after all of the requirements of Section 73 of the PDI Act have been satisfied:

9.2.1 to prepare a draft of the relevant proposal; and

9.2.2 to comply with the Community Engagement Charter for the purposes of consultation in relation to the proposal; and

9.2.3 to the extent that paragraph (b) of Section 73(6) of the PDI Act does not apply, in the case of a proposed amendment to a regional plan that has been prepared by a joint planning board where the amendment is not being proposed by the joint planning board – to consult with the joint planning board; and

9.2.4 to the extent that paragraph (b) of Section 73(6) of the PDI Act does not apply, in the case of a proposed amendment to the Planning and Design Code that will have a specific impact on 1 or more particular pieces of land in a particular zone or subzone (rather than more generally) – to take reasonable steps to give:

9.2.4.1 an owner or occupier of the land; and

9.2.4.2 an owner or occupier of each piece of adjacent land,

a notice in accordance with the regulations; and

9.2.5 to consult with any person or body specified by the Commission and any other person or body as the delegate thinks fit; and

9.2.6 to carry out such investigations and obtain such information specified by the Commission; and

9.2.7 to comply with any requirement prescribed by the regulations.

9.3 The power pursuant to Section 73(7) of the PDI Act, after complying with Section 73(6) of the PDI Act to prepare a report in accordance with any practice direction that applies for the purposes of Section 73 of the PDI Act (including information about any change to the original proposal that the delegate considers should be made) and furnish a copy of the report to the
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</tr>
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<tbody>
<tr>
<td>9.4</td>
<td>The power pursuant to Section 73(8) of the PDI Act, after the Council has furnished a report to the Minister under Section 73(7) of the PDI Act, to ensure that a copy of the report is published on the SA planning portal in accordance with a practice direction that applies for the purposes of Section 73 of the PDI Act.</td>
</tr>
<tr>
<td>9.5</td>
<td>The power pursuant to Section 73(9) of the PDI Act to enter into an agreement with a person for the recovery of costs incurred by the Council in relation to an amendment of the Planning and Design Code or a design standard under Section 73 of the PDI Act (subject to the requirement to charge costs under Section 73(4)(b) of the PDI Act (if relevant)).</td>
</tr>
</tbody>
</table>

**10. Parliamentary Scrutiny**

| 10.1    | The power pursuant to Section 74(8) of the PDI Act if the ERD Committee is proposing to suggest an amendment under Section 74(4) of the PDI Act and the amendment is specifically relevant to the Council, to provide comment and a response within the period of 2 weeks. |

**11. Entities Constituting Relevant Authorities**

| 11.1    | The power pursuant to Section 82(d) of the PDI Act, subject to the PDI Act, to appoint an assessment panel. |

**12. Panels Established by Joint Planning Boards or Councils**

<table>
<thead>
<tr>
<th>12.1</th>
<th>The power pursuant to Section 83(1) of the PDI Act in relation to an assessment panel appointed by the Council under Division 1 of Part 6 of the PDI Act, to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1.1</td>
<td>appoint more than 1 assessment panel and if the delegate does so, to clearly specify which class of development each assessment panel is to assess;</td>
</tr>
<tr>
<td>12.1.2</td>
<td>determine:</td>
</tr>
<tr>
<td>12.1.2.1</td>
<td>the membership of the assessment panel, being no more than 5 members, only 1 of which may be a member of a Council, and, if the delegate thinks fit, on the basis that the assessment panel will be constituted by a different number of members depending on the particular class of development that is being assessed by the assessment panel; and</td>
</tr>
<tr>
<td>12.1.2.2</td>
<td>the procedures to be followed with respect to the</td>
</tr>
</tbody>
</table>
appointment of members; and

12.1.2.3 the terms of office of members; and

12.1.2.4 conditions of appointment of members, or the method by which those conditions will be determined, (including as to their remuneration) and the grounds on which, and the procedures by which, a member may be removed from office; and

12.1.2.5 the appointment of deputy members; and

12.1.2.6 who will act as the presiding member of the panel and the process for appointing an acting presiding member.

12.2 The power pursuant to Section 83(1)(h) of the PDI Act to arrange the staffing and support required for the purposes of the operations of the panel.

12.3 The power pursuant to Section 83(1)(i) of the PDI Act to substitute the existing members of the panel with new members if directed to do so by the Minister acting on recommendation of the Commission under Section 86 of the PDI Act.

12.4 The power pursuant to Section 83(2) of the PDI Act to form the opinion and be satisfied that a person to be appointed as a member of an assessment panel who is a member, or former member, of a Council is appropriately qualified to act as a member of the assessment panel on account of the person’s experience in local government.

13. **Panels Established by Minister**

13.1 The power pursuant to Section 84(1)(c)(ii)(A) of the PDI Act to request the Minister to constitute a regional assessment panel in relation to the combined areas of the Council and one or more other councils.

13.2 The power pursuant to Section 84(1)(c)(ii)(B) of the PDI Act to make submissions to the Minister about the constitution of a regional assessment panel in relation to the area of the Council and one or more other councils (or parts of such areas).

14. **Substitution of Local Panels**

14.1 The power pursuant to Section 86(2)(a) of the PDI Act to make submissions to the Commission in relation to an inquiry.

15. **Notification of Acting**
| 15.1 | The power pursuant to Section 89(b) of the PDI Act to require an accredited professional to provide such information or documentation as the delegate may require. |
| 16. **Essential Infrastructure – Alternative Assessment Process** |
| 16.1 | The power pursuant to Section 130(6) of the PDI Act to report to the Commission on any matters contained in a notice under Section 130(5) of the PDI Act. |
| 16.2 | The power pursuant to Section 130(14) of the PDI Act to, if the Council has, in relation to any matters referred to the Council under Section 130(5) of the PDI Act, expressed opposition to the proposed development in its report under Section 130(6) of the PDI Act, withdraw the Council’s opposition. |
| 17. **Initiation of Scheme** |
| 17.1 | The power pursuant to Section 163(3)(b) of the PDI Act to request the Minister initiate a proposal to proceed under Section 163 of the PDI Act. |
| 17.2 | The power pursuant to Section 163(10) of the PDI Act to make submissions to the Minister in relation to the draft outline. |
| 18. **Consideration of Proposed Scheme** |
| 18.1 | The power pursuant to Section 166(1)(c) of the PDI Act to consult with a scheme coordinator in relation to a scheme in accordance with the Community Engagement Charter. |
| 19. **Adoption of Scheme** |
| 19.1 | The power pursuant to Section 167(7) of the PDI Act to make submissions to the Minister in relation to a variation to an outline of a scheme. |
| 20. **Funding Arrangements** |
| 20.1 | The power pursuant to Section 169(2)(b) of the PDI Act in relation to a scheme that provides for the collection of contributions under Subdivision 8 of the PDI Act to apply for any matter to be considered or determined by ESCOSA or some other prescribed person or body as part of a periodic review of the levels and amounts of those contributions. |
| 20.2 | The power pursuant to Section 169(9) of the PDI Act to make submissions to the Commission in relation to a funding arrangement that is specifically relevant to the Council. |
### Contributions by Constituent Councils

21.1 The power pursuant to Section 177(4) of the PDI Act to make submissions to the Minister in relation to the Council’s share.

21.2 The power pursuant to Section 177(5) of the PDI Act to, at the request of the Minister, supply the Minister with information in the possession of the Council to enable the Minister to determine shares under Sections 177(2) and (3) of the PDI Act.

### Imposition of Charge by Councils

22.1 The power pursuant to Section 180(7) of the PDI Act, if the Council incurs costs in recovering a charge as a debt, to claim the reimbursement of those costs (insofar as they are reasonable) from the relevant fund established under subdivision 9, Division 1, Part 13 of the PDI Act.

### Authorised Works

23.1 The power pursuant to Section 187(1) of the PDI Act, subject to Section 187(3) of the PDI Act, to carry out any infrastructure works if the Council is authorised to so do by or under the PDI Act or any other Act.

23.2 The power pursuant to Section 187(5) of the PDI Act, subject to Section 187(6) of the PDI Act, in relation to a proposal that involves disturbing the surface of a road, or that otherwise relates to a road to:

- 23.2.1 inform the relevant road maintenance authority of the proposal at least 28 days before the proposed commencement of any work; and
- 23.2.2 give the relevant road maintenance authority a reasonable opportunity to consult with the Council in relation to the matter; and
- 23.2.3 ensure that proper consideration is given to the views of the road maintenance authority.

23.3 The power pursuant to Section 187(5)(b) of the PDI Act to make submissions to the relevant road maintenance authority in relation to the matter.

23.4 The power pursuant to Section 187(6) of the PDI Act, in a case of emergency, to only comply with Section 187(5) of the PDI Act to such extent as is practicable in the circumstances.

### Entry onto Land

24.1 The power pursuant to Section 188(1) of the PDI Act to authorise a person for the purpose of undertaking any work or activity in connection with the
exercise of a power under Division 2 of Part 13 of the PDI Act to:

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<thead>
<tr>
<th>24.1.1</th>
<th>enter and pass over any land; and</th>
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<tbody>
<tr>
<td>24.1.2</td>
<td>bring onto any land any vehicles, plant or equipment; and</td>
</tr>
<tr>
<td>24.1.3</td>
<td>temporarily occupy land; and</td>
</tr>
<tr>
<td>24.1.4</td>
<td>do anything else reasonably required in connection with the exercise of the power.</td>
</tr>
</tbody>
</table>

24.2 The power pursuant to Section 188(4) of the PDI Act to pay reasonable compensation on account of any loss or damage caused by the exercise of a power under Section 188(1) of the PDI Act.

25. **Acquisition of Land**

25.1 The power pursuant to Section 189(1) of the PDI Act, to:

<table>
<thead>
<tr>
<th>25.1.1</th>
<th>seek the consent of the Minister to acquire land for a purpose associated with infrastructure works under and in accordance with the <em>Land Acquisition Act 1969</em>; and</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.1.2</td>
<td>with the consent of the Minister, acquire land for a purpose associated with infrastructure works under and in accordance with the <em>Land Acquisition Act 1969</em>.</td>
</tr>
</tbody>
</table>

26. **Appointment of Authorised Officers**

26.1 The power pursuant to Section 210(1) of the PDI Act to:

<table>
<thead>
<tr>
<th>26.1.1</th>
<th>appoint a person to be an authorised officer for the purposes of the PDI Act; and</th>
</tr>
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<tbody>
<tr>
<td>26.1.2</td>
<td>appoint a person who holds the qualifications prescribed by the regulations to be an authorised officer for the purposes of the PDI Act if the Council is required to do so by the regulations.</td>
</tr>
</tbody>
</table>

26.2 The power pursuant to Section 210(2) of the PDI Act to make an appointment of an authorised officer subject to conditions.

26.3 The power pursuant to Section 210(3) of the PDI Act to issue each authorised officer an identity card:

<table>
<thead>
<tr>
<th>26.3.1</th>
<th>containing a photograph of the authorised officer; and</th>
</tr>
</thead>
<tbody>
<tr>
<td>26.3.2</td>
<td>stating any conditions of appointment limiting the authorised officer's...</td>
</tr>
</tbody>
</table>
26.4 The power pursuant to Section 210(5) of the PDI Act to, at any time, revoke an appointment which the Council has made, or vary or revoke a condition of such an appointment or impose a further such condition.

27. Enforcement Notices

27.1 The power pursuant to Section 213(1) of the PDI Act, if the delegate has reason to believe on reasonable grounds that a person has breached the PDI Act or the repealed Act, to do such of the following as the delegate considers necessary or appropriate in the circumstances:

27.1.1 direct a person to refrain, either for a specified period or until further notice, from the PDI Act, or course of action, that constitutes the breach;

27.1.2 direct a person to make good any breach in a manner, and within a period, specified by the delegate;

27.1.3 take such urgent action as is required because of any situation resulting from the breach.

27.2 The power pursuant to Section 213(2) of the PDI Act to give a direction under Section 213(1) of the PDI Act by notice in writing unless the delegate considers that the direction is urgently required.

27.3 The power pursuant to Section 213(5) of the PDI Act, if a person fails to comply with a direction under Section 213(1)(b) of the PDI Act within the time specified in the notice, to cause the necessary action to be taken.

27.4 The power pursuant to Section 213(6) of the PDI Act to recover the reasonable costs and expenses incurred by the Council (or any person acting on behalf of the Council) under Section 213 of the PDI Act, as a debt due from the person whose failure gave rise to the action.

27.5 The power pursuant to Section 213(7) of the PDI Act, if an amount is recoverable from a person by the Council under Section 213 of the PDI Act to, by notice in writing to the person, fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid by the person.

28. Applications to Court

28.1 The power pursuant to Section 214(1) of the PDI Act to apply to the Court for an order to remedy or restrain a breach of the PDI Act or the repealed Act (whether or not any right of that person has been or may be infringed by or as
28.2 The power pursuant to Section 214(2) of the PDI Act to consent to proceedings under Section 214 of the PDI Act being brought in a representative capacity on behalf of the Council.

28.3 The power pursuant to Section 214(4) of the PDI Act to make an application without notice to any person and to make an application to the Court to serve a summons requiring the respondent to appear before the Court to show cause why an order should not be made under Section 214 of the PDI Act.

28.4 The power pursuant to Section 214(6) of the PDI Act to make submissions to the Court on the subject matter of the proceedings.

28.5 The power pursuant to Section 214(9) of the PDI Act to appear before a final order is made and be heard in proceedings based on the application.

28.6 The power pursuant to Section 214(10) of the PDI Act to make an application to the Court to make an interim order under Section 214 of the PDI Act.

28.7 The power pursuant to Section 214(11) of the PDI Act to make an application for an interim order without notice to any person.

28.8 The power pursuant to Section 214(12) of the PDI Act, if the Court makes an order under Section 214(6)(d) of the PDI Act and the respondent fails to comply with the order within the period specified by the Court, to cause any work contemplated by the order to be carried out, and recover the costs of that work, as a debt, from the respondent.

28.9 The power pursuant to Section 214(13) of the PDI Act, if an amount is recoverable from a person by the Council under Section 214(12) of the PDI Act to, by notice in writing to the person, fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid by the person.

28.10 The power pursuant to Section 214(17) of the PDI Act to apply to the Court to vary or revoke an order previously made under Section 214 of the PDI Act.

29. **Proceedings for Offences**

29.1 The power pursuant to Section 219(1) of the PDI Act to commence proceedings for an offence against the PDI Act.

30. **Adverse Publicity Orders**

30.1 The power pursuant to Section 223(2) of the PDI Act to make an application...
to the Court for an adverse publicity order.

<table>
<thead>
<tr>
<th>30.2</th>
<th>The power pursuant to Section 223(4) of the PDI Act, if the offender fails to give evidence to the Council in accordance with Section 224(1)(b) of the PDI Act to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.2.1</td>
<td>take the action or actions specified in the order; and</td>
</tr>
<tr>
<td>30.2.2</td>
<td>authorise a person in writing to take the action or actions specified in the order.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>30.3</th>
<th>The power pursuant to Section 223(5) of the PDI Act, if:</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.3.1</td>
<td>the offender gives evidence to the Council in accordance with Section 223(1)(b) of the PDI Act; and</td>
</tr>
<tr>
<td>30.3.2</td>
<td>despite the evidence, the delegate is not satisfied that the offender has taken the action or actions specified in the order in accordance with the order,</td>
</tr>
</tbody>
</table>

| 30.4 | The power pursuant to Section 223(6) of the PDI Act, if the Council, or a person authorised in writing by the Council, takes an action or actions in accordance with Section 223(4) of the PDI Act or an order under Section 223(5) of the PDI Act, to recover from the offender an amount in relation to the reasonable expenses of taking the action or actions, as a debt, due to the Council. |

<table>
<thead>
<tr>
<th>31.</th>
<th>Civil Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.1</td>
<td>The power pursuant to Section 225(1) of the PDI Act, subject to Section 225 of the PDI Act, if the delegate is satisfied that a person has committed an offence by contravening a provision of the PDI Act, to, as an alternative to criminal proceedings, recover, by negotiation or by application to the Court, an amount as a civil penalty in respect of the contravention.</td>
</tr>
<tr>
<td>31.2</td>
<td>The power pursuant to Section 225(2) of the PDI Act, in respect of a contravention where the relevant offence does not require proof of intention or some other state of mind, to determine whether to initiate proceedings for an offence or take action under Section 225 of the PDI Act, having regard to the seriousness of the contravention, the previous record of the offender and any other relevant factors.</td>
</tr>
<tr>
<td>31.3</td>
<td>The power pursuant to Section 225(3) of the PDI Act to serve on the person a</td>
</tr>
</tbody>
</table>
notice in the prescribed form advising the person that the person may, by written notice to the Council, elect to be prosecuted for the contravention.

<table>
<thead>
<tr>
<th>31.4</th>
<th>The power pursuant to Section 225(13) of the PDI Act to seek the authorisation of the Attorney-General to the commencement of proceedings for an order under Section 225 of the PDI Act.</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.5</td>
<td>The power pursuant to Section 225(17) of the PDI Act to seek an authorisation from the Commission for the Council to act under Section 225 of the PDI Act.</td>
</tr>
</tbody>
</table>

### 32. Make Good Orders

| 32.1 | The power pursuant to Section 228(7) of the PDI Act to apply to the Court to vary or revoke an order under Section 228 of the PDI Act. |

### 33. Recovery of Economic Benefit

| 33.1 | The power pursuant to Section 229(5) of the PDI Act to apply an amount paid to the Council in accordance with an order under Section 229(1) of the PDI Act for the purpose of acquiring or developing land as open space and to hold it in a fund established for the purposes of Section 198 of the PDI Act. |

### 34. Enforceable Voluntary Undertakings

| 34.1 | The power pursuant to Section 230(1) of the PDI Act to accept (by written notice) a written undertaking given by a person in connection with a matter relating to a contravention or alleged contravention by the person of the PDI Act. |
| 34.2 | The power pursuant to Section 230(4) of the PDI Act if the delegate considers that a person has contravened an undertaking accepted by the Council, to apply to the Court for enforcement of the undertaking. |
| 34.3 | The power pursuant to Section 230(7) of the PDI Act to agree in writing with a person who has made an undertaking to: |
| 34.3.1 | vary the undertaking; or |
| 34.3.2 | withdraw the undertaking. |
| 34.4 | The power pursuant to Section 230(11) of the PDI Act to accept an undertaking in respect of a contravention or alleged contravention before proceedings in respect of that contravention have been finalised. |
| 34.5 | The power pursuant to Section 230(12) of the PDI Act if the delegate accepts an undertaking before the proceedings are finalised, to take all reasonable
steps to have the proceedings discontinued as soon as possible.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>34.6</td>
<td>The power pursuant to Section 230(14) of the PDI Act to seek an authorisation from the Commission for the Council to act under Section 230 of the PDI Act.</td>
</tr>
</tbody>
</table>

### Charges on Land

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>35.1</td>
<td>The power pursuant to Section 239(1) of the PDI Act if a charge on land is created under a provision of the PDI Act in favour of the Council, to deliver to the Registrar-General a notice in a form determined by the Registrar-General, setting out the amount of the charge and the land over which the charge is claimed.</td>
</tr>
<tr>
<td>35.2</td>
<td>The power pursuant to Section 239(6) of the PDI Act if a charge in the Council’s favour exists and the amount to which the charge relates is paid, to by notice to the appropriate authority in a form determined by the Registrar-General, apply for the discharge of the charge.</td>
</tr>
</tbody>
</table>

### Registering Authorities to Note Transfer

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>36.1</td>
<td>The power pursuant to Section 240(1) of the PDI Act to apply to the Registrar-General or another authority required or authorised under a law of the State to register or record transactions affecting assets, rights or liabilities, or documents relating to such transactions, to register or record in an appropriate manner the transfer to the Council of an asset, right or liability by regulation, proclamation or notice under the PDI Act.</td>
</tr>
</tbody>
</table>

### Review of Performance

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>37.1</td>
<td>The power pursuant to Clause 3(3) of Schedule 4 of the PDI Act to explain the Council’s actions, and to make submissions (including, if relevant, an indication of undertakings that the Council is willing to give in order to take remedial action), to the Minister.</td>
</tr>
<tr>
<td>37.2</td>
<td>The power pursuant to Clause 3(14) of Schedule 4 of the PDI Act to make submissions to the Minister on the report on which the PDI Act to be taken by the Minister under Clause 3(13) of Schedule 4 of the PDI Act is based.</td>
</tr>
<tr>
<td>37.3</td>
<td>The power pursuant to Clause 3(15) of Schedule 4 of the PDI Act, if the Minister makes a recommendation to the Council under Clause 3(13)(a) of Schedule 4 of the PDI Act and the Minister subsequently considers that the Council has not, within a reasonable period, taken appropriate action in view of the recommendation, to make submissions to the Minister in relation to the directions of the Minister.</td>
</tr>
<tr>
<td>37.4</td>
<td>The power pursuant to Clause 3(16) of Schedule 4 of the PDI Act to comply</td>
</tr>
</tbody>
</table>
with a direction under Clauses 3(13) or (15) of Schedule 4 of the PDI Act.

<table>
<thead>
<tr>
<th>38. Planning and Design Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>38.1 The power pursuant to Clause 9(6)(a) of Schedule 8 of the PDI Act to apply to the Minister for approval to commence the process under Section 25 of the repealed Act.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>39. General Schemes</th>
</tr>
</thead>
<tbody>
<tr>
<td>39.1 The power pursuant to Clause 30(3) of Schedule 8 of the PDI Act to request the Minister make a declaration under Clause 30(2) of Schedule 8 of the PDI Act in relation to a scheme.</td>
</tr>
</tbody>
</table>

**PLANNING, DEVELOPMENT AND INFRASTRUCTURE (TRANSITIONAL PROVISIONS) REGULATIONS 2017**

<table>
<thead>
<tr>
<th>40. Adoption of DPAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>40.1 The power pursuant to Regulation 8(1)(c) of the Planning, Development and Infrastructure (Transitional Provisions) Regulations 2017 (the Transitional Provisions Regulations) to apply to the Minister under Regulation 8 of the Transitional Provisions Regulations in accordance with any requirement determined by the Minister.</td>
</tr>
<tr>
<td>Paragraph(s) in instrument to which conditions/limitations apply</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Nil</td>
</tr>
</tbody>
</table>
ATTACHMENT 2

INSTRUMENT OF DELEGATION UNDER THE
PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016
OF POWERS OF A COUNCIL AS A RELEVANT AUTHORITY

NOTES

1. Conditions or Limitations: conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.

2. Refer to the relevant Council resolution(s) to identify when these delegations were made, reviewed and or amended.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Environment and Food Production Areas – Greater Adelaide

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.1</td>
<td>The power pursuant to Section 7(5)(a) and (d) of the Planning, Development and Infrastructure Act 2016 (the PDI Act), in relation to a proposed development in an environment and food production area that involves a division of land that would create 1 or more additional allotments:</td>
</tr>
<tr>
<td>1.1.1</td>
<td>to seek the concurrence of the Commission in the granting of the development authorisation to the development;</td>
</tr>
<tr>
<td>1.1.2</td>
<td>to, if the proposed development will create additional allotments to be used for residential development, refuse to grant development authorisation in relation to the proposed development.</td>
</tr>
</tbody>
</table>
## SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS APPLICABLE TO DELEGATIONS CONTAINED IN THIS INSTRUMENT**

<table>
<thead>
<tr>
<th>Paragraph(s) in instrument to which conditions/limitations apply</th>
<th>Conditions / Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td>Nil</td>
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Ordinary Council Meeting  
16 December 2019
EXECUTIVE SUMMARY

- The purpose of this report is for Council to consider an amendment to the Legatus Group’s Budget for the 2019/2020 financial year.
- In accordance with its Charter, the Legatus Group must reconsider its Budget in accordance with the Act in a manner consistent with the Act, and may, with the approval of the Constituent Councils, amend its Budget for a Financial Year at any time before the year ends.
- The Legatus Budget was developed in November 2019 and presented to both the Legatus Group Audit and Risk Committee and the Legatus Group meeting on Friday 29 November 2019.
- The Group approved the revised budget and as such is now seeking approval from Constituent Councils to amend the 2019/2020 budget.

RECOMMENDATION

“that Council, having considered Item 14.4 – Legatus Group – 2019/2020 Budget Amendment, dated 16 December 2019, receives and notes the report and in doing so instructs the Chief Executive Officer to advise the Legatus Group that it approves the Legatus Group’s revised budget for the 2019/2020 financial year.”

BUDGET IMPACT

Estimated Cost: There is no additional contributions from Adelaide Plains Council to the Legatus Group due to revised budget

Future ongoing operating costs: Nil

Is this Budgeted? Not Applicable
RISK ASSESSMENT

Nil

Attachments

1. Legatus Group Updated Budget Reporting Worksheets.
DETAILED REPORT

Purpose

The purpose of this report is for Council to consider an amendment to the Legatus Group’s Budget for the 2019/2020 financial year.

Background

The Legatus Group Charter states that the Group must reconsider its Budget in accordance with the Act in a manner consistent with the Act, and may, with the approval of the Constituent Councils, amend its Budget for a Financial Year at any time before the year ends.

The Legatus Budget was developed in November 2019 and presented to both the Legatus Group Audit and Risk Committee and the Legatus Group meeting on Friday 29 November 2019.

Discussion

The following information has been provided by Legatus Group Chief Executive Officer, Mr Simon Milcock, by email dated 2 December 2019.

In November 2019, a revised budget was developed. These reports were provided to both the Legatus Group Audit and Risk Committee and the Legatus Group meeting on Friday 29 November 2019.

The Legatus Group approved the revised budget and as such is now seeking approval from the Constituent Councils to amend the 2019/2020 budget.

Whilst noting that the Legatus Group decided on 29 November 2019 that it supports in partnership with the Councils of Orroroo Carrieton, Peterborough, Flinders Ranges, Northern Areas, Mount Remarkable, Port Pirie and Goyder the community wellbeing project for up to $100,000 per year for the term of the project (3 years) with an annual report to be provided. This project may commence during the 2019/2020 financial year.

Attached to this report (Attachment 1) are the updated reporting worksheets incorporating all changes discussed by the working group and provided to the Audit Committee and Legatus Group.

Budget + Budget Review 1 = Revised Budget

The following additional items are included:-

- Balance Sheet review
- Equity Statement review
- Sheet of reference notes relating to items where there is a budget review adjustment and identifying and detailing the new items and where they sit in P&L Balance Sheet and Equity Statement.
In summary

- Budget review has resulted in $172k income improvement, and a $104k increase in expenditure – net $68k improvement

- New items costing a net $125k have been proposed for consideration (this would be where the community wellbeing project funds could come from)

- The New Items are presently shown in the balance sheet only as a reduction in cash, no adjustment has been made to reserves for these New Items at this time

- Budget review proposed a cash position at Financial year end of $876k (so if the new items were undertaken, this cash position would decrease by $125k)

- Equity Statement has been adjusted to have only three Reserves at end of financial year and show projected reserve balances of $572k at year end (which is similar to what was Budgeted)

Conclusion

It is for Council to consider the revised Legatus Budget for 2019/2020 and advise the Group accordingly.

References

Legislation

Local Government Act 1999

Council Policies/Plans

Legatus Group Charter
# Statement of Financial Position

for the year ended 30 June 2020

<table>
<thead>
<tr>
<th>$</th>
<th>Budget</th>
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<th>Budget</th>
<th>YTD Actual</th>
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<th>Rev-Budget</th>
<th>New Items</th>
<th>FY Forecast</th>
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<td>Equity Accounted Investments in Council Businesses</td>
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### ACCUMULATED SURPLUS

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### OTHER RESERVES

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#### Rubble Royalties Reserve

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<td>P022 Roads &amp; Transport</td>
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<tr>
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<tr>
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<tr>
<td>Balance at End of Reporting Period</td>
<td>858,963</td>
<td>834,463</td>
<td>572,770</td>
<td>834,463</td>
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### TOTAL EQUITY

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<tr>
<td>2018 / 2019</td>
<td>868,969</td>
<td>1,000,821</td>
<td>810,451</td>
<td>1,342,160</td>
<td>68,700</td>
<td>879,151</td>
<td>(125,650)</td>
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<td>2019 / 2020</td>
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Ordinary Council Meeting

86 of 255

16 December 2019
### Income Notes

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<th>Note</th>
<th>Particulars</th>
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<tbody>
<tr>
<td>I1</td>
<td>Project Management Recovery Income (and Expense) for Regional Capacity Building Projects</td>
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<tr>
<td>I2</td>
<td>Original Budget $40800 Capacity Building + $100k Rubble Royalties - Expecting to receive an additional $150k rubble royalties</td>
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<tr>
<td>I3</td>
<td>Moving the Budgeted $17k income to the applicable project (P036 Regional Youth Volunteering)</td>
</tr>
<tr>
<td>I4</td>
<td>LGA Rating Equity Grant Funding Received $26k (Budget $25k was under P029 LGA R&amp;D Funds moved to P035 and increased by $1k)</td>
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<tr>
<td>I5</td>
<td>Rating Equity Project - $1k contribution from 5x other Regional LGAs</td>
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<tr>
<td>I6</td>
<td>LGA Grant $10k towards Youth Volunteering (Not originally budgeted)</td>
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<tr>
<td>I7</td>
<td>Intern Reimbursements budgeted at GST Inclusive amount - adjusted back to GST exclusive amounts (2 projects P009 + P032)</td>
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<tr>
<td>I8</td>
<td>Climate Change original budget include $15k contribution from NRM and RDA - this will now be nil</td>
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<tr>
<td>I9</td>
<td>Regional Forum contributions, Budget incl $5k each from RNM and RDA, $3k added for attendees (50 @ $60)</td>
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<tr>
<td>I10</td>
<td>CWMS Conference Registrations - Adjustment to reflect Actual Income</td>
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### Expense Notes

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<tr>
<td>E1</td>
<td>Rating Equity Project Expenditure (offsets I4 and I5)</td>
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<tr>
<td>E2</td>
<td>Regional Youth into Volunteering - $17k Intern costs (offset), $15k project funds</td>
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### Capital Expenditure Notes

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<tr>
<td>CE1</td>
<td>Adjustment to reflect actual figures for vehicle changeover</td>
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### Reserve Movement Notes

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<td>R1</td>
<td>It is proposed that reserve accounts be consolidated by the conclusion of the current financial year with a view to having three reserves remaining - namely, a General Reserve, a Rubble Royalty Reserve and a Current Project Reserve. R1 reflects transferring of existing reserves into this new structure.</td>
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<tr>
<td>R2</td>
<td>Adjusts the end of year reserves to reflect anticipated balances on assumption that all current project funds are spent</td>
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### New Project Notes

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<th>Note</th>
<th>Particulars</th>
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<tbody>
<tr>
<td>NP1</td>
<td>Extended (by 18 months) CWMS Project - $10k LGA Grant Income, Exp for Current FY (6 months) only $18,350</td>
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<tr>
<td>NP2</td>
<td>Reconciliation Action Plan - $8500 contribution from NRM, $17k expenditure</td>
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<tr>
<td>NP3</td>
<td>Draft Regional Waste Strategy - $30k LGA Grant, $15k SG Gov Grant, Exp $45k</td>
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<tr>
<td>NP4</td>
<td>Creative Industries Project - $11,500 Reimbursement, Exp $25k research project + $25k Regional Coordinator</td>
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<tr>
<td>NP5</td>
<td>Statewide Regional Road Priority - in conjunction with other Regional LGAs (TBC)</td>
</tr>
<tr>
<td>NP6</td>
<td>Digital Maturity Projects Implementation</td>
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<tr>
<td>NP7</td>
<td>DCOC and FRC Brighter Futures Project (Council contributions on top of this amount)</td>
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<td>NP8</td>
<td>Legatus Waste Action Plan - Exp $20k</td>
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<td>NP9</td>
<td>Visitor Information Services - Exp $20k</td>
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### Income

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### Expenses

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### Operating Surplus / (Deficit)

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### Net Surplus / (Deficit)

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<th>2019 / 2020</th>
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### Total Comprehensive Income

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<td>47,521</td>
<td>179,372</td>
<td>68,700</td>
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**Note:** For details and particulars regarding the individual amounts making up these consolidated totals, please refer to the following corporate and individual corporate worksheets.
### Income

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<th>FY Forecast</th>
<th>Notes</th>
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Total Income: 217,324, 181,961, 192,025, 172,760, 43,000, 235,025, -, -

### Expenses

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#### Operational Expenses

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#### Motor Vehicle

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#### Travel & Accommodation

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<th>New Items</th>
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<th>Notes</th>
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Total Expenses: 262,652, 238,913, 279,175, 71,846, - 279,175, - -

#### Operating Surplus / (Deficit)

<table>
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Net Surplus / (Deficit): (45,328), (56,952), (95,490), 95,846, 43,000, (52,490), 0, 0

Total Comprehensive Income: (45,328), (56,952), (95,490), 95,846, 43,000, (52,490), 0, 0
# Reporting Worksheets - Statement of Comprehensive Income

## Project - P009 - CWMS & Climate Change Co-ordinator

for the year ended 30 June 2020

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<td>30,000</td>
<td>29,700</td>
<td>20,000</td>
</tr>
</tbody>
</table>

| 44000 Reimbursement | 12,650 | 11,500 | (1,150) | 11,500 | | | | | I7 |

| 49000 Other Income | 2,500 | 4,206 | 7,700 | 4,033 | (3,700) | 4,000 | | | 110 |

**Total Income** 32,500 | 33,906 | 40,350 | 25,533 | (4,850) | 35,500 | 10,000 | | | - |

| **Expenses** 61001 Payroll : Gross | Employment Costs | Budget | Actual | Budget | YTD Actual | BR 1 | Rev Budget | New Items | FY Forecast | Budget Review & New Project Notes |
| 21,918 | 12,480 | 16,408 | 8,428 | 16,408 | 15,000 | | | | NP1 |

| 61002 Annual Leave | 1,827 | 456 | 1,367 | 1,367 | 1,200 | | | | NP1 |

| 61004 Long Service Leave | 594 | 444 | 444 | 350 | | | | | | NP1 |

| 61005 Public Holidays | 357 | 91 | | | | | | | |

| 61006 Superannuation | 2,256 | 894 | 1,689 | 877 | 1,689 | 1,400 | | | NP1 |

| 61007 Workers Comp Premium | 556 | 444 | 444 | 400 | | | | | NP1 |

**Total Expenses** 39,151 | 41,385 | 26,852 | 11,083 | | | | | | 26,852 |

| (6,651) | (7,479) | 13,498 | 14,449 | (4,850) | 8,648 | (8,350) | 0 |

**Operating Surplus / (Deficit)** (6,651) | (7,479) | 13,498 | 14,449 | (4,850) | 8,648 | (8,350) | 0 |

<p>| <strong>Total Comprehensive Income</strong> (6,651) | (7,479) | 13,498 | 14,449 | (4,850) | 8,648 | (8,350) | 0 |</p>
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<tr>
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<th>YTD Actual</th>
<th>BR 1</th>
<th>Rev Budget</th>
<th>New Items</th>
<th>FY Forecast</th>
<th>Budget Review &amp; New Project Notes</th>
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<tr>
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<td>59,199</td>
<td>85,000</td>
<td>1,268</td>
<td>-</td>
<td>85,000</td>
<td>5,000</td>
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</tr>
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<td>(59,199)</td>
<td>(85,000)</td>
<td>(1,268)</td>
<td>0</td>
<td>(85,000)</td>
<td>(5,000)</td>
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</tr>
<tr>
<td>Total Comprehensive Income</td>
<td>(75,000)</td>
<td>(59,199)</td>
<td>(85,000)</td>
<td>(1,268)</td>
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### Income

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**Total Income**

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### Expenses

#### Operational Expenses

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**Total Expenses**

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**Operating Surplus / (Deficit)**

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<tbody>
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**Total Comprehensive Income**

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<tbody>
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### Income

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**Total Income**

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<th>Actual</th>
<th>YTD Actual</th>
<th>BR</th>
<th>Rev Budget</th>
<th>New Items</th>
<th>FY Forecast</th>
<th>BR &amp; New Project Notes</th>
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### Expenses

#### Employment Costs

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#### Operational Expenses

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#### Travel & Accommodation

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**Total Expenses**

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<th>YTD Actual</th>
<th>BR</th>
<th>Rev Budget</th>
<th>New Items</th>
<th>FY Forecast</th>
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#### Operating Surplus / (Deficit)

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**Total Comprehensive Income**

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<th>BR</th>
<th>Rev Budget</th>
<th>New Items</th>
<th>FY Forecast</th>
<th>BR &amp; New Project Notes</th>
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<td>($8,500)</td>
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### Reporting Worksheets - Statement of Comprehensive Income

**Project - P028 - Regional Capacity Building**  
for the year ended 30 June 2020

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<td>93,000</td>
<td>215,800</td>
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## Reporting Worksheets - Statement of Comprehensive Income

### Project - P029 - LGA R&D

for the year ended 30 June 2020

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### Income

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**Total Income**: 25,000  28,000  50,000  -  (25,000)  25,000  -  -

### Expenses

**Operational Expenses**

<table>
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<td>69009</td>
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**Total Expenses**: 25,000  -  75,000  -  -  75,000  -  -

**Operating Surplus / (Deficit)**

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<th>2019 / 2020 (25,000)</th>
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**Total Comprehensive Income**

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<th>2019 / 2020 (25,000)</th>
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</thead>
<tbody>
<tr>
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<td>28,000</td>
<td>(25,000)</td>
<td>(25,000)</td>
<td>(50,000)</td>
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<td>2019 / 2020</td>
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<tr>
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<td>63007 Postage &amp; Stationery Supp</td>
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<td>2019 / 2020</td>
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<td>Other Income</td>
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<td>Total Income</td>
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<table>
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<th>2019 / 2020</th>
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<tr>
<td>69009</td>
<td>Other Expenses</td>
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</tr>
<tr>
<td>Total Expenses</td>
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<td>-</td>
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</table>

Operating Surplus / (Deficit) | 0 (28,709) | 0 0 0 0 (20,000) 0

Total Comprehensive Income | 0 (28,709) | 0 0 0 0 (20,000) 0
### Reporting Worksheets - Statement of Comprehensive Income

**Project - P032 - Sustainability Hub**

*for the year ended 30 June 2020*

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<tr>
<td>Grants - Federal Gov.</td>
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<tr>
<td>Grants - State Gov.</td>
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<tr>
<td>Grants - LGA</td>
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<tr>
<td>Grants - NRM</td>
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<tr>
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<td><strong>Total Income</strong></td>
<td>15,950</td>
<td>14,500</td>
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</table>

| **Expenses**           |             |             |
| Operating Expenses     |             |             |
| Advertising & Promotion|             |             |
| Consultants            | 435         |             |
| Contractors            | 29,000      |             |
| Rent/hire of Premises/Equip |         |             |
| Project Management     |             |             |
| Catering               |             |             |
| Other Expenses         |             |             |
| **Total Expenses**     | 29,000      |             |

#### Operating Surplus / (Deficit)

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<th>2019 / 2020</th>
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#### Total Comprehensive Income

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<tr>
<td></td>
<td>15,950</td>
<td>14,065</td>
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<td>(1,450)</td>
<td>14,500</td>
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<td>2018 / 2019</td>
<td>2019 / 2020</td>
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<td>Budget</td>
<td>Actual</td>
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<td>Income</td>
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<tr>
<td>44000 Reimbursement</td>
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<td>62006 Contractors</td>
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<td>62009 Rent/Hire of Premises/Equip</td>
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<td>63001 Catering</td>
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### Income

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<th>YTD Actual</th>
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<th>New Items</th>
<th>FY Forecast</th>
<th>Budget Review &amp; New Project Notes</th>
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<td>49000</td>
<td>Other Income</td>
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<td><strong>28,000</strong></td>
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### Expenses

#### Operational Expenses

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### Operating Surplus / (Deficit)

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### Total Comprehensive Income

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<tbody>
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### Legatus Group

**Reporting Worksheets - Statement of Comprehensive Income**  
**Project - P027 - Community Capacity Building**  
for the year ended 30 June 2020

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</tr>
<tr>
<td>42002 Grants - LGA</td>
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</tr>
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</tr>
<tr>
<td>49000 Other Income</td>
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<tr>
<td><strong>Total Income</strong></td>
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<tr>
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<td>62006 Contractors</td>
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<tr>
<td>62009 Rent/hire of Premises/Equip</td>
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<tr>
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<td>69009 Other Expenses</td>
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## Reporting Worksheets - Statement of Comprehensive Income
### Project - P035 - LGA R&D - Rating Equity

for the year ended 30 June 2020

<table>
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<tr>
<th>$</th>
<th>2018 / 2019</th>
<th>2019 / 2020</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Actual</td>
</tr>
</tbody>
</table>
|### Income

| 41000 | Council Contributions |
| 42002 | Grants - LGA |
| 44000 | Reimbursement |
| 45000 | Other Income |

| Total Income | - | - | - | 31,000 | 31,000 | 31,000 | - | - |

|### Expenses

| 62002 | Advertising & Promotion |
| 62005 | Consultants |
| 62006 | Contractors |
| 62009 | Rent/Hire of Premises/Equip |
| 62010 | Project Management |
| 63001 | Catering |
| 69009 | Other Expenses |

| Total Expenses | - | - | - | 13,000 | 32,000 | 32,000 | - | - |

|### Operating Surplus / (Deficit)

| 0 | 0 |
| 0 | 0 |
| 18,000 | (1,000) |
| (1,000) | 0 |
| 0 | 0 |

|### Total Comprehensive Income

| 0 | 0 |
| 0 | 0 |
| 18,000 | (1,000) |
| (1,000) | 0 |
| 0 | 0 |
## Reporting Worksheets - Statement of Comprehensive Income
### Project - P036 - LGA R&D - Regional Youth Volunteering
for the year ended 30 June 2020

<table>
<thead>
<tr>
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<th>2019 / 2020</th>
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<tr>
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<tr>
<td><strong>Income</strong></td>
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<tr>
<td>41000 Council Contributions</td>
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<tr>
<td>42002 Grants - LGA</td>
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<tr>
<td>44000 Reimbursement</td>
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<tr>
<td>49000 Other Income</td>
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<tr>
<td>Total Income</td>
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<tr>
<td><strong>Expenses</strong></td>
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<td></td>
</tr>
<tr>
<td>62002 Advertising &amp; Promotion</td>
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<td></td>
</tr>
<tr>
<td>62005 Consultants</td>
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<tr>
<td>62006 Contractors</td>
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<tr>
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<tr>
<td>62010 Project Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>63001 Catering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>69009 Other Expenses</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Operating Surplus / (Deficit)</td>
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<tr>
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### Income

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<tr>
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<tr>
<td>4203</td>
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<tr>
<td>4400</td>
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<td>Project Management</td>
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**Total Income**

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<tr>
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### Expenses

**Operational Expenses**

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<th>YTD Actual</th>
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<th>FY Forecast</th>
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<tbody>
<tr>
<td>6202</td>
<td>Advertising &amp; Promotion</td>
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<td>Legal Fees</td>
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<td>6209</td>
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**Travel & Accomodation**

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<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>YTD Actual</th>
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<th>New Items</th>
<th>FY Forecast</th>
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<td>Meals (non FBT)</td>
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<td>6304</td>
<td>Meals (FBT)</td>
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<td>6902</td>
<td>Airfares</td>
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<tr>
<td>6906</td>
<td>Travel : Reimbursement</td>
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<tr>
<td>6908</td>
<td>Taxi &amp; Other Fares</td>
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<tr>
<td>6910</td>
<td>Parking</td>
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**Total Expenses**

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<th>2019 / 2019</th>
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<tr>
<td></td>
<td>Budget</td>
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<td>YTD Actual</td>
<td>BR 1</td>
<td>New Items</td>
<td>FY Forecast</td>
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<tr>
<td></td>
<td>135,300</td>
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**Operating Surplus / (Deficit)**

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<tr>
<td></td>
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<td>(78,800)</td>
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**Total Comprehensive Income**

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<th>2019 / 2019</th>
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<tr>
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<td>0</td>
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<td></td>
<td></td>
<td></td>
<td>(78,800)</td>
</tr>
</tbody>
</table>
OVERVIEW

Purpose

The purpose of this report is for Council to consider Councillor Keen’s request for a leave of absence for the period 23 January 2020 to 29 February 2020 (inclusive).

Discussion

On 9 December 2019, Councillor Keen advised the Chief Executive Officer of her desire to seek a leave of absence for the period 23 January 2020 to 29 February 2020.

It is noted that this leave of absence will involve absence from the Ordinary Council Meeting on 28 January 2019 and 24 February 2019.

Summary

Councillor Keen has provided advance notice of his upcoming absence. It is recommended that Council endorses Councillor Keen’s request.

RECOMMENDATION

“That Council, having considered Item 14.5 – Request for Leave of Absence – Councillor Keen, dated 16 December 2019, receives and notes the report and in doing so grants Councillor Keen a leave of absence for the period 23 January 2020 to 29 February 2020 (inclusive).”
Attachments
Nil

References
Legislation
Local Government Act 1999

Council Policies/Plans
Code of Practice – Meeting Procedures
EXECUTIVE SUMMARY

- The purpose of this report is for Council to consider, and adopt, the revised *Citizenship Ceremony Policy* (the Revised Policy, presented as Attachment 3 to this Report).
- The Revised Policy incorporates changes to the *Australian Citizenship Ceremonies Code* including a requirement to conduct a citizenship ceremony on Australia Day and to set a dress code for citizenship ceremonies.
- It is recommended that Council adopt the Revised Policy, subject to any changes that it considers necessary.

RECOMMENDATION

“that Council, having considered Item 14.6 – *Australian Citizenship Ceremonies Code and Citizenship Ceremony Policy*, dated 16 December 2019, receives and notes the report and in doing so:

1. Acknowledges the updated Australian Citizenship Ceremonies Code and
2. Adopts the revised Citizenship Ceremony Policy as presented at Attachment 3 to this Report.”

BUDGET IMPACT

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

RISK ASSESSMENT

Nil
Attachments

1. Letter from the Honourable David Coleman, Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs (D19/48265)
2. Australian Citizenship Ceremonies Code (D19/48267)
3. Revised Citizenship Ceremony Policy (D19/51486)
**DETAILED REPORT**

**Purpose**

The purpose of this report is for Council to consider, and adopt, the revised *Citizenship Ceremony Policy* (the Revised Policy, presented as Attachment 3 to this Report).

**Background/History**

Council conducts up to four citizenship ceremonies each year (pending applicants):

- 26 January – Australia Day
- 21 March – Harmony Day
- 9 July – Constitution Day
- 17 September – Australian Citizenship Day.

With the exception of Australia Day, where any of these dates fall on a weekend, the ceremony is held on the next working day.

Ceremonies are conducted by the Mayor and held in the Council Chamber (with the exception of Australia Day) unless otherwise specified. New citizens are welcome to invite family and friends to attend. Applicants may also be given the opportunity to participate in ceremonies conducted by the Department of Home Affairs at the discretion of the department.

**Discussion**

The Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs, the Hon. David Coleman, recently wrote to Council advising of changes to the Australian Citizenship Ceremonies Code (the Code) to provide clear guidance on hosting citizenship ceremonies.

Key changes to the Code include:

- Councils must ensure that citizenship ceremonies are conducted in accordance with the Code. This includes a requirement to hold a citizenship ceremony on Australia Day (January 26). Councils that conferred citizenship on less than 20 people in the previous year are exempt from this requirement.
- Federal Members of Parliament, if attending a citizenship ceremony, should read the Minister’s message.
- Individual councils are to establish a dress code for ceremonies, to reflect the significance of the occasion, and provide a copy of their Dress Code to the Department of Home Affairs.

The average annual conferral rate for Adelaide Plains Council over the past 10 years is 9.5 persons making the pledge of commitment per annum, exempting Council from the requirement to hold a ceremony on Australia Day. However, the Citizenship Ceremony remains a traditional and well received part of the Australia Day Celebrations by the community and while not required to carry out a ceremony on Australia Day, it is anticipated that Council will continue this practice moving forward.
Citizenship ceremonies are formal and important events and attire should reflect the significance of the occasion. It is recommended that the dress code for citizenship ceremonies is semi-formal, smart casual or business attire with national or traditional dress also encouraged.

Conclusion

It is recommended that Council consider and adopt the Revised Policy, as presented as Attachment 3 to this Report. The Revised Policy incorporates recent changes to the Code, including a requirement to carry out a citizenship ceremony on Australia Day and to adopt a dress code.

References

Legislation

Australian Citizenship Act 2007

Australian Citizenship Regulations 2016

Council Policies/Plans

Citizenship Ceremony Policy D16/17379
Australian Citizenship Ceremonies Code

Dear Mayor,

I previously wrote to you advising of a number of proposed changes to the Australian Citizenship Ceremonies Code, and invited feedback on these changes from all Australian local government councils. Having considered the views of councils, I am now pleased to announce the publication of a new version of the Australian Citizenship Ceremonies Code, which will take effect from the date of this letter. Key changes are outlined below:

- Local government councils must ensure ceremonies are conducted in accordance with the Australian Citizenship Ceremonies Code. This includes a requirement to hold a citizenship ceremony on Australia Day (January 26). Councils that conferred citizenship on less than 20 people in the previous year are exempt from this requirement.
- Federal Members of Parliament, if attending a citizenship ceremony, should read the Minister’s message; and
- Individual councils are to establish a Dress Code for ceremonies, to reflect the significance of the occasion, and provide a copy of their Dress Code to the Department of Home Affairs.

I believe that the changes made to the Australian Citizenship Ceremonies Code reflect the expectations of the Australian community and provide clear guidance to councils on hosting citizenship ceremonies. Should your council have any questions regarding these changes, please contact the Department of Home Affairs at natoceremonies@homeaffairs.gov.au.

Thank you on behalf of the Australian Government for your ongoing support of Australian citizenship ceremonies.

Yours sincerely

David Coleman

19 / 09 / 2019
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The pledge of commitment 6  

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Pledge 1
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Children
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Altering citizenship certificates
If details are incorrect on Australian citizenship certificates
The Australian Citizenship Affirmation
Australian electoral enrolment
At the Ceremony Checklist

Part 4: After the ceremony

Returning the pledge verification list
Privacy
Disclosing names and addresses of new citizens
Returning Australian citizenship certificates
After the Ceremony Checklist
The Australian Citizenship Ceremonies Code (the Code) follows the Australian Citizenship Act 2007 (the Citizenship Act) and sets out the legal and other requirements for conducting citizenship ceremonies as well as the roles and responsibilities for those involved in citizenship ceremonies.

The Code provides guidance to organisations to help plan and conduct citizenship ceremonies.

The Code is structured in four parts, providing relevant responsibilities and advice for before, during and after the ceremony. This is prefaced with a quick guide, outlining the key ceremony information and background.

The resources in the Code are reviewed regularly to ensure that information is up to date. This version of the Code was published in August 2019.

Legal requirements

There are three legal requirements under the Citizenship Act that must be strictly adhered to when conducting citizenship ceremonies:
1. an authorised presiding officer
2. reading the preamble
3. the pledge of commitment

Authorised presiding officer

It is a legal requirement that the presiding officer is authorised by the Australian Government minister responsible for citizenship matters. Authorisation is given to Australian citizens only and is specific to a position or person. Further information on the role of the presiding officer is at page 12.

Reading the preamble

It is a legal requirement that the presiding officer must read aloud to the conferees the preamble for citizenship ceremonies (found at Schedule 1 of the Australian Citizenship Regulation 2016).

The pledge of commitment

It is a legal requirement that most conferees 16 years of age and over (at the time of application) make the pledge aloud before an authorised presiding officer.
The presiding officer generally reads the pledge aloud line by line for the conferees to repeat. This is referred to as 'administering' the pledge.

Further information on the pledge of commitment is at page 10.

The importance of Australian citizenship

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.

Responsibilities

As an Australian citizen you must:

• obey the laws and fulfil your duties as an Australian citizen
• vote in federal and state or territory government elections, and in a referendum
• serve on a jury if called to do so
• defend Australia should the need arise.

Privileges

As an Australian citizen you have the right to:

• vote in federal, state or territory, and local government elections, and in a referendum
• apply for work in the Australian Public Service or in the Australian Defence Force
• seek election to parliament
• apply for an Australian passport
• receive help from Australian officials while overseas
• register children born to you overseas, after you become an Australian citizen, as Australian citizens by descent.
What is a citizenship ceremony?

The final legal step in the acquisition of Australian citizenship, for most people, is to make the pledge of commitment at an Australian citizenship ceremony.

At the citizenship ceremony, conferees pledge that they share Australia’s democratic beliefs and respect the rights and liberties of the people of Australia.

Our democratic beliefs:
- parliamentary democracy
- the rule of law
- living peacefully
- respect for all individuals regardless of background
- compassion for those in need.

Our freedoms:
- freedom of thought, speech and expression
- freedom of association
- freedom of religion and secular government.

Our equality standing:
- equality before the law
- equality of genders
- equality of opportunity.

Citizenship ceremonies are public, ceremonial occasions, which fulfil legal requirements prescribed by the Citizenship Act and the Australian Citizenship Regulation 2016.

Citizenship ceremonies also provide an important opportunity to formally welcome new citizens as full members of the Australian community. Since the early 1950s, local government councils have conducted the majority of citizenship ceremonies on behalf of the Department responsible for citizenship. Local government councils are well placed for this welcoming role as the arm of government closest to new citizens and the communities to which they belong.

Representatives of all three levels of government (federal, state or territory and local), community leaders, Aboriginal and Torres Strait Islander leaders, and guests of the conferees are invited to attend.

After the conferral, citizenship ceremonies often include the Australian Citizenship Affirmation, giving everyone present an opportunity to publicly affirm their loyalty to Australia in a similar way to the new citizens.
The nature of the ceremony

To reflect the significance of the occasion, citizenship ceremonies should be formal and meaningful occasions conducted with dignity, respect and ceremony. They should be designed to impress upon conferees the responsibilities and privileges of Australian citizenship.

They should warmly welcome new citizens as full members of the community. Conferees are the most important people at the ceremony and the focus of attention should be on them.

Citizenship ceremonies must be non-commercial, apolitical, bipartisan and secular. They must not be used as forums for political, partisan or religious expression, for the distribution of political material or the sale of souvenirs.

As conferees come from diverse cultures, it is important to be aware and respectful of cultural differences.
What is the pledge of commitment?

The pledge of commitment made by conferees under Section 32AB of the Citizenship Act is the last step in becoming Australian citizens. It is a legal requirement for most conferees to make the pledge.

The pledge allows conferees to publicly state their loyalty to Australia and its values.

Conferees can choose between two versions of the pledge; one that refers to God and one that does not.

Pledge 1
From this time forward, under God,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

Pledge 2
From this time forward,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

Roles and responsibilities

This section outlines the roles and responsibilities for those involved in Australian citizenship ceremonies.

Minister
The Australian Government Minister(s) responsible for citizenship matters has precedence to preside at any ceremony they choose to attend. The Minister is provided a report on ceremonies occurring nationally and does not require individual event invitations from organisers.

When attending a ceremony, the Minister should be invited to speak immediately after the opening address and Welcome to Country/Acknowledgement of Country, before any other official speeches.

Where the Minister is not attending, the local Federal Member of Parliament (MP) or Senator should read the Minister’s message (regardless of political party). Where both the MP and Senator are in attendance, precedence goes to the MP. When no Federal representative is present, the presiding officer should read the Minister’s message.

A copy of the Minister’s message is available on the Department of Home Affairs website.
The Department of Home Affairs

The Department of Home Affairs manages the citizenship program including the policy around Australian citizenship ceremonies, and the list of conferees who have been approved for citizenship and are ready to attend a ceremony.

Generally, officers of the Department of Home Affairs will:

- liaise with local government councils or other community organisations undertaking ceremonies to ensure organisers are aware of, and abide by, the requirements set out in the Australian Citizenship Ceremonies Code
- provide advice on the authorised officer
- provide regular reports to councils on the number of people waiting for a ceremony in their local government area
- work with organisers to ensure that ceremonies are held regularly to facilitate timely conferral of prospective citizens
- ensure that pledge verification lists (PVL) are provided to ceremony organisers in a timely manner
- distribute citizenship certificates to the councils prior to the ceremony and ensure any unused certificates are returned to the Department of Home Affairs
- ensure citizenship certificates are treated as accountable documents and stored correctly
- provide advice and assistance on ceremonies for council staff.

Attendance by departmental staff to assist with the conduct of ceremonies may occur at the discretion of the Department of Home Affairs.

Where arrangements have been made for departmental officers to assist at a ceremony, this may include:

- assisting with registration and verification of the identity of candidates on arrival
- ensuring the legal and other requirements of the Code are adhered to, and/or
- assisting with enquiries and other issues as they arise.

The Department of Home Affairs may also provide assistance such as sending invitation letters to conferees and, if required, providing a presiding officer for ceremonies.
Presiding officer

The presiding officer has the lead role in a citizenship ceremony. Their legal responsibilities involve:

- reading out the *Preamble for citizenship ceremonies* (Schedule 1 of the *Australian Citizenship Regulation 2016*)
- administering the pledge.

Additionally, the presiding officer:

- reads the Minister’s message in the Minister’s absence where no Federal parliamentary representative is present
- signs the pledge verification list immediately at the completion of the citizenship ceremony after ensuring that it is accurate and any conferees who have attempted to present fraudulent identification documents or no identification have been immediately referred to the Department of Home Affairs.

It is a legal requirement that the presiding officer is authorised by the Australian Government Minister responsible for citizenship matters. Authorisation is given to Australian citizens only and is specific to a position or person. These are outlined in the *Instrument of Authorisation*.

It is possible to apply for one-off authorisation to preside at a citizenship ceremony by writing to the Minister.

Presiding officers have no power to appoint a proxy. However, a person may perform the duties of the presiding officer when they are acting in place of an authorised person for a period of time.

To avoid the appearance of conflict of interest, presiding officers must not confer Australian citizenship on family members or close friends. Contact the Department of Home Affairs to manage potential conflict of interest matters in public ceremonies.

Official guests

The presence of official guests serves to introduce new citizens to Australia’s three-tiered, democratic system of government, as well as to formally welcome them into the local community.

As well as the Minister, organisers should also invite all elected officials of the locality, at all levels of government, including:

- Local Federal MP and a Senator (of a different political party)
- Local state or territory MP
- A local government representative.

Invitations are to be extended to elected representatives. Invited elected representatives cannot send a delegate to act in an official capacity on their behalf. Delegates may attend in a private capacity. There will not be an opportunity for delegates to speak, nor will VIP seating be provided.

While an MP or Senator cannot be prevented from asking an individual to attend on their behalf, the nominated person should not be included in the official guest party and under no circumstances should that person be invited to speak.

Candidates for election, who currently do not hold elected office, may attend the ceremony in a private capacity, however they should not receive an official invitation and should not be included as an official guest.

It is particularly important that the above guidelines are adhered to in the period leading up to an election. The emphasis remains on elected representatives welcoming new citizens to the local community.
Official guests can also include:

- community leaders
- representatives of community organisations
- Aboriginal and Torres Strait Islander elders or leaders.

**Federal Members of Parliament**

Ceremony hosts are required to invite all elected officials of the locality, at all levels of government. This is to allow local representatives to introduce themselves and welcome new citizens as full members of the community. Where there are multiple MPs across local government boundaries, organisers should work with the MPs to arrange a rotation of responsibility.

Where a Federal MP or Senator attends a ceremony, they should read the Minister's message. MPs and Senators are reminded that, if invited to speak by the ceremony hosts, it must be in accordance with the nature of citizenship ceremonies which are apolitical, bipartisan and secular. For this reason, material which could be perceived to be political, commercial or religious must not be distributed.

All Federal MPs and Senators have standing authorisation to preside at Australian citizenship ceremonies. This allows ceremony hosts to approach their local MP or Senator if they wish to hold a ceremony and require a presiding officer. This usually happens on nationally significant days such as Australia Day and Australian Citizenship Day. MPs and Senators should not assume that an invitation to attend a ceremony is an invitation to preside. This will be specified in the invitation.

MPs and Senators make occasional requests to conduct citizenship ceremonies that may be accommodated on an exceptional basis. The Department of Home Affairs can provide advice regarding all aspects and requirements of a ceremony.

It is important that MPs and Senators do not seek to fulfil ceremony requests from constituents as the Department of Home Affairs manages ceremony attendance to ensure fair and equal treatment for all conferees. Additionally, to avoid the appearance of conflict of interest, citizenship should not be conferred on family members, close friends or members of staff at private ceremonies.

**State and Territory Members of Parliament**

If invited to a ceremony as an official guest, the same guidelines apply to State and Territory MPs as for Federal representatives. However, state and territory parliamentarians do not have standing authorisation to preside at citizenship ceremonies.

If invited to preside at a ceremony, requests may be made in writing to the Minister for one-off authorisation on each occasion they wish to preside. State and territory parliamentarians should include a signed letter of agreement with their request, indicating they will abide by the requirements for the conduct of citizenship ceremonies set out in the Code. A copy of this letter can be provided by the Department of Home Affairs.
Mayors

Mayors play an important role in formally welcoming our nation's newest citizens into the Australian community by hosting the majority of Australian citizenship ceremonies. It is usual for them to fulfil the role of presiding officer. Unless specifically excluded, mayors have standing authorisation to preside.

Other positions authorised to preside over citizenship ceremonies are detailed in the Instrument of Authorisation.

Organisers

Organisers are usually staff from local government councils or other approved organisations whose role it is to organise the ceremony. An organiser is responsible for ensuring a citizenship ceremony is conducted in accordance with the Code.

Most citizenship ceremonies are conducted by local government councils. Community organisations may also conduct citizenship ceremonies, particularly on significant national days such as Australia Day or Australian Citizenship Day.

Community organisations that wish to conduct a citizenship ceremony should approach their local office of the Department of Home Affairs to discuss the possibility of hosting such a ceremony and securing a presiding officer. Community organisations may be asked to sign an agreement with the Department of Home Affairs on how ceremonies are to be conducted.

Responsibilities for organisers are to:

- ensure that ceremonies are conducted in accordance with the Australian Citizenship Ceremonies Code
- provide advice to those who have a role in the ceremony
- ensure that the ceremony is conducted in a meaningful, dignified, orderly and memorable way with proceedings designed to impress upon candidates the significance of the occasion
- ensure all candidates are informed about appropriate protocols for the citizenship ceremony
- include a Welcome to Country/Acknowledgement of Country in the proceedings
- conduct identity verification of conferees.

Generally an officer of the Department of Home Affairs will attend ceremonies conducted by community organisations to assist with the ceremony.

Checklists are available for organisers for Before the ceremony, At the ceremony and After the ceremony.

Conferees

A conferee is a person who has made an application for Australian citizenship which has been approved and whose details have been provided by the Department of Home Affairs to an organiser for attendance at a ceremony. The final legal step for the applicant to acquire citizenship is to make the Australian citizenship pledge of commitment before the presiding officer at the citizenship ceremony.
Australian Electoral Commission

All organisations conducting citizenship ceremonies should notify the Australian Electoral Commission (the AEC) of forthcoming citizenship ceremonies to facilitate electoral enrolment of new citizens. Wherever possible, staff from AEC will attend ceremonies to assist the electoral enrolment process and to collect completed enrolment forms. See page 42 for further information about electoral enrolments.

If AEC representatives are not in attendance, conferees should be reminded to complete the AEC form and return it to the AEC according to information on the form, at their earliest convenience.

Organisers may choose to collect the forms at the ceremony and send to the AEC as a group.

Contact the AEC.

Guests of conferees

Guests may include invited friends and relatives of the conferee. The number of guests may be limited according to the practicalities of organising a ceremony, for example, size of the venue, and should be outlined in the invitation to the ceremony.
Citizenship ceremonies during election periods

At the Federal level, the caretaker period begins at the time the House of Representatives is dissolved and continues until the election result is clear or, if there is a change of government, until the new government is appointed.

Ceremonies can continue as usual during the caretaker period. Election periods should not cause unnecessary delays in conferees attending their ceremonies.

Citizenship ceremonies are apolitical and must not be used for political or partisan expression or for the distribution of political or election material.

Local council elections

Citizenship ceremonies should not be held by local government councils after the election date until the results of the election become known.

State and Federal elections

MPs should not be invited to ceremonies held after the election date until the results of the election are known.

An MP’s status does not depend on the meeting of the parliament, nor on the MP taking their seat or making the oath or affirmation of allegiance before the Governor-General. An MP is technically regarded as an MP from the day of election—that is, when they are, in the words of the Constitution, ‘chosen by the people’. A new MP is entitled to use the title MP once this status is officially confirmed by the declaration of the poll.

Candidates for election should not be included as part of the official party. The emphasis remains on elected representatives welcoming new citizens to the local community.

Federal elections

The Minister’s message can be read at ceremonies after the election date until it has been announced that there is a new minister. If there is a new minister, the new Minister’s message will be provided.

Citizenship certificates with the incumbent Minister’s signature can be issued up until a new minister is sworn in.

In the event there is a change of minister, there will be a period of time where certificates are not available. Once printing of certificates resumes, the Department of Home Affairs will commence distribution. Conferees who attended their ceremonies during this period will receive their certificate by registered mail.

In the event that official citizenship certificates cannot be provided on the day of ceremony, councils have the option of giving the client a commemorative citizenship certificate at the ceremony. The commemorative certificate has no legal standing but is purely for marking the occasion. This should be made clear at the ceremony.

Commemorative citizenship certificates can be ordered through the Department of Home Affairs website by using the order form.
Overseas Australian citizenship ceremonies

All applicants are expected, as far as possible, to attend a citizenship ceremony in Australia. In limited circumstances, however, it may be possible to attend a ceremony at an agreed departmental post overseas. An application must be made to the Department of Home Affairs for consideration.

Organisers must ensure that the person who is to preside at the ceremony is listed in the Instrument of Authorisation, or request a one-off authorisation for the ceremony. Written requests for authorisation should be sent to the Minister.

Contact the Department of Home Affairs

For all enquiries relating to Australian citizenship ceremonies, your first point of contact should be to email the departmental team for the relevant state or territory.

Enquiries from applicants relating to their citizenship application, including their ceremony, should be referred to the Department of Home Affairs website.
Glossary

- **The Citizenship Act**: The *Australian Citizenship Act 2007* is the legal basis for all citizenship provisions.
- **Administrative officer**: A local government official or other person who assists the presiding officer in arranging and conducting citizenship ceremonies.
- **Australian Citizenship Affirmation**: The Australian Citizenship Affirmation offers an opportunity to those who wish to express their pride in being an Australian citizen and affirm their loyalty and commitment to Australia and its people.
- **Australian citizenship ceremony**: Fulfils the legal requirements prescribed by the *Australian Citizenship Act 2007* and the *Australian Citizenship Regulation 2016* that a person must make a pledge of commitment to become an Australian citizen.
- **Australian citizenship certificate**: Evidentiary notice given to a person stating that the person is an Australian citizen at a particular time.
- **Commemorative certificate**: A memento given to conferees when the official citizenship certificate is not available for the ceremony. The commemorative certificate has no legal status and cannot be used as evidence of Australian citizenship. Commemorative certificates can be ordered free of charge from the Department of Home Affairs.
- **Community organisation**: An organisation that is not-for-profit, whose activities are intended to benefit its members and the wider Australian community. Examples include Lions and Rotary Clubs, Scouts and Guides Associations and Surf Life Saving Associations.
- **Conferee**: A person who has applied for Australian citizenship by conferral whose final step to becoming a citizen is to attend a ceremony.
- **The Department of Home Affairs**: Australian Government department responsible for citizenship matters.
- **Minister**: Australian Government minister responsible for citizenship matters.
- **Non-attende**: A conferee who has been invited to a particular ceremony but did not attend the ceremony to make the pledge of commitment.
- **Presiding officer**: A person who has been approved in writing by the Australian Government minister responsible for citizenship matters to confer Australian citizenship.
- **Pledge**: Most people are required to make the pledge of commitment at a citizenship ceremony. In doing so they are making a public commitment to Australia and accepting the responsibilities and privileges of citizenship.
- **PVL – Pledge verification list**: This is provided by the Department of Home Affairs to ceremony hosts and lists the details of people who are to attend a particular ceremony, their Australian citizenship certificate numbers, whether they are part of a family group and their pledge preference.
- **The Regulation**: The *Australian Citizenship Regulation 2016* is the subordinate legislation that sets out detailed requirements for some matters as provided for by the Citizenship Act.
PART 2

Before the ceremony

Scheduling ceremonies

In keeping with government policy that ceremonies be held at regular intervals, most local government councils should arrange for ceremonies to be held at least every two to three months, regardless of the number of conferees available to attend, and more frequently if necessary. There is no maximum or minimum number of conferees prescribed for citizenship ceremonies.

Local government councils must provide their local office of the Department of Home Affairs with a schedule of their planned ceremony dates. This allows for the Department of Home Affairs to allocate conferees to particular ceremonies. In localities which confer more than 100 conferees per year the council should provide the ceremony schedule for the calendar year. Any changes to the schedule should be advised to the Department of Home Affairs as soon as possible.

Councils may schedule extra ceremonies throughout the year, in liaison with the Department of Home Affairs, if the numbers of people waiting to attend a ceremony have increased.

Community organisations holding approved/special ceremonies must give their local office of the Department of Home Affairs at least three months’ notice before the proposed date of the ceremony. Community organisations should also work in partnership with local government councils to ensure a coordinated approach.

Community organisations should consider the availability of authorised presiding officers such as the local Federal MP or mayor when scheduling citizenship ceremonies.
Events

The Government expects ceremony organisers to schedule citizenship ceremonies on days of significance, for example in the context of annual celebrations to mark Australia Day (26 January) and Australian Citizenship Day (17 September).

Organisations may also wish to hold citizenship ceremonies in conjunction with other community events or activities, such as Harmony Day or Refugee Week. Citizenship ceremonies may, for example, be incorporated into annual festivals or activities of community service organisations however these ceremonies must remain non-commercial, apolitical, bipartisan and secular.

It is important that ceremonies remain apolitical and that special event ceremonies not be used to promote a political or ideological agenda.

Australia Day—26 January

Australia Day provides an opportunity for all Australians to celebrate our national day. Australia Day is marked by events across Australia, including special citizenship ceremonies.

Local government councils must hold a citizenship ceremony on 26 January as part of their Australia Day celebrations. Councils that conferred citizenship on less than 20 people in the previous year are exempt from this requirement.

More information about Australia Day celebrations can be found at australiaday.org.au.

Australian Citizenship Day—17 September

Introduced in 2001, Australian Citizenship Day is a day for everyone in the community to reflect on and celebrate the meaning and importance of Australian citizenship and the role Australian citizens have played in shaping our nation.

It is an opportunity for all Australians, by birth or by pledge, to reflect on the common bond of citizenship in our diverse society. It is an opportunity to celebrate our democratic values, equality and respect for each other, and think about what unites us as Australians.

Local government councils should hold a citizenship ceremony on or around 17 September. Australian Citizenship Day is celebrated with special citizenship ceremonies, affirmations and other events around Australia.

Local government councils, community organisations, schools and others in the community are encouraged to participate in Australian Citizenship Day.

For ideas on events and activities for celebrating Australian Citizenship Day visit the Department of Home Affairs website.

Note: Australian Citizenship Day is an exception to the expectation that citizenship ceremonies be held outside of parliamentary sitting days, as 17 September generally falls on a federal sitting day.
Parliamentary sitting days

It is important and appropriate that elected representatives have the opportunity to welcome new citizens as formal members of the Australian community.

When scheduling citizenship ceremonies organisers should:

• not schedule ceremonies on federal, or the relevant state or territory sitting days, unless impracticable
• engage with relevant federal and state or territory elected members to ascertain availability
• provide the schedule of ceremony dates to the offices of elected representatives along with the Department of Home Affairs.

Where a citizenship ceremony is scheduled on the same day as a local government council meeting, the citizenship ceremony may proceed but must be conducted with due ceremony and importance.

A sitting calendar for Federal parliamentary sittings can be obtained from the Australian Parliament House website. The next parliamentary sitting calendar is generally released in the late months of the year.
**Planning report**

The Department of Home Affairs will provide local government councils with a list of approved conferees, referred to as the planning report, who are waiting to attend a citizenship ceremony in their local area approximately four weeks before the scheduled date. Councils must use this list as the basis for planning the ceremony.

This list should not be provided to any official guests before the ceremony.

If a person approaches the council or other authorised presiding officer for a private ceremony, or inclusion in a planned public ceremony, refer the person to the Department of Home Affairs. Do not include additional people in the ceremony unless advised to do so by the Department of Home Affairs. Until a person has attended a ceremony, the Department of Home Affairs may still be assessing the person’s application.

If the council sends an invitation to conferees, they should advise conferees of the date of the ceremony for which they are scheduled as soon as possible when they receive the planning report. The Department of Home Affairs will assist community organisations in inviting conferees.

**Rescheduling ceremonies**

**Conferee request**

A conferee who wishes to change the date of their allocated ceremony must contact the Department of Home Affairs. If a conferee approaches the council, organisers may refer the person to the Department of Home Affairs.

**Council request**

The council must contact the Department of Home Affairs at the earliest possible opportunity if a ceremony is to be rescheduled. Rescheduling a ceremony may affect Australian citizenship certificates, the pledge verification list and invited conferees.

**Special purpose ceremonies**

The majority of citizenship ceremonies are public occasions and conferees are encouraged to participate in a public citizenship ceremony wherever possible.

Special purpose ceremonies, or private ceremonies, may only be arranged in exceptional circumstances, for example, where a conferee has a significant disability preventing them from attending a public ceremony, or where the Department of Home Affairs has asked the organiser to provide urgent conferral for an applicant.

All special purpose ceremony requests are to be referred to the Department of Home Affairs for assessment.
Organising the ceremony

Venue

Citizenship ceremonies are significant occasions and care should be taken to ensure that the venue reflects the importance of the occasion.

In choosing a location for the ceremony, the council or organisation conducting the citizenship ceremony should ensure they undertake the necessary event planning and/or a risk assessment in line with their policies and procedures. Consideration should be given to accessibility such as ramps or elevators.

It is important to select a venue that is appropriate to the size of the ceremony. In the case of local government councils, the most suitable venue may be the town hall or council chambers. Many community organisations also have appropriate sized function rooms on their premises. If this is not the case, an appropriate venue could be hired for the occasion.

Citizenship ceremonies may be held outdoors, for example, in a park or in the same locality as a relevant community event (should there be no security concerns). An alternative venue in case of inclement weather should be considered. Organisers should also ensure an outdoor venue is conducive to conferees being present throughout the ceremony to make the pledge and receive their Australian citizenship certificate.

As citizenship ceremonies are apolitical and secular, they should not be held in a place of worship or in a venue which has political affiliation. A community hall adjacent to a place of worship is acceptable where there are no religious symbols in view.

It is not appropriate for a citizenship ceremony to be held at a venue for the purpose of promoting a commercial enterprise. Consideration should be given to avoid exposing conferees and guests to potentially inappropriate areas such as drinking and gaming areas. Conferees should not have to pay entry in order to attend the ceremony.

Products

Free products and pledge cards which can be used at the ceremony may be ordered from the Department of Home Affairs website using the order form.
Symbols

Citizenship ceremonies are conducted under the authority of the Australian Government Minister responsible for citizenship matters. In keeping with other Commonwealth official occasions, the following national symbols should be present in a citizenship ceremony:

- the Australian national flag
- the Aboriginal and Torres Strait Islander flags
- the Commonwealth Coat of Arms
- an official portrait or photograph of The Queen of Australia, Her Majesty Queen Elizabeth II
- the Australian national anthem (Advance Australia Fair) should be played.

These national symbols and the Australian national anthem are available free of charge through the local Federal MP under the Constituents Request Program.

Further guidance on displaying national symbols and flag protocols is available on the Department of Prime Minister and Cabinet website at Information on Australian Flags and Symbols.

Portrait of the Queen

The portrait should be placed behind the presiding officer or in another prominent position at the same level and to the left (when facing) of the Commonwealth Coat of Arms.
Commonwealth Coat of Arms
The Commonwealth Coat of Arms is to be displayed. The Commonwealth Coat of Arms is the formal symbol of the Commonwealth of Australia that signifies Commonwealth authority and ownership.

The Australian national flag
The Australian national flag is to be displayed in one of the following ways:

- Flat against a surface, whether horizontally or vertically, with the top left (first) quarter placed uppermost on the observers’ left as viewed from the front
- On a staff, with the top left quarter placed in the position nearest the top of the staff. When carried, the flag should be aloft and free
- On a flag rope (halyard) with the top left quarter placed uppermost, raised as close as possible to the top and the flag rope tight.

Other Australian flags
Aboriginal and Torres Strait Islander flags should also be displayed at citizenship ceremonies. State flags or local government flags may also be displayed.

The Australian national flag should always have precedence over all flags.

Australian national anthem
The Australian national anthem (Advance Australia Fair) should be played at the ceremony. This may be played as a live performance or a recording, and it is at the discretion of organisers whether only the first verse or both verses are played though verse two is appropriate to new citizens. All attendees at the ceremony should be invited to join in singing the Australian national anthem. The words of the Australian national anthem should be provided to all attendees.

Dress Code
The attire of attendees at Citizenship Ceremonies should reflect the significance of the occasion.

A Dress Code is to be set by individual councils.

Councils must provide a current copy of their Dress Code to the Department of Home Affairs.

Seating plan
Prior to the ceremony, the Department of Home Affairs will provide a Ceremony Planning Report which lists the people waiting to attend a ceremony. This report has a Linking Group section which can be used to identify groups or families who are having Australian citizenship conferred upon them and who wish to attend the same ceremony. This can be used to arrange seating so that the conferees remain with their group/family.

The PVL also provides the group detail to aid seating arrangements.
Gifts and entertainment

In addition to observing the legal requirements and important elements of the ceremony, those conducting citizenship ceremonies may wish to consider incorporating other features which would significantly enhance the occasion.

The provision of gifts, entertainment and refreshments is entirely voluntary and at the discretion of organisations conducting ceremonies.

Gifts

Local government councils and community organisations conducting citizenship ceremonies may choose to present gifts to new citizens to mark the acquisition of Australian citizenship.

Any gifts are to be appropriate to the occasion and cannot be of a political, commercial or religious nature. Examples of appropriate gifts include:

- a native plant that could grow well in the local area (consider size)
- a genuine item reflecting Aboriginal and Torres Strait Islander cultures
- a book about the local region
- a commemorative coin or pin
- a free copy of a professional photograph of the occasion.

Additionally, information could be provided to conferees on local community services including volunteering opportunities and multicultural services.

Entertainment

Entertainment befitting the occasion may be incorporated into a ceremony.

If music is being played organisers should ensure that the appropriate music licence is obtained by contacting APRA AMCOS (Australasian Performing Right Association Limited Australasian and Mechanical Copyright Owners Society Limited).

Catering

Citizenship ceremonies may be followed by a social gathering that includes refreshments. The gathering provides an opportunity for officials and new citizens to become acquainted and enhances the welcoming atmosphere of the occasion.

The form of the gathering and the choice of refreshments are matters for local government councils and community organisations conducting citizenship ceremonies.

In making these arrangements, it is important to take into account any special dietary or religious requirements which people may have.
Incorporating Aboriginal and Torres Strait Islander elements

There is great value in incorporating appropriate Aboriginal and Torres Strait Islander elements into citizenship ceremonies and the Department of Home Affairs encourages all organisations conducting citizenship ceremonies to do so.

Incorporating Aboriginal and Torres Strait Islander elements into citizenship ceremonies enhances awareness and understanding by new citizens, as well as the wider community, of their histories and cultures and their status as the First Australians and traditional custodians of the land.

The presiding officer or other appropriate person should publicly acknowledge the Traditional Owners of the land where the citizenship ceremony is taking place. An example of an acknowledgment could be as follows:

**General**

I’d like to begin by acknowledging the traditional owners of the land on which we meet today. I would also like to pay my respects to Elders past, present and emerging.

**Specific**

I’d like to begin by acknowledging the traditional owners of the land on which we meet today, the [people] of the [nation] and pay my respects to Elders past, present and emerging.

The following are a range of ideas for incorporating Aboriginal and Torres Strait Islander elements into or within citizenship ceremonies:

- Invite a local Aboriginal or Torres Strait Islander leader or leaders to Acknowledge Country and/or perform a Welcome to Country ceremony
- Invite members of local Aboriginal and Torres Strait Islander communities to perform other traditional ceremonies, for example a smoking ceremony
- Invite Aboriginal and Torres Strait Islander artists to perform or a local leader or personality to address the citizenship ceremony.

Incorporating Aboriginal or Torres Strait Islander cultural considerations into a citizenship ceremony should be done in consultation with representatives of the local traditional peoples.

Further information is available at the Reconciliation Australia website.
Invitations

Only approved conferees as advised by the Department of Home Affairs may be invited to take the pledge at a ceremony. Conferees are invited to attend their ceremony by letter. Depending on local arrangements, invitation letters are sent to conferees either by the local government council or by an office of the Department of Home Affairs. For ceremonies conducted by community organisations, the Department of Home Affairs will generally send out invitations.

Invitation letters to conferees from the Department of Home Affairs include the following advice:

- Date, time and venue for the ceremony and expected arrival time
- Conferees 16 years of age and over should bring photographic identification to the ceremony such as driver license or passport, and letter of invitation
- Children under 16 years are not required to make a pledge of commitment or attend a ceremony although they are welcome and encouraged to do so if they wish
- Conferees who wish to make the pledge of commitment on a holy book or scripture of their choice should bring it to the ceremony.

Organisers may wish to add the following information as appropriate:

- Process for RSVPs (if relevant)
- Dress Code (attendee attire should reflect the significance of the occasion and venue, including national or cultural dress)
- A voluntary Australian Citizenship Affirmation (if included in the program) will take place after the citizenship ceremony
- Any special arrangements concerning seating and the taking of photographs or video during the ceremony
- The number of relatives and friends each conferee may invite to attend the ceremony and subsequent social gathering
- Conferees may be asked to sign a form giving their consent for photographs, video or film taken during the ceremony to be used for future citizenship promotional purposes
- Advice on venue accessibility or parking.

Additionally, information for conferees about attending ceremonies is available on the Department of Home Affairs website.
Children

Children under 16 years of age

Children under the age of 16 years are not required to make the pledge of commitment or attend a citizenship ceremony although they are welcome and encouraged to do so with their parent(s) if they wish. Children who were under 16 on application, but have since turned 16 are not required to make the pledge. Children do not have to present identification at citizenship ceremonies.

Australia has a welcoming and inclusive citizenship policy. Encouraging dependents to attend the citizenship ceremony is in keeping with this policy. It is also important for children, particularly older children, to witness the occasion as part of their introduction to, and understanding of, civic life in Australia.

Children aged 16 years or over

Most children aged 16 years or over must make the pledge of commitment and provide identity documents at the ceremony.
Pledge verification list

The PVL is provided by the Department of Home Affairs to ceremony hosts and lists the people who are to attend a particular ceremony, their pledge preferences, Australian citizenship certificate numbers and groups who wish to sit together (e.g. families).

The signed PVL must be returned to the Department of Home Affairs immediately after the ceremony so the conferee’s record can be updated to reflect their Australian citizenship. The PVL may be scanned and sent digitally, but any hard copies may be returned along with unused certificates.

Media, photos and consent forms

Media

Every effort should be made by organisers to publicise forthcoming ceremonies and to encourage local and even national media to attend and report on the event. Publicising citizenship ceremonies promotes to the wider community the contribution of new citizens to Australia.

Media coverage can be enhanced by providing local media, for example, newspapers, newsletters and magazines, with details of the ceremony as far in advance as possible. Details provided should include a list of speakers and important guests. Local community organisations could similarly be informed. Details of conferees should not be provided to media without their consent.

Where a ceremony could be of interest beyond the local district, consideration could be given to alerting the national media. Examples of such situations include:

- an unusually large ceremony
- where the ceremony is planned to coincide with a local or national event such as Australia Day or Australian Citizenship Day
- where conferees include prominent figures in local affairs, the arts, sport or other fields
- where there are particularly interesting features planned for the ceremony.

Conferees should be informed in advance that ceremonies may attract media attention and that departmental officers or representatives of the media may attend ceremonies to film, photograph or interview conferees for promotional purposes or for social media. While some new citizens may welcome publicity, others may not. Local government councils and community organisations should be aware of privacy obligations. For more information, refer to the Privacy Act 1988.

When the Minister responsible for citizenship matters is in attendance, liaison with their media adviser is required for any press releases or media coverage. Public affairs officers of the Department of Home Affairs will liaise with the Minister’s media adviser and can also assist with publicity arrangements.
Photographs

There is no requirement to hire a professional photographer to take photos of the citizenship ceremony but having photographs is a great way of recording the occasion. The photos can also be used to present as a gift to the conferees as a memento of the ceremony.

It is important to be aware that images of individuals or Australian citizenship certificates in photographs or video (images) are treated as personal information under the Privacy Act 1988 where the person’s identity is clear or can reasonably be worked out from that image.

Consent forms

If the picture is to be used for something that the conferee is unaware of, the conferee will likely be required to give consent, unless they would reasonably expect their image to be used for this other purpose.

If images are to be used in a publication, website or social media platform that your organisation puts out, consent forms must be signed and collected from the subjects. Personal details in these images (such as names on certificates) must not be visible.

It may be applicable to include information on media and promotional image use in the invitation.
Suggested program for ceremony

The names of the presiding officer, administrative officer and official guests should be inserted.

1:30 pm Conferees arrive, are registered and identity verified then are seated
1:55 pm Official party enters (List names and titles of official guests)
2:00 pm *(Administrative officer)* Welcomes all present
2:02 pm Welcome to Country or Acknowledgment of Country
2:05 pm *(Presiding officer)* welcomes all present, introduces official guests, delivers the opening address, and foreshadows the Australian Citizenship Affirmation
2:15 pm *(Presiding or administrative officer)* introduces each speaker in the following order:
   - Minister or Minister’s representative
   - If the Minister/Minister’s representative is not in attendance, the presiding officer reads the Minister’s message
   - Other speakers
2:30 pm *(Presiding officer)* reads the preamble for a citizenship ceremony to the conferees
2:32 pm *(Presiding officer)* administers the pledge to conferees
2:35 pm *(Presiding Officer, administrative officer or official guest)* presents Australian citizenship certificates to new citizens and congratulates them. Each conferee who has made the pledge is called forward to receive their Australian citizenship certificate
A gift may also be presented at this time
2:50 pm *(Presiding officer or administrative officer)* advises that new citizens may enrol to vote by completing the electoral enrolment form given to them. If staff from the AEC are present, advise that those officers are available to assist
2:52 pm *(Presiding officer)* introduces dignitary to conduct affirmation ceremony
2:54 pm *(Presiding officer or other appropriate Australian citizen)* conducts affirmation ceremony
2:57 pm *(Presiding officer)* asks all present to stand for the Australian national anthem
3:00 pm *(Presiding officer)* concludes the ceremony; invites new citizens, official guests and all present to join him/her for light refreshments.
### Before the Ceremony Checklist

These checklists can be used to assist your organisation of the ceremony.

<table>
<thead>
<tr>
<th>Before the ceremony</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Annually (for councils with &gt;100 conferees per annum)</strong></td>
<td></td>
</tr>
<tr>
<td>Provide the Department of Home Affairs with an annual schedule of planned ceremonies</td>
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<table>
<thead>
<tr>
<th>3 6 months before</th>
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<tbody>
<tr>
<td>Check Federal and State/Territory parliamentary sitting days</td>
<td></td>
</tr>
<tr>
<td>Ensure scheduled ceremonies avoid parliamentary sitting days</td>
<td></td>
</tr>
<tr>
<td>Advise Department of Home Affairs of date of ceremony to allow provision of certificates and pledge verification list</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>1 2 months before</th>
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<tbody>
<tr>
<td>Check venues for suitability (access, size, power, secular, wet weather contingencies)</td>
<td></td>
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<tr>
<td>Prepare invitations for conferees with relevant ceremony details</td>
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<tr>
<th>4 weeks before</th>
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<tbody>
<tr>
<td>Invite conferees from list of approved applicants provided by the Department of Home Affairs (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Invite the Minister, elected government members and other official representatives. Include which officials are to present a speech.</td>
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<tr>
<td>Advise the AEC of the time, date and venue of the ceremony</td>
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<tr>
<td>Prepare a ceremony program</td>
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<tr>
<td>Order products such as pledge cards and affirmation cards</td>
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<table>
<thead>
<tr>
<th>1 week before</th>
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<tbody>
<tr>
<td>Confirm the Master of Ceremonies, and arrange lectern and sound system</td>
<td></td>
</tr>
<tr>
<td>Ensure receipt of Australian citizenship certificates, PVL and Australian electoral enrolment forms</td>
<td></td>
</tr>
<tr>
<td>Ensure portrait of The Queen, Commonwealth Coat of Arms and Australian flag are available for display</td>
<td></td>
</tr>
<tr>
<td>Arrange for the Australian national anthem to be played/ performed</td>
<td></td>
</tr>
<tr>
<td>Arrange for Welcome to Country and/or Acknowledgement of Country</td>
<td></td>
</tr>
<tr>
<td>Arrange who will deliver the Australian Citizenship Affirmation</td>
<td></td>
</tr>
<tr>
<td>Arrange seating plan for VIPs, conferee guests, AEC staff, departmental staff</td>
<td></td>
</tr>
<tr>
<td>Arrange seating plan for conferees with families/groups together</td>
<td></td>
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<tr>
<td>Ensure certificate of currency for insurance purposes (if applicable)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional considerations</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Arrange gifts and entertainment</td>
<td></td>
</tr>
<tr>
<td>Arrange catering</td>
<td></td>
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<tr>
<td>Arrange photography</td>
<td></td>
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<tr>
<td>Notify media of ceremony</td>
<td></td>
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<tr>
<td>Print media consent forms if images to be used on social media or publications</td>
<td></td>
</tr>
<tr>
<td>Arrange speaking notes for the presiding officer</td>
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</tbody>
</table>
PART 3

At the ceremony

Registration

The Department of Home Affairs provides a copy of the Australian citizenship PVL for each citizenship ceremony. The PVL lists invited conferees and includes personal details to assist ceremony organisers to verify their identities.

It is a requirement that each conferee making the pledge be formally registered at the ceremony. Use the PVL to mark non-attendance or failure to make the Pledge by marking a single line through the person’s name.

Registration areas should be well lit to allow proper verification of conferee identity.

Identity verification

The Minister cannot approve a person becoming an Australian citizen unless satisfied of a person’s identity. All conferees aged 16 and over at the time of application must have their identity verified prior to making the pledge of commitment and receiving their Australian citizenship certificate.

Identity documents and verification are not required for children under the age of 16. The identity of the responsible parent on their application will need to be verified.

A form of photographic identification is preferred for each person aged 16 and over, which will allow facial comparison between the person and their identification. A driver’s licence, passport or other official document with a photograph is acceptable. For candidates who cannot produce any form of photographic identification, at least three documents bearing their name, address and signature, for example, bank statements, credit cards or bills are required. ID documents should be current and original documents (not photographs or photocopies). Unofficial documents with a photo such as student cards are not acceptable. Conferees may bring their invitation letter to the ceremony to assist with registration but the letter is not an identity document.

If the conferee has attended without any identity documents they cannot proceed to the ceremony. Refer the person to the Department of Home Affairs.
Guidance on face-to-photo identification is available from the Department of Home Affairs. If there are doubts about the identity of the person, or the person does not have sufficient identity documentation, they cannot proceed with the ceremony. Refer the person to the Department of Home Affairs. Officers of the Department of Home Affairs will usually attend to assist in identifying the conferees for citizenship ceremonies arranged by community organisations.

Welcome to Country/
Acknowledgement of Country

A Welcome to Country is a ceremony performed by Aboriginal or Torres Strait Islander people to welcome visitors to their traditional land. It can take many forms, depending on the particular culture of the traditional owners. It can include singing, dancing, smoking ceremonies or a speech in traditional language or English.

An Acknowledgement of Country is a way of showing awareness of and respect for the traditional Aboriginal or Torres Strait Islander owners of the land on which a meeting or event is being held, and of recognising the continuing connection of Aboriginal and Torres Strait Islander peoples to their Country.

An Acknowledgment of Country can be informal or formal and involves visitors acknowledging the Aboriginal or Torres Strait Islander owners of the land as well as the long and continuing relationship between First Nations and their Country.

Further information is available on Welcome to and Acknowledgement of Country at the Reconciliation Australia website.

Organisers should consult with their local Aboriginal or Torres Strait Islander elders or leaders about the most appropriate way to recognise their communities.
If the Minister attends

If in attendance, the Minister will have precedence to assume the role of presiding officer, conduct the citizenship ceremony and confer Australian citizenship on conferees.

The Department of Home Affairs will advise organisers if the Minister is interested in attending a citizenship ceremony.

Speeches

The Minister/Minister’s Representative

The Minister will be given the opportunity to speak at the citizenship ceremony. The Minister is not required to read their own message verbatim, as they may wish to deliver a speech specific to the event.

If the Minister does not attend, the local Federal MP or Senator (if present) should read the Minister’s message. This must be read in its entirety and without amendment.

When neither the Minister nor a federal representative attends, the Minister’s message must be read by the presiding officer in its entirety and without amendment.

Inviting official guests to speak

Speeches by other official guests must immediately follow the Minister’s speech/message.

All elected local representatives, at the federal, state/territory and local government level, should over time have an opportunity to provide a welcoming speech to citizenship conferees. It is preferable, however, that not all elected representatives speak at every ceremony. This will ensure that the number of speeches remains manageable, particularly where local areas cross a number of electorates.

Appropriate arrangements should be reached at the local level to meet the requirements of all concerned. For example, ceremony organisers may wish to reach early agreement with elected representatives on appropriate dates in the year for each representative to speak, for example in the context of setting up or reviewing the annual ceremony schedule.

The emphasis remains on elected representatives welcoming new citizens to the local community. Candidates for election must not be invited to speak. The apolitical nature of the ceremony must be maintained. People attending on behalf of elected representatives must not be included in the official party.

Other official guests do not have to be invited to speak, however, subject to the number of speeches by elected representatives, a few brief messages of welcome from any local community leaders and/or local clubs and associations may contribute to a feeling of welcome.
Suggested length and content of speeches

Local government councils and community organisations conducting citizenship ceremonies should give speakers an idea of how long they are expected to speak. To manage the length of the ceremony, each speech would ideally be less than five minutes long.

Speeches must be relevant and appropriate to the occasion and must avoid issues that may be contentious from a political, racial or sectarian point of view. Speeches that have particular political or denominational overtones, for example, would not be appropriate. It is essential that the dignity and significance of citizenship ceremonies be maintained at all times.

Citizenship ceremonies must not be used as forums for political or partisan expression or for the distribution of political material.

Organisers should draw these matters to the attention of all speakers in their invitations.

Speakers may welcome conferees as new citizens and refer to the economic, social and cultural contribution that new citizens make to Australia. Speakers could refer, for example, to the development of their local district, emphasising the role of new citizens in industry, civic or cultural affairs, or sport. Speakers could also refer to the many benefits, such as the democratic way of life and economic opportunities, which Australia has to offer its new citizens.

Conferees come from a variety of circumstances and backgrounds. It is advisable to avoid assumptions and generalisations about their background and their reasons for coming to Australia.
Preamble

It is a legal requirement under section 10 of the Australian Citizenship Regulation 2016 that the presiding officer read aloud to the conferees the preamble for citizenship ceremonies. The words of the Preamble are found in Schedule 1 of the Regulation.

The Pledge of Commitment

It is a legal requirement that most conferees 16 years of age and over make the pledge of commitment before the presiding officer.

The pledge must be made in English. It comes in two versions:

Pledge 1

From this time forward, under God,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

Pledge 2

From this time forward
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

The version of the pledge which each conferee has indicated they wish to make is specified on the Australian citizenship pledge verification list forwarded to local government councils by the Department of Home Affairs. Pledge cards may be placed on the conferees’ seats or handed to conferees on arrival.

A person may elect to switch pledge group on the day or make one pledge with the other pledge group in order to stand with their family group. As long as one form of the pledge is made, their citizenship is conferred.

Only conferees on the PVL can take the pledge. A person who attends a ceremony but was not invited and is not on the PVL cannot be allowed to make the pledge before the presiding officer as their application may still be under review.

As a matter of practice, and to facilitate the making of the pledge, the presiding officer ‘administers’ (i.e. reads out and the conferees repeat) the pledge. The presiding officer, with the support of organising staff, should observe that each conferee makes the pledge.
If it is observed that a conferee has not said the pledge, they are considered not to have acquired citizenship and must not be presented with their citizenship certificate. The conferee should be taken aside respectfully at the end of the ceremony and given another opportunity to say the pledge before the presiding officer. Should they refuse, they should not be presented with their citizenship certificate and the Department of Home Affairs should be contacted immediately.

Generally conferees who have a permanent or enduring physical or mental incapacity will not be allocated to attend a ceremony. Councils will be made aware of conferees with other needs (e.g. an Auslan interpreter) to allow enough time to prepare the necessary support.

Children

Children under 16 years of age are welcome to make the pledge if they wish. The conferral of their citizenship is dependent on the responsible parent making the pledge before the presiding officer.

If the responsible parent does not attend the ceremony or fails to make the pledge then the child does not receive their Australian citizenship, even if they are present at the ceremony. Contact the Department of Home Affairs if this occurs.

Holy books and scriptures

It is not a requirement for conferees to use a holy book or scripture or hold up their hand/s when making the pledge however, conferees are permitted to do so if they wish.

Conferees who wish to use a holy book or scripture when making the pledge, should be invited to bring the holy book or scripture of their choice to the citizenship ceremony in the invitation to ceremony letter.

Organisations who wish to provide holy books are not permitted to place the books on the conferees’ chairs. They should be placed in an area where conferees may choose to use one during the ceremony, but it must not be made to look like a requirement. For example, a small table at the back of the room may be appropriate.

Holy books must not be provided as gifts to conferees.

Australian citizenship certificates

Presenting Australian citizenship certificates to conferees

It is not a legal requirement that:

- Australian citizenship certificates be presented to conferees attending a ceremony
- Australian citizenship certificates be presented by the presiding officer or other authorised person.

However, both of these are common practices.
Usually, the Department of Home Affairs will provide Australian citizenship certificates to organisations in advance of citizenship ceremonies for distribution to conferees at the ceremony. On the rare occasion that certificates are not available, the ceremony should continue as scheduled. The certificates will be sent to the new citizens at a later date by the Department of Home Affairs.

It is recommended that ceremony organisers hold a quantity of commemorative certificates to present to conferees in this situation. Commemorative certificates are of no legal standing and are not official evidence of Australian citizenship.

It is the making of the pledge of commitment before an authorised person that is the final legal requirement for acquiring Australian citizenship by conferral. The citizenship certificate does not make a person an Australian citizen however it is legal evidence of Australian citizenship and should be treated as an accountable document. Citizenship certificates should be stored in a safe when not being used for the purpose of arranging the ceremony.

When family members are conferred Australian citizenship at the same ceremony, each family member should be presented with their own certificate. If children are not part of the ceremony, children’s certificates may be handed to the parent.

Altering citizenship certificates

The presiding officer may, if they wish, sign each certificate at the dotted line on the bottom right corner or the certificate. However, this is not compulsory. An ink stamp bearing the presiding officer’s title is also appropriate for this purpose. No other amendments, additions, deletions or marks may be made to the certificate.

Altering Australian citizenship certificates is an offence under the Citizenship Act and carries serious penalties.

The person who signs the certificates prior to the ceremony must then be the presiding officer on the day of the ceremony for those certificates to be valid.

Australian citizenship certificates are only valid if the conferee makes the pledge before the presiding officer on the date printed on them.

Where conferees fail to attend a scheduled ceremony or do not make the pledge, their certificates must be returned by registered mail immediately following the ceremony to the office of the Department of Home Affairs that provided the certificates. The dates on the certificate must not be amended if the conferee attends a ceremony at another date. A new certificate will be provided by the Department of Home Affairs.

If details are incorrect on Australian citizenship certificates

If a conferee claims that information on their Australian citizenship certificate is incorrect, they should still be allowed to make the pledge and be presented with the certificate. They should be advised to contact an office of the Department of Home Affairs as soon as possible. This should also be indicated by the presiding officer on the PVL returned to the Department of Home Affairs.
The Australian Citizenship Affirmation

To further enhance the meaning and symbolism of citizenship ceremonies, local government councils and organisations are encouraged to conduct the Australian Citizenship Affirmation at the conclusion of the citizenship ceremony.

The Australian Citizenship Affirmation (the Affirmation) is a statement affirming loyalty and commitment to Australia and its people. It is based on the pledge made by conferees at citizenship ceremonies in order to become Australian citizens.

The Affirmation increases awareness of the responsibilities and privileges of Australian citizenship, promotes community involvement and participation, and helps people feel that they belong. It also helps to build pride in Australians about their citizenship.

Unlike the pledge, the Affirmation is entirely voluntary, has no status in law and has no legal effect.

The Affirmation may be incorporated at the end of the Australian citizenship ceremony and allows all present to join with the new citizens to publicly affirm their loyalty and commitment to Australia and its people. Non-citizens are able to participate by joining in at the second line.

The Affirmation reads:
As an Australian citizen
I affirm my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect,
and whose laws I uphold and obey.

If the Affirmation is to be included, affirmation cards may either be placed on all seats at the venue, or handed to all members of the audience as they arrive. Affirmation cards are available from the Department of Home Affairs.

The Affirmation must be led by an Australian citizen.

They may be a person of some standing in the community, such as an official guest, a leader within the community, a federal or state/territory parliamentarian or other appropriate person.
Australian electoral enrolment

Local government councils and community organisations conducting citizenship ceremonies are asked to facilitate electoral enrolment of new citizens, including through access to the citizenship ceremony for staff of the Australian Electoral Commission.

The Department of Home Affairs provides pre-printed, personalised electoral enrolment forms containing the personal details of each conferee over the age of 16 to those conducting citizenship ceremonies.

As enrolment and voting is compulsory for Australian citizens, new citizens should be encouraged to complete their enrolment forms once they have made the pledge and been presented with their Australian citizenship certificate.

Conferees should:
- check that their pre-printed details on the electoral enrolment form are correct and, if needed, correct any errors
- complete the evidence of identity section of the form
- sign the form (in some states this must be witnessed)
- hand the completed forms to staff from the AEC if present, or post to the AEC as soon as possible.
At the Ceremony Checklist

<table>
<thead>
<tr>
<th>On the day</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Arrange table for registration and identity verification</td>
<td>Verify identity of conferees against photographic identity document provided.</td>
</tr>
<tr>
<td>Mark attendance or non-attendance on the PVL</td>
<td>Collect written consent of conferees to use images if they are to be used for promotional purposes</td>
</tr>
<tr>
<td>Arrange flags, Commonwealth Coat of Arms and official portrait/photo of Her Majesty Queen Elizabeth II, according to protocols</td>
<td>Issue pledge cards, program, electoral enrolment forms and affirmation cards to the conferees</td>
</tr>
<tr>
<td>Ensure no political, commercial or religious material is available for distribution</td>
<td>Assist with electoral roll form completion</td>
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<table>
<thead>
<tr>
<th>During the ceremony</th>
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<tbody>
<tr>
<td>Welcome to Country and/or Acknowledgement of Country</td>
<td>Reading the Minister’s message</td>
</tr>
<tr>
<td>Reading the Preamble</td>
<td>Observe conferees making the pledge of commitment (Pledge 1 or Pledge 2)</td>
</tr>
<tr>
<td>Present Australian citizenship certificates to conferees who have made the pledge</td>
<td>Play the Australian National Anthem</td>
</tr>
<tr>
<td>Conduct the Australian Citizenship Affirmation</td>
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PART 4

After the ceremony

Returning the pledge verification list

The PVL is considered official evidence that an applicant has fulfilled the final legal obligation of making the pledge of commitment before a person authorised to receive the pledge (the presiding officer).

The Department of Home Affairs is required to retain completed PVLs as a record documenting acquisition of Australian citizenship on behalf of the National Archives of Australia. It is therefore important to return the signed PVL to the Department of Home Affairs as soon as possible after the ceremony.

The presiding officer must sign the PVL immediately after the conclusion of a ceremony, certifying that each person on the list has attended and been observed making the pledge.

The names of people who did not attend the ceremony, whose identity has not been verified or who have not made the pledge of commitment, must have a line ruled through them on the PVL. The PVL should not be altered in any other way.

A copy of the completed and signed PVL must immediately be forwarded to the Department of Home Affairs, typically by electronic means. Hard copies can be returned with any unused citizenship certificates.

**PVLs should be returned to the Department of Home Affairs within two working days following a ceremony.**

The Department of Home Affairs relies on ceremony organisers returning signed PVLs promptly. Delays can result in significant problems being encountered by new citizens, for example, when applying for an Australian passport.

A copy of the PVL should be given to staff of the AEC (if attending the ceremony) or forwarded to them by mail or email.

Ensure that any non-attendee names have been similarly marked.
Privacy

The names and addresses of conferees on the PVL must be used by organisations only for the purpose of conducting citizenship ceremonies, for example, to identify the conferees, manage invitations and RSVPs.

Improper use of disclosure of personal information provided for the purpose of citizenship ceremonies may be in breach of the Privacy Act 1988. Inappropriate use of personal information could lead to revocation of authorisation to conduct citizenship ceremonies.

Authorised secondary use of conferees’ personal details includes providing a PVL to the AEC and providing names and addresses to elected representatives for the purpose of a welcome.

Disclosing names and addresses of new citizens

Whether local federal, state and territory MPs attend the ceremony or not, it is important and appropriate that they have the opportunity to welcome new citizens as formal members of the Australian community.

Where requested, local government councils should forward the names and addresses of new citizens to local federal, state and territory MPs and local government councillors.

New citizens are informed through the application form for conferral of Australian citizenship that their information may be disclosed to MPs and local government councillors for the purpose of welcoming new citizens as constituents.

Only names and addresses are forwarded to MPs, unless a justifiable reason for other information is provided. Copies of pledge verification lists containing other identity and personal information must not be sent to MPs.

Conferee details must not be provided before the ceremony. They will be provided only after the ceremony is completed and only upon request. This is to ensure that only conferees who attend the ceremony and become citizens receive a welcoming letter.

The information must be sent with advice that clearly states the names and addresses of new citizens are disclosed to local MPs solely for the purpose of welcoming new citizens into the community. This advice must be provided to be consistent with privacy legislation.

Advice to MPs should also clearly state that the names and addresses of new citizens should not be forwarded to other persons or organisations, or used by local MPs for any other purpose.

The PVL must not be used by local government councils for any purpose other than administering a ceremony. The list must not be shared with candidates for election.

Ensure that any conferee who did not attend the ceremony, whose identity was not verified, or who did not make the pledge is removed from the list provided to MPs.
Returning Australian citizenship certificates

Australian citizenship certificates are only valid for the date printed on them and under the condition that the conferee makes the pledge on that same date.

Where conferees fail to attend a scheduled ceremony, their identity was not verified or they did not make the pledge, their certificates must be returned by hand or by registered mail immediately following the ceremony to the office of the Department of Home Affairs that provided the certificates.

After the Ceremony Checklist

<table>
<thead>
<tr>
<th>After the ceremony</th>
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<tbody>
<tr>
<td>Non-attendees have been ruled out on the PVL</td>
</tr>
<tr>
<td>Any issues regarding identity or the pledge have been referred to the Department of Home Affairs</td>
</tr>
<tr>
<td>The presiding officer has signed the PVL</td>
</tr>
<tr>
<td>Completed PVL has been returned to the Department of Home Affairs (within two working days)</td>
</tr>
<tr>
<td>All unused or void citizenship certificates have been returned to the Department of Home Affairs</td>
</tr>
<tr>
<td>PVL given or forwarded to AEC</td>
</tr>
<tr>
<td>Names and addresses forwarded to MPs (on request)</td>
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</table>

Exemptions to the Code

In exceptional circumstances councils may apply for an exemption to the requirements of the Australian Citizenship Ceremonies Code by writing to the Department of Home Affairs.
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
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.
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 www.apc.sa.gov.au or at Council’s Principal Office at:
2a Wasleys Road, Mallala SA 5502

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

Any queries in relation to this Policy must be made in writing to info@apc.sa.gov.au to the attention of General Manager – Development and Community.
EXECUTIVE SUMMARY

- Tourism can play an important role as a driving force of economic development, sustaining businesses and jobs and providing opportunities for growth and development.
- It is therefore key that Council has a clear and comprehensive tourism strategy that can help Council capitalise on its key tourism assets and provide strategies to develop and sustain a thriving tourism economy.
- Management has prepared a draft project brief to appoint the services of a suitable consultant via a competitive tender process to develop Council’s Tourism and Economic Development Strategy.

RECOMMENDATION

“that Council, having considered Item 14.7 – Tourism and Economic Development Strategy – Brief for Consultancy Services, dated 16 December 2019, receives and notes the report and in doing so authorises the Chief Executive Officer to undertake a competitive tender process to appoint a suitably qualified consultant to prepare Council’s Tourism and Economic Development Strategy.”

BUDGET IMPACT

Estimated Cost: Subject to tender - an amount of $45,000 has been allocated in the 2019/2020 budget.
Future ongoing operating costs: Nil
Is this Budgeted? Yes

RISK ASSESSMENT

Tourism can play an important role as a driving force of economic development, sustaining businesses and jobs and providing opportunities for growth and development. It is therefore key that Council has
a clear and comprehensive tourism strategy that can help Council capitalise on its key tourism assets to inspire more people to visit, stay longer and spend more.

Attachments

1. Draft Tourism and Economic Development Strategy - Brief for Consultancy Services
DETAILED REPORT

Purpose
To seek support from Council to commence the competitive tender process for appointing a suitably qualified consultant to prepare Council’s Tourism and Economic Development Strategy.

Background
Tourism is an increasingly important economic driver sustaining businesses and jobs, as well as supporting and adding to the vibrancy of our communities. The promotion of Adelaide Plains Council’s tourism assets is listed in the current Strategic Plan (2017-2020) as a key project.

APC needs to increase the desirability of the area as a part of the travel journey, capitalising on its key tourism assets to inspire more people to visit, stay longer and spend more. There is considerable potential for tourism opportunities associated with the future growth and development of the district, including:

- Adelaide International Bird Sanctuary National Park
- Two Wells main street growth and redevelopment through the unlocking of Crown Land
- Expansion of the horticultural industry through the Northern Adelaide Irrigation Scheme (NAIS)
- Short stay accommodation adjacent to National Highway One related to high volumes of traffic
- Short term worker accommodation associated with existing and new land uses in the horticulture and urban employment zoned areas.

It is imperative that Council has a clear and comprehensive document that provides strategies to develop and sustain a thriving tourism economy and identify tourism and market investment initiatives and areas for future exploration and development.

Discussion
Management have prepared a draft project brief to appoint the services of a suitable consultant to prepare and implement a consultation program with relevant stakeholders, and to develop the Adelaide Plains Tourism and Economic Development Strategy. The desired outcomes from the strategy include:

- Identifying tourism and market investment initiatives and areas for future exploration and development
- Providing direction on how to increase visitor numbers and spending ie encouraging tourists passing through to stay for several days as part of their travelling journey
- Providing guidance for Council to facilitate economic development opportunities throughout the Adelaide Plains Council area
• Identifying ways in which APC can maintain its competitiveness and increase business profitability

• Providing detailed actions and practical outcomes as well as a plan that can be used as leverage for other applications and projects.

The consultant will be appointed via a competitive tender process in accordance with Council’s Procurement Policy and it is anticipated that the successful consultant will be appointed in early February.

Conclusion

Developing a Tourism and Economic Development Strategy will ensure that Council has a clear and comprehensive document that can help Council capitalise on its key tourism assets and provide strategies to develop and sustain a thriving tourism economy.

References

Legislation

N/A

Council Policies/Plans

Procurement Policy

Strategic Plan 2017-2020
Brief for Consultancy Services

Adelaide Plains Council
Tourism and Economic Development Strategy

Tender Number: Q**-19/20

January 2019
INTRODUCTION

Adelaide Plains Council (APC) is a dynamic and vibrant region that is currently experiencing significant growth and investment.

Tourism can play an important role as a driving force of economic development, sustaining businesses and jobs and providing opportunities for growth and development. APC is therefore keen to set a strategic direction for its tourism industry growth, which will be key to building and sustaining the Council’s visitor economy.

APC needs to increase the desirability of the area as a part of the travel journey, capitalising on its key tourism assets to inspire more people to visit, stay longer and spend more. The promotion of Adelaide Plains Council’s tourism assets is listed in the current Strategic Plan (2017-2020) as a key project. This could include the provision of more varied accommodation options, focusing resources on key tourism routes (roads / signage etc) and locations (shelters, amenities, information points), provision of walking / cycle trails etc, the marketing and promotion of key tourism assets, including across state regional plans.

A key focus will include capitalising on the opportunities presented by the Adelaide International Bird Sanctuary National Park and making connections between Council’s coastal communities. APC is also keen that the Strategy will yield benefits for its cultural and heritage assets and help contribute to environmental conservation goals.

Adelaide Plains Council is seeking the services of a suitable consultant / consultant team to prepare and implement a consultation program with relevant stakeholders, and to develop the Adelaide Plains Council Tourism and Economic Development Strategy.

COUNCIL BACKGROUND

Adelaide Plains Council is located approximately 40 kilometres north of the Adelaide CBD and covers an area of 926 km$^2$. The main urban centres are the townships of Two Wells, Mallala and Dublin, which provide essential community services and retail demand for the district. Agricultural and horticultural pursuits are the predominant land uses together with rural living activities such as horse keeping and dog kennelling.

There is considerable potential for tourism opportunities associated with the future growth and development of the district, including:

- Adelaide International Bird Sanctuary National Park
- Two Wells main street growth and redevelopment through the unlocking of Crown Land
- Expansion of the horticultural industry through the Northern Adelaide Irrigation Scheme (NAIS)
- Short stay accommodation adjacent to National Highway One related to high volumes of traffic
- Short term worker accommodation associated with existing and new land uses in the horticulture and urban employment zoned areas.
It is imperative that Adelaide Plains Council has a clear and comprehensive Strategy that can meet the desired outcomes outlined below.

DESIRED OUTCOMES FROM STRATEGY

- Provide Council with strategies to develop and sustain a thriving tourism economy
- Identify tourism and market investment initiatives and areas for future exploration and development
- Provide direction on how to increase visitor numbers and spending, encouraging tourists passing through to stay for several days as part of their travelling journey
- Provide guidance for Council to facilitate economic development opportunities throughout the Adelaide Plains Council area
- Set out recommendations to create a supportive environment for small business
- Identify ways in which APC can maintain its competitiveness and increase business profitability
- Make recommendations for a proactive marketing strategy for Council
- Provide detailed actions and practical outcomes as well as a plan that can be used as leverage for other applications and projects.

SCOPE OF SERVICES

The scope of the works will involve:

- A review of relevant state government strategic documents and current Council strategies, plans, studies and programs to identify necessary inclusions into the Tourism and Economic Development Strategy
- Identification of key stakeholders and the development and implementation of a community engagement and consultation strategy
- Planning and facilitation of engagement and consultation with Elected Members and the community to assist with the derivation of Council strategies, objectives, targets and key actions/projects
- The identification of potential funding opportunities, partnerships and the development of external relationships to facilitate the economic development of the Adelaide Plains region
- Arrange all documentation for agency and public consultation and all advertising materials required for consultation, in accordance with Council’s Style Guide
- Prepare a draft Tourism and Economic Development Strategy for community and agency consultation
- Review submissions and produce the summary of submissions table
- Prepare a Final Draft for submission to the Council for endorsement.
PROJECT PHASES

Phase 1: Project Start Up

- Award consultancy contract
  *(Output: Signed consultancy contract)*

- Project start-up meeting
  *(Output: Confirmed project plan including defined key activities, timeframes and deliverables)*

Phase 2: Data collection and review of key State and Council strategic documents

*(Output: Council Presentation and Issues and Opportunities Paper)*

Phase 3: Community Engagement and Consultation Strategy

Identification of key stakeholders and preparation of a community engagement and consultation strategy detailing methods and media to be utilised.

*(Output: Community Engagement and Consultation Strategy)*

Phase 4: Implementation of the Community Engagement and Consultation Strategy

*(Output: Strategy dependent on recommendations from consultant)*

Phase 5: Development of the draft Adelaide Plains Tourism and Economic Development Strategy

*(Output: draft Adelaide Plains Tourism and Economic Development Strategy)*

Phase 6: Council presentation and endorsement of the draft Adelaide Plains Tourism and Economic Development Strategy

*(Output: Council presentation)*

Phase 7: Public and Agency Consultation

Phase 8: Finalisation of Adelaide Plains Tourism and Economic Development Strategy

PROJECT TIMETABLE

March 2020 – Completion of Phase 1

April 2020 – Completion of Phases 2 and 3

June 2020 – Completion of Phase 4

September 2020 – Completion of Phases 5 - 7

October 2020 – Phase 8
REFERENCE MATERIAL

Including, but not limited to:

- 2017 – 2020 Strategic Plan
- Draft 2020 – 2024 Strategic Plan
- South Australian Regional Visitor Strategy 2020
- Regional Development Australia – Barossa, Gawler, Light, Adelaide Plains.

PROJECT TEAM

Primary – General Manager, Development & Community + Executive Management Team/CEO
Secondary – Economic Development Officer and Community Development Officer
(with appropriate engagement with the Mayor, Elected Members and community).

PROJECT COMPLETION

The project is to be completed by October 2020.

SELECTION PROCESS

The project is being offered to four (4) consultants.
Short-listed consultants may be interviewed if necessary.
The successful consultant will be advised no later than 28 February 2020.
Unsuccessful consultants will be notified in writing and, upon request, provided with feedback regarding their submission.
Submissions will remain valid for a period of sixty (60) days from the closing date.

SELECTION CRITERIA

Submissions shall be assessed on:

- Understanding and knowledge of the Adelaide Plains Council area and its opportunities for future growth and development
- Sound knowledge of key state, federal and market drivers
- Demonstrated experience in developing Tourism and Economic Development Strategies, or plans of a similar nature
• Demonstrated capacity, skills and project management to undertake the project specified, team profile and time commitment of each team member
• Proposed methodology/approach
• Ability to complete the project within the agreed timeframes
• Value for money
• Strong community consultation and motivational skills
• Other Adelaide Plains Council standard requirements.

SUBMISSION REQUIREMENTS

The consultant should provide the following details in the submission:

• An outline of the proposed methodology to undertake the project, based on the Desired Outcomes from Strategy and the Scope of Services
• Personnel to be involved, their relevant expertise and experience, and the components of the project to which personnel will be allocated
• A GST exclusive lump sum project fee. The project fees should include all fees, disbursements, etc and show a breakdown of cost per task
• Note: There is no obligation for Council to pay additional expenses, unless these are expressly agreed at the time of contracting the successful consultant. Please also indicate your preferred staging for the payment of fees
• Hourly fee rates for work by the nominated personnel, where additional work on an 'as needs' basis is required
• Details of relevant insurances and registrations, including Public Liability insurance ($20 million minimum) and Professional Indemnity insurance ($2 million minimum) and relevant WorkCover
• The submission should specifically address the selection criteria.

NON-CONFORMING SUBMISSIONS

Council will consider non-conforming submissions where it can demonstrate that:

a. the submission will be more cost effective without jeopardising the desired outcomes and levels of service; and,

b. the rights and interests of both parties are protected; or

c. superior levels of service can be achieved while conforming with a) and b) above.

Consultants who seek to reduce costs by compromising worker health and safety, service, or other factors which would reduce the rights or interests of Council, will be deemed to be non-conforming and may be excluded.
CONDITIONS OF ENGAGEMENT

The project will be carried out generally in accordance with the provisions of the Local Government Association Mutual Liability Scheme's General Conditions of Contract for Consultant Engagement.

The consultant must comply with the Work Health and Safety Act 2012 (SA) and its Regulations, Australians Standards, Codes of Practice and Adelaide Plains Council’s Policies and Safe Operating Procedures.

In addition, the consultant shall be bound by the same Work Health and Safety policy that governs the conduct of employees of the Council, and shall have previously been supplied to the consultants.

CONFIDENTIAL INFORMATION AND FREEDOM OF INFORMATION

The Council is an ‘agency’ for the purposes of the Freedom of Information (FOI) Act 1991 (SA) which means that any information received, held, stored or created by the Council may be accessible pursuant to an FOI application made by a member of the public.

Consultants will note that in providing information to Council, the Council could be required to disclose some, or all, of that information pursuant to an FOI application received, subject to any applicable disclosure exemptions under the FOI Act.

The Council will treat as confidential information provided by Consultants prior to the award of a contract. However, subject to any other condition to the contrary, once the contract has been awarded, (whether or not you are the successful consultant) the Council will not keep such information confidential unless:

- the Consultants request that specific information will be kept confidential
- the specific information is, by nature, confidential, and
- the Council agrees to that request.

Note: Council cannot provide an absolute guarantee that the information the consultants provide as confidential will not be disclosed where it is the subject of an FOI application as the Council is bound by the operation of the FOI Act and the objectives that Act seeks to achieve.

FURTHER INFORMATION

Any enquiries regarding the content or interpretation of this tender should be referred to:

Rob Veitch
General Manager, Development and Community Development and Community
Ph: 08 8527 0200
Mob: 0429 580 090
Email: RVeitch@apc.sa.gov.au

SUBMISSION DETAILS

Hardcopy submissions should be forwarded to:

Tender No. Q**-19/20
Tourism and Economic Development Strategy
Adelaide Plains Council
Confidential
Tender Box
2a Wasleys Road
Mallala, SA 5502

Email submissions must contain the subject line:

CONFIDENTIAL - Tender No. Q**-19/20 - Tourism and Economic Development Strategy
and be sent to: tenders@apc.sa.gov.au

CLOSING DATE

4.30pm on Monday 3 February 2020
EXECUTIVE SUMMARY

- Development Approval was granted by the State Commission Assessment Panel (SCAP) on 16 February 2018 for the construction of 300 MW capacity gas fired peaking power station to 1629 Redbanks Road (corner of Day Road), Reeves Plains.
- Council management advised SCAP that there were no additional comments on 25 January 2019. A 12 month extension to the approval was granted by SCAP on 16 February 2019.
- At its meeting of the 25 November 2019, Council received a presentation from representatives of Alinta Energy (Reeves Plains) Pty Ltd (the applicant) and their consultant Arcadis.
- Council Members were provided with a high level overview of the approved project, a summary of recent work at the site in Reeves Plains, the Underwriting New Generation Investment program (UNGI) process and next steps and future project milestones.
- The purpose of this report is provide comment only on the request for an extension of time.

RECOMMENDATION

“that Council, having considered Item 14.8 – Alinta Energy – Request to SCAP for Extension of Time for Development Approval, dated 16 December 2019, receives and notes the report and in doing so delegates to the Chief Executive Officer to provide

OPTION 1: No additional comment than previously provided

OR

OPTION 2: The following to the Department of Planning, Transport and Infrastructure.

__________________________________________________________________________
**BUDGET IMPACT**

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

**RISK ASSESSMENT**

By adopting the recommendation(s), Council will not be exposed to any significant risk.

**Attachments**

1. Council Assessment Panel’s original submission 12 December 2017 (D19/59889)  
2. Powerpoint Presentation 25 November 2019 (D19/59415)  
3. DPTI’s email request for Council comment 28 November 2019 (D19/60238)  
4. Arcadis request for extension and justification letter 15 November (D19/60238)
DETAILED REPORT

Purpose

To provide comment only on the request for an extension of time.

Council has now received a formal request from the Department of Planning, Transport and Infrastructure - Development Division (DPTI) seeking comment on the extension of time.

Background/History

Council’s Assessment Panel (CAP) provided detailed comments on a proposed 300 MW capacity gas fired peaking power station to 1629 Redbanks Road (corner of Day Road), Reeves Plains; for the consideration of SCAP on 12 December 2017 (Attachment 1). Following the Hearing of Representations by SCAP at Mallala and their assessment, Development Approval was granted by the SCAP on 16 February 2018.

A request for a 12 month extension to the approval was sought by the applicant in early 2019. As there had been no policy changes and no change of land use applications to adjoining land, since the original approval was granted, Council management advised SCAP that there were no additional comments, under delegation, on 25 January 2019. A 12 month extension to the Approval was granted by SCAP on 16 February 2019.

At its meeting of the 25 November 2019, Council received a presentation from representatives of the applicant and their consultant Arcadis (Attachment 2). Council Members were provided with a high level overview of the approved project, a summary of recent work at the site in Reeves Plains, the UNGI process and next steps and future project milestones.

Discussion

DPTI has provided Council with the opportunity to provide comment (Attachment 3), in relation to their consideration of an extension of time from the applicant (Attachment 4).

Matters pertinent in consideration for comment from council to assist DPTI are (and these are matters that council and/or CAP would normally turn its mind if it were the relevant authority)

- Has the Development Plan been updated since the development application was approved

Note: The applicants recently met with representatives of both DPTI and Adelaide Plains Council. At both meetings, it was confirmed that there has been no material or substantive
changes to the planning circumstances of the subject site including the Mallala (Adelaide Plains) Council Development Plan since the development was approved.

- Reasons why the building rules consent and development approval were not obtained within the designated timeframe
- Reasons why the development was not commenced or completed within the specified period of time
- The extent of progress made, and the extent of works still remaining, if applicable

Note: The applicant has submitted that the original time limit imposed by the former Minister for Planning was inadequate for a privately funded, major infrastructure project, particularly given the scale of funding as well as the nature and extent of required pre-construction activities including other project approvals. In this respect, the Gantt Chart prepared by the applicant (Attachment 4) provides insight into the expected construction program including the procurement phase and preconstruction activities. In this context an additional commencement period of two years is considered reasonable.

- The specific reasons in support of this extension of time request (as detailed below)

Note: The UNGI provides a funding mechanism to support new generation investment across Australia. And in addition will provide financial support to facilitate the development of new and diversified electricity generation capacity.

However until such time as a formal outcome was secured on the UNGI Program, the applicant was not able to finalise its investment case and commence pre-construction activities on the Reeves Plains Power Station project. The primary reason for delayed commencement on the proposed development is the prerequisite ongoing assessment process associated with the UNGI Program.

- Whether any other parties will suffer prejudice if the extension of time is granted

Note: There has been no actual or proposed change in conditions on adjoining landholdings from that which existed at the time the development was approved.

- Whether it is in the public interest that the development be completed

Note: The development when complete will:

- Reduce wholesale electricity prices by increasing competition and supply
- Assist commercial and industrial customers and smaller retailers to access affordable energy supply arrangements
- Improve reliability by increasing the level of firm and firmed capacity in the system.
• Improvement to existing infrastructure as a result of proposed upgrades to the Redbanks Road / Day Road / Woolshed Road intersection incorporating road widening, apron sealing and additional flaring at the Redbanks Road / Day Road corner.

• Increased employment opportunities.

• The ability to complete the development if an extension of time is granted; and the length of extension of time required.

  Note: It is evident that there is a substantial commitment by the applicant to proceed with the project ie financially.

Upon review of the report accompanying the request, it is considered that the above matters have been adequately addressed.

Conclusion

Summary of report

Council has now received a formal request from the Department of Planning, Transport and Infrastructure - Development Division (DPTI) seeking comment on the extension of time.

The request has been reviewed against the general practice procedures and is considered to be an appropriate request. Alternatively, Council may wish to add some additional comments.

References

Legislation

Development Act 1993

Council Policies/Plans

Mallala (Adelaide Plains) Council Development Plan
Dear Ms Gill,

APPLICATION NO 312 / V005 / 17

APPLICANT Alinta Energy (Reeves Plains) Pty Ltd

NATURE OF DEVELOPMENT Gas fired peaking power station with ultimate capacity of 300MW

SUBJECT LAND Lot 1, 1629 Redbanks Road, Reeves Plains, CT: 5887/243

Further to the referral to Council of the above application, for which the Commission is undertaking an assessment, Council’s Assessment Panel has considered this matter and provides the following report pursuant to Section 49(5) of the Development Act, 1993.

Stormwater Management

The site is undulating, and typically falls from the east to the west. There is a low point in the north-western corner, adjacent to Day Road. The stormwater management plan indicates that the majority of the stormwater in large rainfall events discharges the site at the southern boundary, approximately in the position of the overhead power transmission lines. This point of discharge was not clear from the site inspection that was undertaken, and it appeared that the north-western corner of the site was the low point. However, without a detailed geometric survey, it is difficult to accurately determine the existing stormwater discharge locations.

The stormwater management plan indicates that the regional flows head in a southerly direction, joining Templers Creek and through to Salt Creek, east of Two Wells. As this area is undulating, it is difficult to determine, and freely available topographic mapping appears to indicate that the site falls towards the west and the Light River, rather than Salt Creek.
The stormwater management report states that preliminary calculations have been undertaken, with the proposed plant area occupying a footprint of approximately 11 hectares. It also outlines the runoff coefficients that have been assumed, however detailed calculations are not provided.

The report identifies that the following measures are proposed to manage the site stormwater:

- The external drainage is to be routed around the site, to exclude it from the internal stormwater management system via diversion bunds. Level spreaders may be required at the ends of bunds to disperse concentrated flows.
- The plant will be sited above the 1% AEP.
- Stormwater discharge is proposed into the property to the south of the subject site or to Day Road. However, it is indicated that the site would require filling to discharge to Day Road, and there would need to be an outflow swale provided in the road reserve as there is no existing stormwater drainage system present.
- The roadways, hardstand and switchyard area will have stormwater runoff directed to a first flush treatment area, where the water will have the grease and oil removed. This could take place via a GPT or a sedimentation process in a basin or tank with the oil separation by gravity behind baffles. The first flush treatment area would only have a capacity to accommodate the first 15mm of rainfall.
- The first 40mm of each rainfall event would be retained on site to mimic the existing hydrology of the site with the natural depressions and evaporation.
- The site retention will be designed to provide retention for a 10% AEP, with a volume of approximately 3250m³ to be retained on site.
- Detention will also be provided such that the discharge rates are restricted to the existing outflow rates for a 1% AEP, with approximately 2500m³ being detained in a detention basin.

Generally, the principles of the stormwater management approach are supported; however there will need to be further design and investigations undertaken during the detailed design as follows:

- The stormwater management plan recommends that it may be prudent to seek further clarification during the detailed design to accurately understand the extents and inputs of the combined Gawler/Light River Flood Studies, so as to understand whether the 1% AEP flood extents are representative at the subject site. This should be requested as part of the detailed design stage.
- The point of discharge for the site is not clear, and the stormwater management report states that the point of discharge is shown indicatively only. Further assessment of the existing site conditions, including a detailed geometric survey should be provided. Discharging stormwater to private property is not acceptable, unless the Developer has an agreement with the adjacent land owner. Discharging stormwater to Day Road could also be problematic, as there is no drainage system along Day Road (underground or surface). Significant fill may be required to achieve discharge to Day Road, and this may have an impact on the visual amenity depending on the amount of fill required.
- The report recommends that geotechnical investigations should be undertaken to verify the soil type, permeability and groundwater levels. A geotechnical investigation is recommended to ensure that assumptions regarding infiltration rates are appropriate.
• The stormwater management plan indicates that the detention volume could be reduced if a lesser rainfall event was considered. A 1% AEP (or 100 year ARI) is considered an appropriate design rainfall event to size detention to restrict post development outflows from the site to predevelopment flow rates. This is particularly important if the outflows do eventually reach Salt Creek, as there are already stormwater management issues surrounding Salt Creek and the Two Wells Township. Any additional runoff from the site will increase the existing stormwater management problems downstream.

• Stormwater calculations should be provided at the detailed design stage, once a survey and design levels have been determined. This should also include further details on the gross pollutant trap or the first flush treatment basin.

• The bund along the eastern perimeter will divert and concentrate stormwater flows at the Day Road and Redbanks Road intersection. This is not desirable, as without drainage improvements at the intersection there will likely be stormwater issues.

• It is important to ensure that stormwater is discharged of appropriately, as concentrating flows onto Day Road could cause maintenance issues for Council due to a lack of stormwater infrastructure.

Traffic Management

The traffic impact assessment report states the expected traffic volumes for both the construction and operation phase of the proposed power station. During construction, which will take approximately 12 months, components and earthmoving equipment will be transported to the site using B-Double vehicles (approximately 600 B-Doubles over this period). Redbanks Road is gazetted for B-Double general freight; however, Day Road is not gazetted for Restricted Access Vehicles.

The review of the traffic impact assessment identified the following key points:

• The traffic impact assessment indicates that Day Road will be sealed from Redbanks Road to the access location approximately 160m along Day Road. This is endorsed and the length of seal should extend approximately 200m along Day Road, so that it is just past the site access. The intersection should be hotmixed, as should the access point unless it is sealed after construction. Spray seal is considered suitable for the remainder of the length of Day Road.

• The intersection of Day Road, Woolshed Road and Redbanks Road will be upgraded, including the construction of a sealed apron on Woolshed Road. This is supported; however the turning movements indicate that B-Doubles will still leave the sealed road area on the eastern corner of Day Road and Redbanks Road. This intersection should be upgraded to ensure that B-Doubles can undertake turning movement without leaving the sealed surface. The intersection upgrade should include drainage upgrades as required.

• The access to the site is proposed to be six metres wide, in accordance with the CFS requirements. It is recommended that the width of the access is a minimum of six metres wide, or of sufficient width to accommodate a turning B-Double and a passenger car, such that a B-Double will not be stacked along Day Road. Turning movements at the proposed access should be provided demonstrating that six metres is sufficient for this to occur.

• Day Road is not gazetted for B-Doubles. A restricted access vehicle route assessment should be provided, demonstrating that Day Road is suitable to accommodate these vehicles, and outlining
any required upgrades to the intersection, including drainage. Council will then need to issue a permit for B-Doubles to use Day Road during construction.

- There will be six full time staff during operation, and staff carparking will be provided within the site. Construction traffic will also park within the site, so there should be no parking along either Day Road or Redbanks Road. This is important, however the site layouts do not show this area. Details of the parking arrangements should be requested during detailed design.
- The CFS assessment identified that two other access and egress locations should be considered. This is supported. Any access to Redbanks Road will require DPTI approval.
- It was noted on site that the high voltage power lines hang relatively low near the intersection with Day Road and Redbanks Road. The developer should confirm that they are able to access the site under these power lines. If access is not available, over dimensional vehicles may need to access the site from Day Road to the south. This is not preferable, and if this situation does arise a dilapidation report and restricted access vehicle route assessment should be undertaken to ensure that Day Road is not damaged by OD vehicles during construction.

Generally, the additional traffic associated with the construction and operation of the proposed power station should have a minimal impact on the road network, providing the measures outlined above are addressed during the detailed design. Additional signage and traffic management will be required during construction and the contractor should provide traffic management plans to DPTI and Adelaide Plains Council.

**Landscaping**

It is recognised that the visual amenity of the future development is particularly important. The Landscape and Visual Impact Assessment and Landscape Concept Plan is noted, however it is requested that the Commission investigate any opportunities to also include provision for mounding treatments to provide additional screening and noise attenuation.

The planting of established/advanced trees and shrubs should also be investigated to facilitate effective screening from an early stage. The lifecycle of the landscaping proposed should also be investigated to ensure that the screening proposed is consistent with the expected life of the project.

**Bushfire Risk**

Being located in a General Bushfire Risk Area the Commission should be satisfied that the proposal is not subjected to, or does not create the potential for loss caused by bushfire.

**Wastewater**

The applicant must seek Council approval for the installation of an on-site waste control system for the disposal of sewerable wastes. This will involve the completion of an application form, provision of underfloor plumbing layouts and site plan indicating location of main drains. An application fee will also be required to be provided to Council.
Given that the proposal incorporates a significant amount of landscaping the applicant should strongly consider the use of an aerobic treatment system to enable treated effluent water to be used for irrigation purposes.

It is requested that the following be considered as a condition of any approval issued by the Minister in relation to this application:

*The development must be connected to an approved effluent disposal system to the satisfaction of the Adelaide Plains Council.*

**Decommissioning of facility**

It is requested that upon any future decommissioning of the plant that the land is returned to the state in which it existed prior to construction, including revegetation where necessary.

**General**

It is requested that the Commission carry out a detailed assessment of any potential health impacts on residents of the locality associated with the operation of the facility, including impacts associated with diesel operation. Lighting should also be designed to reduce impact on adjoining properties and the drivers of vehicles on public roads.

It is acknowledged that the proposal could not be easily accommodated on alternative sites within defined township, settlement or industrial zones due to the location of existing infrastructure critical to the operation of the proposal. It is also agreed that the development should not prejudice the use of the land in the locality for continued primary production purposes.

**Summary**

Although the proposal will result in a minor loss of primary production land, it is considered that this will be offset by an improvement to the security of the state's power supply.

Council brings the above comments/issues to the attention of the Commission, and provided the relevant issues are adequately investigated and addressed, is supportive of the development from a planning perspective as being consistent with Council's Development Plan.

Please do not hesitate to contact myself at the Two Wells Service Centre on 8527 0200 for further information in relation to this report.

Yours sincerely,

[Signature]

**Rob Veitch**
General Manager Development and Community

**CC email** scapadmin@sa.gov.au
Alinta Energy
Reeves Plains Power Station

Project Update: Adelaide Plains Council

25 November 2019
Presenters

GREG HARRISON
National Business Leader – Advisory, Arcadis

SAM WITHERS
Project Manager, Arcadis

RUSSELL SLAUGHTER
Project Development Manager, Alinta Energy
Recap of the Proposed Development

- The gas fired power station (the Project) will comprise the following:
  - Up to 6 x 50 MW GE LM6000 PF sprint gas turbines
  - Gas receiving station
  - Water storage and distribution components
  - Wastewater treatment facilities
  - Administration building, workshop and stores, switch-room and control building
  - Internal access roads and car parking
  - Electrical 275kV switchyard and substation
  - Diesel storage and delivery system.

- During the O&M phase, the Project will employ six full time equivalent staff

- The Project would have a minimum operational life of 25 years

- The Project cost is estimated to be ~$450m
Proposed Development
**Development Consent**

• The development consent for the Reeves Plains Power Station specifies the following conditional obligations:

  ii. The development must be substantially commenced within 12 months of the date of this Notification, unless this period has been extended by the State Commission Assessment Panel (our emphasis)

  iii. The authorisation will lapse if not commenced within 12 months of the date of the Notification.

• The Department of Planning, Transport and Infrastructure (DPTI) generally view substantially commenced as having set-up a construction compound, started site preparation works and that a process of general site mobilisation has occurred. These activities have not yet commenced.

• In advance of the authorisation lapsing in February 2020, we have now applied to the Minister for Planning for an extension of time within which the development must be commenced.
In late 2018, the Australian Government announced the Underwriting New Generation Investments Program (UNGI Program) to provide a funding mechanism to support new generation investment across Australia.

The primary aims of the UNGI Program are to increase electricity network reliability and help lower power prices for consumers.

In January 2019, the Alinta Energy Reeves Plains Power Station Project was included on a national shortlist of 12 new generation projects by the Australian Government.

It is anticipated that support mechanism agreements with individual projects will be confirmed in the first half of 2020.

**ROI Process**

- **Phase 1 (2019)**: Initial project support round based on initial projects and business case development.
- **Phase 2 (2019)**: Requirements and mechanisms to be determined.
- **Phase 3 (TBA)**: Requirements and mechanisms to be determined.
- **Additional Phases**

*Program open for support – 2019-2023*

Program and projects impact assessed; current market impacts analysed and expert advice implemented to help guide targeted interventions in the next phase.
General Planning Context

• In deciding whether to grant an extension, it is important to assess the proposal in the current planning context and whether there have been any material changes to relevant planning controls or policy.

• There has been no material or substantive changes to the planning circumstances of the subject site since the development was approved. The transition to a Planning and Design Code is currently underway but is yet to be fully implemented.

• There has been no actual or proposed change in conditions on adjoining landholdings from that which existed at the time the development was approved.

• As there has been no material change in the general planning circumstances, then the overall planning justification and Minister’s decision remains valid and the same as when the development was approved.
Project Milestones

**Project Approval**
16 February 2018

**Project Development Activities**
Feb 2018 – Jul 2020
- EoT Requests
- UNGI Process
- Business Case
- Connection Studies
- Alinta Board Approval

**Engineering, Design, Procurement**
Jan 2021
- Tendering
- Contract negotiation
- Detailed design
- Long lead item procurement
- Fabrication

**Construction Commence**
Aug 2021
- 'Substantially commenced'
- Connection to EPIC and ElectraNet assets
- Commissioning

**Practical Completion**
Apr 2023
Make Safe Program

• As part of a Make Safe Program, Alinta Energy are proposing to undertake the demolition of sheds and associated material removal prior to the end of 2019.

• Utilising a local contractor, these works will remove existing hazards and unsafe building structures from the subject site.

• These works are separate to the approved buildings and works and on this basis, do not constitute substantial commencement.
Next Steps

• The extension of time application will be assessed by DPTI staff.

• The views of Council will be sought. In this respect, we look forward to Council confirming your ongoing support to the project and the requested extension of time.

• Alinta Energy will keep Council informed on progress with the UNGI Program and general pre-construction activities.

Thank you
Hi Rob,

Please find attached the request for an extension of time for the Reeves Plains Power Station.

If Council has any comments on the matter, they will be taken into consideration during the assessment of the request.

We generally view extensions of time for large energy infrastructure projects favourably, given the long lead times and delays that can occur to get such a development to the construction stage (including meeting the conditions of approval).

Regards,

Lee Webb
Senior Specialist (Environmental) Planner
Policy and Strategic Assessment – Crown and Major Development
Planning and Land Use Services
Department of Planning, Transport and Infrastructure - Development Division

T (08) 7109 7066 (97066) • E lee.webb@sa.gov.au
Level 5, 50 Flinders Street, ADELAIDE SA 5000 • PO Box 1815 ADELAIDE SA 5001
• www.dpti.sa.gov.au • View the SA Planning Portal • Subscribe to our Newsletters

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The Hon. Stephan Knoll MP
Minister for Planning
C/- Department of Planning, Transport and Infrastructure
GPO Box 1815
Adelaide
SOUTH AUSTRALIA 5001

15/11/2019

Alinta Energy Reeves Plains Power Station Extension of Time Request
(Development Number: 312/V005/17)

Dear Sir,

ALINTA ENERGY REEVES PLAINS POWER STATION
EXTENSION OF TIME REQUEST – DEVELOPMENT NUMBER: 312/V005/17

We act on behalf of Alinta Energy (Reeves Plains) Pty Ltd, in relation the proposed gas peaker power station development at Lot 1, No.1629 Redbanks Road, Reeves Plains. The approved development comprises the construction of a 300 MW capacity gas/diesel fired peaking power station and ancillary infrastructure – known as the “Reeves Plains Power Station” (Development Number: 312/V005/17).

The proposed development, as public and electricity infrastructure development, was approved by the former Minister for Planning on 16 February 2018 under Section 49 of the Development Act 1993. Prior to the expiration of the development consent in February 2020, we seek your approval for an extension of time within which the development must be commenced.

BACKGROUND


The following requirements are listed under the obligations specified on the development consent:

ii. The development must be substantially commenced within 12 months of the date of this Notification, unless this period has been extended by the State Commission Assessment Panel (our emphasis)

iii. The authorisation will lapse if not commenced within 12 months of the date of the Notification.

iv. The applicant is also advised that any act or work authorised or required by this Notification must be completed within 5 years of the date of the Notification unless this period is extended by the Panel.

v. Any request for an extension of time must be lodged with the Assessment Branch prior to the time period specified above, Department of Planning, Transport and Infrastructure, GPO Box 1815 Adelaide SA 5001.

In advance of the authorisation lapsing in February 2020, as per Obligation iii., we hereby seek your approval, on behalf of Alinta Energy, for an extension of time within which the development must
be commenced and, therefore completed. This represents the second extension of time request for Development Number: 312/V005/17.

We submit that the original time limit imposed by the former Minister for Planning was inadequate for a privately funded, major infrastructure project, particularly given the scale of funding as well as the nature and extent of required pre-construction activities including other project approvals. In this respect, a Gantt Chart prepared by Alinta Energy is attached for your consideration. The Gantt Chart depicts the expected construction program including the procurement phase and pre-construction activities. On this basis, an additional commencement period of two years is considered reasonable and in alignment with other jurisdictions in Australia for a major infrastructure project. The specific reasons in support of this extension of time request are detailed as follows.

SUBSTANTIAL COMMENCEMENT

An extension of time is formally required if the development has not have been substantially commenced within 12 months of approval. We understand that officers of the Department of Planning, Transport and Infrastructure generally view substantially commenced as having set-up a construction compound, started site preparation works and that a process of general site mobilisation has occurred. These activities have not yet commenced.

As part of a Make Safe Program, Alinta Energy are proposing to undertake the demolition of sheds and associated material removal prior to the end of 2019. Utilising a local contractor, these works will remove existing hazards and unsafe building structures from the subject site. These works are separate to the approved buildings and works and on this basis, do not constitute substantial commencement.

UNDERWRITING NEW GENERATION INVESTMENTS PROGRAM

In late 2018, the Australian Government announced the Underwriting New Generation Investments Program (UNGI Program) to provide a funding mechanism to support new generation investment across Australia. The UNGI Program will provide financial support to facilitate the development of new and diversified electricity generation capacity. The primary aims of the program are to increase electricity network reliability and help lower power prices for consumers. The UNGI Program is budgeted to be open for a period of four years to June 2023.

The specific objectives of the UNGI Program are to:

- Reduce wholesale electricity prices by increasing competition and supply
- Assist commercial and industrial customers and smaller retailers to access affordable energy supply arrangements
- Improve reliability by increasing the level of firm and firmed capacity in the system

Following a registration of interest phase conducted between December 2018 and January 2019, the Alinta Energy Reeves Plains Power Station Project was included on a shortlist of 12 new generation projects (comprising a range of fuel types) across Australia by the Australian Government. The shortlisted projects include every National Energy Market (NEM) region and represent a combined capacity of 3818MW of new generation.

Throughout the course of this year, Alinta Energy has been assisting the Australian Government in the design of the support mechanism, ensuring that it is bespoke to the specific project and aligned with the Government’s program objectives. The Australian Government is still completing the design of the individual support mechanism. It is envisaged however that this will be completed by the end of the 2019. The Australian Government is generally following the timetable set out in Figure 1 overleaf. It is anticipated that support mechanism agreements with individual projects will be confirmed in the first half of 2020.
Until such time as a formal outcome is secured on the UNGI Program, Alinta Energy is not able to finalise its investment case and commence pre-construction activities on the Reeves Plains Power Station project. The primary reason for delayed commencement on the proposed development is therefore the ongoing assessment process associated with the UNGI Program. In the absence of any funding mechanisms under the UNGI Program, Alinta Energy would continue to progress the project subject to its standard internal investment appraisal requirements and prevailing electricity market conditions.

**ALINTA ENERGY BOARD INVESTMENT APPROVAL**

To progress the proposed development through Alinta Energy’s internal corporate processes, a business case needs to be made for development funding and this is followed by an investment case once all necessary approvals, agreements and contracts are in place. The investment case is presented to the Alinta Energy Board for a final investment decision (FID) that allows construction to commence.

The outcome of the UNGI Program will be a key input in the development of the business case for this project. Once the business case has been completed and accepted by Alinta Energy’s Board, Alinta will commence the project development and procurement workstreams. Alinta Energy typically engages deliver partners via an Engineer, Procure, Construct (EPC) contracting model which can take up to 12 months to complete. Based on the timeframes required for these prerequisite tasks, Alinta Energy expects that the FID is likely to occur in the first half of 2021.

Having regard to the foregoing internal processes, Alinta Energy will be unable to substantially commence the proposed project before the expiration of the development approval (i.e. 16 February 2020).

**SECONDARY CONSENTS**

The development consent for the Reeves Plains Power Station Project contains numerous conditions or secondary consents that require further work. The secondary consents also require formal approval by the Minister for Planning prior to construction commencing. Typically, Alinta Energy passes on these conditions to the Contractor as part of the EPC contract.

More specifically, the secondary consent conditions include the preparation of:

- A Construction Environmental Management Plan (CEMP) including a Construction Noise and Vibration Management Plan and a Soil Erosion and Drainage Management Plan
- A Stormwater Management Plan, which must be prepared in consultation with the Adelaide Plains Council
- A Traffic Management Plan, which must be prepared in consultation with the Department of Planning, Transport and Infrastructure - Safety and Service Division and the Adelaide Plains Council

In addition to these conditions, the development consent for the Reeves Plains Power Station Project also requires upgrades to the Redbanks Road / Day Road / Woolshed Road intersection.
incorporating road widening, apron sealing and additional flaring at the Redbanks Road / Day Road corner. This conditional requirement must be completed prior to the commencement of construction of the facility.

Each of these conditional requirements involves a significant amount of work with the assistance of relevant technical specialists. As per company policy, this detailed specialist work will only be undertaken following formal investment approval by the Alinta Energy.

GENERAL LEGISLATIVE AND REGULATORY REQUIREMENTS

We acknowledge that the South Australian planning system is undergoing a significant transformation under the auspices of the Planning, Development and Infrastructure Act 2016 (PDI Act). Each Council Development Plan including the Mallala Council Development Plan will be replaced with an overarching ‘Planning and Design Code’ (the Code) together with a new set of Development Assessment Regulations and a suite of Practice Directions. The Code is legislated to come into effect across the entire state of South Australia by 1 July 2020.

Following a meeting with representatives of the Department of Planning, Transport and Infrastructure on 17 October 2019, we have confirmed that approval of an extension of time can be granted under the PDI Act for the Reeves Plains Power Station Project. Although development consent was secured under the Development Act 1993, the new planning legislative instrument can be readily used to extend the life of the development approval.

A range of other legislative and regulatory requirements must also be addressed by Alinta Energy prior to the commencement of the Reeves Plains Power Station Project. These include the receipt of an EPA license pursuant to the Environment Protection Act 1993 and the approval of a wastewater control system by the Adelaide Plains Council.

As per the secondary consents, the other legislative and regulatory requirements will be addressed following approval of the business case by the Alinta Energy Board.

GENERAL PLANNING CONTEXT

In deciding whether to grant an extension, it is important to assess the proposal in the current planning context and whether there have been any material changes to relevant planning controls or policy. In this respect, we recently met with representatives of both the Department of Planning, Transport and Infrastructure and Adelaide Plains Council. At both meetings, it was confirmed that there has been no material or substantive changes to the planning circumstances of the subject site including the Mallala Council Development Plan since the development was approved. It is noted that the transition to a Planning and Design Code is currently underway but is yet to be fully implemented.

In appraising the current planning context, it is also important to assess whether conditions on adjoining land may have changed in a way that would affect the proposal. In this respect, there has been no actual or proposed change in conditions on adjoining landholdings from that which existed at the time the development was approved.

A final consideration in relation to the planning context is the likelihood of the development being granted approval if a fresh application was to be made for the proposal. Given that there has been no material change in the general planning circumstances, then the overall planning justification and basis for decision remains valid and the same as when the development was approved.
SUMMARY

In seeking an extension of time for the development consent, Alinta Energy would welcome an opportunity to personally brief you on the Reeves Plains Power Station Project. In addition to falling under your planning ministerial responsibilities, it is noted that the project is also located in your electorate, Schubert.

Based on the foregoing submission, it is respectfully requested that an extension of time to commence the development be granted for a period of two (2) years.

In support of the request for an extension of time, we also enclose the required fee of $107.00.

We look forward to a receiving your written approval of this extension of time request at your earliest convenience. In the meantime, should you have any queries or wish to discuss this matter further, please do not hesitate to contact the undersigned.

Yours sincerely

Greg Harrison
National Infrastructure and Business Advisory Leader
+61 439 711 576

Attachment. Gantt Chart
CC. Alinta Energy, Project File
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OVERVIEW

Purpose
The purpose of this report is to provide the Council an overview of actions that Management is proposing to advance with respect to the review of Council’s Infrastructure and Asset Management Plan (IAMP) and Long Term Financial Plan (LTFP) as required under Local Government Act 1999 (the Act).

Background
According to Section 122 (1a) of the Act, council must, in conjunction with its strategic management plans, develop and adopt;

(a) a long-term financial plan for a period of at least 10 years; and
(b) an infrastructure and asset management plan, relating to the management and development of infrastructure and major assets by the council for a period of at least 10 years.

A council may review its strategic management plans at any time but must;
(a) undertake a review of;
   (i) its long-term financial plan; and
   (ii) any other elements of its strategic management plans as soon as practicable after adopting the council’s annual business plan for a particular financial year; and
(b) in any event, undertake a comprehensive review of its strategic management plans within 2 years after each general election of the council.

Discussion
To achieve legislative compliance as required above, Management is planning to run the review of IAMP and LTFP in parallel to the strategic plan review that is currently being undertaken by Holmes Dyer. It is critical that the IAMP and LTFP contribute to achieving the strategic plan objectives of the Council.
**Infrastructure and Asset Management Plan**

As part of developing the 2020/2021 Annual Business Plan and Budget, Management is planning to review current IAMP that was adopted by the Council on 15 May 2017. Asset management practices do impact directly on the core businesses of the 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 as promised in the IAMP and will assist in ensuring a consistent, fair and transparent approach regarding Council’s assets management. It also helps to ensure that appropriate resources are allocated in the Council’s LTFP and annual budget to maintain, renew and create new assets identified in the Council’s IAMP.

In addition to the routine review obligations on Council, Elected Members may wish to turn their mind to the following:

- Road classifications
- Oval management regimes (Mallala, Dublin, Two Wells) and open space management planning (including Xavier College – shared use)
- Asset rationalisation
- Contracting out of services
- CWMS installation at Two Wells.

**Long Term Financial Plan**

A review of current LTFP that was adopted by the Council on 27 June 2019 will be undertaken as part of developing the 2020/2021 Annual Business Plan and Budget. It is anticipated that this review process will commence in January 2020 and will take in to account inputs from the updated Strategic Management Plan 2020-2024 and Infrastructure and Asset Management Plan.

In addition to the routine review obligations on Council, Elected Members may wish to turn their mind to the following:

- GRFMA related infrastructure
- Review of rating structure
- Exploration of separate rates for new infrastructure (*Local Government Act 1999*, section 154)
- Exploration of re-establishing community partnership funding.

An overview of actions that Management is proposing to advance with regard to the review of IAMP LTFP are presented below:

**Infrastructure and Asset Management Plan**

December 2019 – condition assessment of roads, footpath, kerbing, stormwater drainage, bridges and Council buildings by Council staff and external contractors and data validation

January - February 2020 - Capital and operational service level review

March - April – Workshop with the Elected Members on infrastructure service levels
April – Incorporate outcomes from the strategic plan review

May 2020 – Updated draft 10 year IAMP is released for public consultation

June 2020 – Community feedback on the IAMP is presented to the Infrastructure Committee, Audit Committee and the Council for comment and consideration

Long Term Financial Plan

January 2020 – Council’s budget managers will commence reviewing their 2020/2021 budget and 10 year forecast

February 2020 - Cost of the updated assets renewal and new assets program is estimated for the next 10 years

February - April 2020 - Cost of delivering Council’s operational services is estimated for the next 10 years

March - April – Workshop with the Elected Members to provide an update on LTFP and the impact on Council’s financial sustainability

May 2020 – Updated draft 10 year LTFP is released for public consultation

June 2020 – Community feedback on the LTFP is presented to the Audit Committee and the Council for comment and consideration

Conclusion

Further reports will be presented to the Council, upon more information being gathered and in accordance with timeline above.

RECOMMENDATION

“that Council, having considered Item 14.9 – An update on the progress of review of Council’s Infrastructure and Asset Management Plan and Long Term Financial Plan, dated 16 December 2019, receives and notes the report and in doing so recognises that in order to meet tight timeframes with the rollout of the Strategic Plan review, the Infrastructure and Asset Management Plan and Long Term Financial Plan reviews will be run in parallel with the Strategic Plan review process.”

Attachments

Nil

References

Legislation

Local Government Act 1999
Council Policies/Plans

Asset Management Policy

Infrastructure and Asset Management Plan

Long Term Financial Plan

Strategic Plan
OVERVIEW

The purpose of this report is to provide an update in relation to the status of Council Resolutions currently being actioned, for Council Members’ information and monitoring.

Attachment 1 provides the status of Council Resolutions that have not yet been finalised for the period September 2017 to October 2019. Previously outstanding items that have been finalised since the last report to Council are included by way of update. The Council Resolutions for November 2019 are provided, in full, for Council Members’ information.

Management acknowledges the efficiencies afforded to both Council Members and staff by regular reporting and monitoring of the status of Council Resolutions. The practice of providing transparent updates also facilitates performance monitoring and builds confidence.

RECOMMENDATION

“that Council, having considered Item 15.1 – Council Resolutions - Status Report, dated 16 December 2019, receives and notes the report.”

Attachments

1. Resolution Status Report

References

Legislation

Local Government Act 1999 (SA)

Local Government (Procedures at Meetings) Regulations 2013 (SA)
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<th>Meeting Date</th>
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<td>25-Nov-19</td>
<td>N/A</td>
<td>Motion Without Notice</td>
<td>&quot;that in recognition of the outstanding work of our Country Fire Service volunteers to protect life and property each year, Council instructs the Chief Executive Officer to write to each of our region’s Country Fire Service brigades to thank them and to acknowledge their tireless work in protecting our community.&quot;</td>
<td>2019/480</td>
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<td>Confirmation of Minutes</td>
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<td>2019/481</td>
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<td>&quot;that Council receives and notes the minutes of the Audit Committee Meeting held 4 November 2019.&quot;</td>
<td>2019/482</td>
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<td>Audit Committee Meeting - 4 November 2019</td>
<td>&quot;that Council endorses resolution 2019/039 of the Audit Committee and in doing so formally adopts the Annual Financial Statements for the 2018/2019 Financial Year and authorises the same to be certified on behalf of Council by the Mayor and Chief Executive Officer.&quot;</td>
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<td>&quot;that Council, having considered Item 14.1 – Ordinary Council Meeting Schedule 2020, dated 25 November 2018, receives and notes the report and in doing so resolves that: 1. Ordinary Council Meetings for January 2020 to December 2020 (inclusive) be held at 6.00pm on the fourth Monday of the month in the Mallala Council Chamber; and 2. Due to Christmas closures/holiday period, the Ordinary Council Meeting for December 2020 be held at 6.00pm on the second Monday of the month in the Mallala Council Chamber.&quot;</td>
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<tr>
<td>25-Nov-19</td>
<td>14.2</td>
<td>Gawler River Floodplain Management Authority Charter Review</td>
<td>&quot;that Council, having considered Item 14.2 – Gawler River Floodplain Management Authority Charter Review, dated 25 November 2019, receives and notes the report and in doing so accepts and adopts the draft Charter as presented at Attachment 1 to this Report.”</td>
<td>2019/490</td>
<td>Completed</td>
<td>Governance and Executive Office</td>
</tr>
<tr>
<td>25-Nov-19</td>
<td>14.3</td>
<td>2020 Local Government Association Ordinary General Meeting - Proposed Items of Business</td>
<td>&quot;that Council, having considered Item 14.3 – 2020 Local Government Association Ordinary General Meeting – Proposed Items of Business, dated 25 November 2019, 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 (LGA) Ordinary General Meeting to be held on 3 April 2020 that the LGA lobby the State Government to call in the Defence Force to assist the State Emergency Service and Country Fire Service in a time of emergency.”</td>
<td>2019/492</td>
<td>Completed</td>
<td>Governance and Executive Office</td>
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<td>Meeting Date</td>
<td>Item Number</td>
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<tr>
<td>25-Nov-19</td>
<td>14.3</td>
<td>2020 Local Government Association Ordinary General Meeting - Proposed Items of Business</td>
<td>&quot;that Council, having considered Item 14.3 – 2020 Local Government Association Ordinary General Meeting – Proposed Items of Business, dated 25 November 2019, 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 Ordinary General Meeting to be held on 3 April 2020 that the LGA provide individual feedback to member councils regarding successful motions moved by those councils immediately following actions to arise.&quot;</td>
<td>2019/493</td>
<td>Completed</td>
<td>Governance and Executive Office</td>
</tr>
<tr>
<td>25-Nov-19</td>
<td>14.3</td>
<td>2020 Local Government Association Ordinary General Meeting - Proposed Items of Business</td>
<td>&quot;that Council, having considered Item 14.3 – 2020 Local Government Association Ordinary General Meeting – Proposed Items of Business, dated 25 November 2019, 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 Ordinary General Meeting to be held on 3 April 2020 that the LGA liaise with the Office of the Valuer-General in relation to finalising property valuation data by 31 March of each year to align with budget timelines, processes and adoption.&quot;</td>
<td>2019/495</td>
<td>Completed</td>
<td>Governance and Executive Office</td>
</tr>
<tr>
<td>25-Nov-19</td>
<td>14.3</td>
<td>2020 Local Government Association Ordinary General Meeting - Proposed Items of Business</td>
<td>&quot;that Council, having considered Item 14.3 – 2020 Local Government Association Ordinary General Meeting – Proposed Items of Business, dated 25 November 2019, instructs the Chief Executive Officer to write to Fraser Ellis MP and Stephan Knoll MP regarding the acknowledgment of notional value when issuing valuations.&quot;</td>
<td>2019/496</td>
<td>Completed</td>
<td>Governance and Executive Office</td>
</tr>
<tr>
<td>25-Nov-19</td>
<td>14.5</td>
<td>Building Fire Safety Committee</td>
<td>&quot;that Item 14.5 – Building Fire Safety Committee lie on the table.&quot;</td>
<td>2019/498</td>
<td>Question can be retrieved at a future meeting by resolution</td>
<td>Development and Community</td>
</tr>
<tr>
<td>25-Nov-19</td>
<td>14.6</td>
<td>First Budget Update</td>
<td>&quot;that Council, having considered Item 14.6 – 2019/2020 – First Budget Update, dated 25 November 2019, receives and notes the report and in doing so; 1. Receives and note the project progress reports contained in Attachment 1 and 2 to this Report; and 2. Pursuant to Regulation 9 (1)(a) of the Local Government (Financial Management) Regulations 2011, adopts the revised 2019/2020 Budgeted Financial Statements as contained within Attachment 3 that has been updated following the first budget review changes identified in Table 1 and Table 2.&quot;</td>
<td>2019/499</td>
<td>Completed</td>
<td>Finance and Business</td>
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<td>25-Nov-19</td>
<td>15.7</td>
<td>Mobile Food Vendors</td>
<td>&quot;that Council, having considered Item 15.8 – Mobile Food Vendors, dated 25 November 2019, receives and notes the report.”</td>
<td>2019/507</td>
<td>Completed</td>
<td>Development and Community</td>
</tr>
<tr>
<td>25-Nov-19</td>
<td>N/A</td>
<td>Motion Without Notice</td>
<td>&quot;that Council instructs the Chief Executive Officer, as part of the development and associated community consultation of the Tourism and Economic Development Strategy, to engage with Council’s coastal settlements (Dublin, Middle Beach, Thompson Beach, Webb Beach and Parham), Elected Members and staff collectively and collaboratively with a view to ensuring a coordinated approach to tourism development covering all coastal and inland settlements.”</td>
<td>2019/508</td>
<td>Agenda - 16 December 2019</td>
<td>Development and Community</td>
</tr>
<tr>
<td>25-Nov-19</td>
<td>N/A</td>
<td>Extension</td>
<td>“that the meeting be extended by 30 minutes.”</td>
<td>2019/509</td>
<td>Completed</td>
<td>Governance and Executive Office</td>
</tr>
<tr>
<td>25-Nov-19</td>
<td>21.1</td>
<td>Aged Living Review - Update</td>
<td>&quot;that:- 1. Pursuant to section 90(2) of the Local Government Act 1999, the Council orders that all members of the public, except Chief Executive Officer, General Manager – Governance and Executive Office, General Manager Development and Community, General Manager Finance and Business, General Manager – Infrastructure and Environment and Manager Governance and Administration/Minute Taker be excluded from attendance at the meeting of the Council for Agenda Item 21.1 – Aged Living Review – Update; 2. Council is satisfied that pursuant to section 90(3)(d)(i) of the Local Government Act 1999, Item 21.1 – Aged Living Review – Update concerns commercial information of a confidential nature, the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information and confer a commercial advantage on a third party, and would, on balance, be contrary to the public interest; and 3. Council is satisfied that the principle that Council meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential.”</td>
<td>2019/510</td>
<td>Completed</td>
<td>Development and Community</td>
</tr>
<tr>
<td>25-Nov-19</td>
<td>21.1</td>
<td>Aged Living Review - Update</td>
<td>&quot;that Council, having considered the matter of Agenda Item 21.1 – Aged Living Review – Update in confidence under sections 90(2) and 90(3)(d)(i) of the Local Government Act 1999, resolves that:- 1. The agenda item, report, Attachment 1, Attachment 2, Attachment 3 and Attachment 4, and any other associated information pertaining to Agenda Item 21.1 – Aged Living Review – Update remain confidential and not available for public inspection until further order of Council; 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, Council delegates the power to revoke this confidentiality order to the Chief Executive Officer.”</td>
<td>2019/512</td>
<td>Completed</td>
<td>Development and Community</td>
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<tr>
<td>18-Sep-17</td>
<td>14.7</td>
<td>Mallala Cricket Club Turf</td>
<td>“that Council, having considered Item 14.7 – Mallala Cricket Club Turf Wicket Proposal, 18 September 2017, receives and notes the report and in doing so resolve:- 1. that Council grant consent for the Mallala Cricket Club Inc to undertake the Turf Wicket project as presented in Attachment 1 to this Report; 2. that the Mallala Cricket Club Inc be advised that the current lease agreement between Council and the Mallala Football Club will need to be amended to incorporate the Mallala Cricket Club Inc as a Sub-Lessee setting out their maintenance obligations including the use of the oval and associated infrastructure during the cricket season; 3. to authorise the Chief Executive Officer to seek the assistance of Norman Waterhouse Lawyers to amend the Lease Agreement between Council and Mallala Football Club Inc to incorporate the Mallala Cricket Club Inc as a Sub-lessee; and to authorise, pursuant to Sections 38 and 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer to execute the Lease Agreement between the Adelaide Plains Council and Mallala Football Club Inc.”</td>
<td>2017/288</td>
<td>Ongoing. Negotiations have reached a point of consensus between parties. Final lease documents have been provided to parties for execution.</td>
<td>Infrastructure and Environment</td>
</tr>
<tr>
<td>19-Feb-18</td>
<td>14.1</td>
<td>Road Upgrade Matrix – Sealing</td>
<td>“that Council, having considered Item 14.1 – Road Upgrade Matrix – Sealing Gravel Roads, dated 19 February 2018, receives and notes the report and in doing so:- 1. Endorse the “Road Upgrade Matrix – Sealing Gravel Roads” as presented in Attachment 2 and the methodology that underpins the matrix presented in Attachment 1 of this Report to be utilised to develop a sealing of gravel road priority list; 2. Direct that the Resident Contributions to Road Sealing Policy be reviewed to align with the Road Upgrade Matrix – Sealing Gravel Roads”.</td>
<td>2018/044</td>
<td>Forward Agenda - Infrastructure &amp; Environment Committee - February 2020</td>
<td>Infrastructure and Environment</td>
</tr>
<tr>
<td>19-Mar-18</td>
<td>18.2</td>
<td>Mining and Environmental</td>
<td>“that Staff prepare report to Council on all and any other matters outlined in preamble in relation to land bordering Parham Rd, Driscoll Tce, and North Parham Rd and a summary of all regulatory aspects over subject land and possible options for cessation of antisocial behaviour illegal dumping and land degradation and to also include a visit to site for interested members before next council meeting in April.”</td>
<td>2018/106</td>
<td>Ongoing - Negotiations with DEW/NRM and adjoining land owner/mining lessee continuing.</td>
<td>Development and Community</td>
</tr>
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1. Receives and notes the Hydrological Report from Robert Williams Hydrological Consultant;
2. Authorises the Chief Executive Officer to seek the assistance of Norman Waterhouse Lawyers and to negotiate and finalise the Lease Agreement between Council and the Two Wells Trotting Owners and Trainers Association Inc for the leasing the whole of Allotment 27 DP 14929, Kurt Way Lewiston, known as Hams Park Reserve and comprised in Certificate of Title Volume 5543 Folio 580; 3. Authorises, pursuant to sections 38 and 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer to execute the lease agreement between the Adelaide Plains Council and the Two Wells Trotting Owners and Trainers Association Inc;
4. In accordance with section 166(1)(j) of the Local Government Act 1999, Council, being satisfied that the whole of Allotment 27 DP 14929, Kurt Way Lewiston, known as Hams Park Reserve and comprised in Certificate of Title Volume 5543 Folio 580, 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 2018/19 rating year; and
5. Formally responds to the submission from Ms Leanne Pelin in line with the aforementioned direction.” | 2018/243          | Ongoing discussions to confirm Two Wells Trotting Owners and Trainers Association as an entity                                                                   | Infrastructure and Environment                                      |
| 25-Feb-19    | 15.4        | Funding Options - Wasleys Road Bridge                               | “that the Chief Executive Officer prepare a case for maximum funding in Round 5 of the federal-funded Bridges Renewal Program, in relation to the maintenance and repair of Wasleys Road Bridge.” | 2018/079          | Ongoing - Round 5 of Bridges Renewal Program not yet opened                                                             | Infrastructure and Environment                                      |
| 25-Feb-19    | 19.1        | Motion Without Notice                                               | “that the Chief Executive Officer bring back a report to Council, with accompanying proposed policy in relation to the management of horses on the coastal beaches of the Adelaide Plains Council. The Policy should take into account:-
1. Consistency with the Adelaide International Bird Sanctuary Management Plan;
2. The ability to safely park horse floats in the proximity of areas allowed for exercising of horses;
3. The health and safety of the general public, horses and handlers; and
4. The potential impact on flora and fauna in coastal areas.” | 2018/080          | Ongoing - policy position to be developed once Council has adjudicated on budget allocation for the establishment of a dedicated horse float parking area in 2020/2021 | Development and Community                                        |
| 25-Mar-19    | 12.2        | Infrastructure and Environment Committee Meeting - 13 March 2019     | “that Council endorses resolution 2019/020 of the Infrastructure and Environment Committee, and in doing so instructs the Chief Executive Officer to have particular regard to the financial impact of relevant design specifications, in assessing Eden and Liberty development applications, until a policy is adopted.” | 2019/119          | Forward Agenda - Infrastructure & Environment Committee - February 2020                                                | Infrastructure and Environment}
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<tr>
<td>25-Mar-19</td>
<td>18.2</td>
<td>Motion on Notice - APC Services</td>
<td>“that the Chief Executive Officer initiate a review of services administered by Adelaide Plains Council to identify any areas of cost efficiency and or new processes not covered by the organisational review.”</td>
<td>2019/129</td>
<td>Ongoing. Service reviews to be considered and workshopped through the Infrastructure and Environment Committee.</td>
<td>Governance and Executive Office</td>
</tr>
<tr>
<td>23-Apr-19</td>
<td>18.5</td>
<td>Motion on Notice - Cemetery Expansion at Two Wells and Mallala</td>
<td>“that in consideration of forecast growth at both Two Wells and Mallala, coupled with the diminishing space at the Two Wells Cemetery, the Chief Executive Officer bring a report back to Council that explores opportunities for cemetery expansion to service the townships of Two Wells and Mallala.”</td>
<td>2019/184</td>
<td>Ongoing. Consultant currently being engaged with a view of commencing investigations in February 2020.</td>
<td>Development and Community</td>
</tr>
<tr>
<td>27-May-19</td>
<td>21.1</td>
<td>Confidential Item - Aged Living Review</td>
<td>Confidential Resolution</td>
<td>2019/233</td>
<td>Ongoing</td>
<td>Development and Community</td>
</tr>
<tr>
<td>27-May-19</td>
<td>21.3</td>
<td>Confidential Item - Proposed Lease - Konzag Grains</td>
<td>Confidential Resolution</td>
<td>2019/239</td>
<td>Ongoing</td>
<td>Infrastructure and Environment</td>
</tr>
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| 23-Sep-19    |             | Two Wells Scout Group Relocation | "that Council, having considered Item 14.9 – Two Wells Scout Group Relocation, dated 23 September 2019, receives and notes the report and in doing so, authorises the Chief Executive Officer to:-
1. Undertake engagement with relevant stakeholders including but not limited to Two Wells Bowling Club, Two Wells Tennis Club, Two Wells Football and Netball Club;
2. Formally request of the Two Wells Scout Group that Council be provided with the following information:—
a. Proposed facility concept plan;
b. Development Assessment Application;
3. To bring back a further report at the appropriate juncture.” | 2019/389 | Ongoing. Council has provided a copy of the resolution to the Two Wells Scout Group and is awaiting a response. | Development and Community |
<p>| 23-Sep-19    | 21.2        | Two Wells Educational Hub Value-Adding Horticulture Initiative | Confidential Resolution | 2019/403 | Ongoing | Governance and Executive Office |</p>
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<tr>
<td>28-Oct-19</td>
<td>12.3</td>
<td>Infrastructure and Environment Meeting - 18 October 2019</td>
<td>“that Council endorses resolution 2019/045 of the Infrastructure and Environment Committee, and in doing so: 1. Adopts the Eden Central Reserve landscape plans and outcomes of the open space assessment as presented in Attachment 2 and Attachment 3 to this Report; 2. Adopts the thrust and direction of Liberty Central Reserve, water bodies, swale and entrance reserve concept landscape plans as presented at Attachment 4 to this Report subject to: a. Carrying out an open space assessment for Liberty Central Reserve, water bodies, swale and entrance reserve concept landscape plans to reflect a lower maintenance, higher biodiversity outcome for Liberty; b. An alternative solution to turfed verges; and c. The maintenance period being extended to no less than the end of the 2022/2023 financial year, to reduce the financial impact on Council; and 3. Instructs the Chief Executive Officer to seek legal advice in relation to landscaping works associated with Liberty estate including the preparation of any necessary legal instruments.”</td>
<td>2019/428</td>
<td>Negotiations ongoing</td>
<td>Governance and Executive Office</td>
</tr>
<tr>
<td>28-Oct-19</td>
<td>14.1</td>
<td>Strategic Planning Forum</td>
<td>“that Council, having considered Item 14.1 – Strategic Planning Forum, dated 28 October 2019, instructs the Chief Executive Officer to bring back a brief for Council’s consideration in relation to the preparation of a Tourism and Economic Development Strategy, encompassing but not limited to the following key themes: 1. Increasing economic activity 2. Enhancing local businesses 3. Creating employment 4. Improving amenity of the area 5. Options for the establishment of a dedicated working party Further, Council acknowledges that resolutions 2017/293 and 2019/128 will be further explored as part of the Tourism and Economic Development Strategy.”</td>
<td>2019/431</td>
<td>Agenda - 16 December 2019</td>
<td>Governance and Executive Office</td>
</tr>
<tr>
<td>28-Oct-19</td>
<td>14.1</td>
<td>Strategic Planning Forum</td>
<td>“that Council, having considered Item 14.1 – Strategic Planning Forum, dated 28 October 2019, acknowledges that a report will be presented to Council at the November 2019 Ordinary Meeting regarding the 2020 Council Meeting schedule, including venue, date and time (this body of work will satisfy resolution 2019/183).”</td>
<td>2019/433</td>
<td>Completed</td>
<td>Governance and Executive Office</td>
</tr>
<tr>
<td>28-Oct-19</td>
<td>14.1</td>
<td>Strategic Planning Forum</td>
<td>“that Council, having considered Item 14.1 – Strategic Planning Forum, dated 28 October 2019, instructs the Chief Executive Officer to formally request the Chairperson and Executive Officer of the Gawler River Floodplain Management Authority to attend Council’s November 2019 Ordinary Meeting to update Council on the activities of the Board and to receive questions and feedback from Council Members on related matters.”</td>
<td>2019/436</td>
<td>Completed</td>
<td>Governance and Executive Office</td>
</tr>
<tr>
<td>28-Oct-19</td>
<td>14.4</td>
<td>Annual Review of Confidential Items</td>
<td>“that Council, having considered Item 14.4. – Annual Review of Confidential Items, dated 28 October 2019, receives and notes the report and acknowledges that that a formal review of Council’s confidential items has been undertaken.”</td>
<td>2019/440</td>
<td>Ongoing - administration underway to release documents relevant to resolutions 2019/441 - 2019/454</td>
<td>Governance and Executive Office</td>
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<td>28-Oct-19</td>
<td>14.5</td>
<td>Horse Management In Coastal Areas</td>
<td>“that Council, having considered Item 14.5 – Horse Management in Coastal Areas, dated 28 October 2019, receives and notes the report, and in doing so instructs the Chief Executive Officer to: 1. Continue direct consultation with the adjoining land owner to the east, on final location of horse float parking area, within Section 631 The Esplanade, Parham, CR:6202/438; and 2. Subject to undertaking consultation outlined at 1 above, seek State Government approval to establish a horse float parking area at Section 631 The Esplanade, Parham, CR:6202/438.”</td>
<td>2019/455</td>
<td>Ongoing. Forward Agenda - January 2020</td>
<td>Development and Community</td>
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<tr>
<td>28-Oct-19</td>
<td>14.5</td>
<td>Horse Management In Coastal Areas</td>
<td>“that Council having considered Item 14.5 – Horse Management in Coastal Areas, dated 28 October 2019, instructs the Chief Executive Officer to investigate with the Department of Environment and Water and Natural Resources Management and Department of Planning, Transport and Infrastructure, and introduce appropriate signage to promote Parham as an area suitable for well managed and environmentally sensitive horse float parking and horse riding, subject to a horse float parking area being approved at Section 631 The Esplanade, Parham, CR:6202/438.”</td>
<td>2019/457</td>
<td>Ongoing. Formal correspondence to be sent upon 2020/2021 budget determinations.</td>
<td>Development and Community</td>
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<td>28-Oct-19</td>
<td>21.1</td>
<td>Malala Campground Lease Update</td>
<td>“That Council, having considered Item 21.1 – Malala Campgrounds Lease Update, dated 28 October 2019, receives and notes and in doing so: 1. Authorises Council staff to commence the public consultation process pursuant to Section 202 of the Local Government Act 1999, in regard to the leasing of a portion of land over two titles and adjacent to the Mallala Oval on Wasleys Road Mallala, and comprised in Certificates of Title Volume 6163, Folios 219 and 218, to the Mallala and District Lions Club 2. and in the event that objections are received to the leasing of a portion of land over two titles and adjacent to the Mallala Oval on Wasleys Road Mallala, and comprised in Certificates of Title Volume 6163, Folios 219 and 218 to the Mallala &amp; District Lions Club, by the conclusion of the public consultation process, a report be presented to Council for consideration, 3. and in the event that no objections are received to the portion of land over two titles and adjacent to the Mallala Oval on Wasleys Road Mallala, and comprised in Certificates of Title Volume 6163, Folios 219 and 218, to the Mallala and District Lions Club, by the conclusion of the public consultation process, the Chief Executive Officer be authorised to seek the assistance of Norman Waterhouse Lawyers if and as required, to negotiate and finalise the terms and conditions of the lease 4. authorises, pursuant to Section 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer to execute the lease agreement between the Adelaide Plains Council and the Mallala and District Lions Club 5. In accordance with Section 166(1)(j) of the Local Government Act 1999, Council, being satisfied that the portion of land over two titles and adjacent to the Mallala Oval on Wasleys Road Mallala, and comprised in Certificates of Title Volume 6163, Folios 219 and 218, is being used by an organisation which, in the opinion of the Executive Officer, is not being used in a manner consistent with the purposes for which it was acquired.”</td>
<td>2019/468</td>
<td>Ongoing. Public consultation concludes 6 January 2020.</td>
<td>Infrastructure and Environment</td>
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OVERVIEW

Purpose

The purpose of this report is to provide Council Members with the results of the recently undertaken Section 41 Committee Self Evaluation Surveys.

Background

One of the functions of Council’s Governance Advisory Panel (GAP) outlined in its Terms of Reference is to:

2.6 ensure performance reviews of Council’s Section 41 Committees, including, but not limited to, delegated powers, are undertaken.

In September this year, online surveys (via ‘survey monkey’) were prepared and distributed to all members of Council’s section 41 Committees, including:

- Adelaide Plains Council Historical Committee (APCHC)
- Audit Committee (AC)
- Governance Advisory Panel (GAP)
- Infrastructure and Environment Committee (I&EC)

The survey results were recently provided to the GAP at its meeting held on 11 November 2019:

6.5 Section 41 Committee Performance Review Survey Results

Panel Resolution

Moved Mr Lachlan Miller  Seconded Ms Cimon Burke  2019/062

“that the Panel, having considered Item 6.5 — Section 41 Committee Performance Review Survey Results, dated 11 November 2019, receives and notes the report and in doing so acknowledges that performance reviews of Council’s Section 41 Committees have been undertaken.”

CARRIED
The GAP did not make any recommendations to Council regarding the taking of any action as a result of the performance reviews of Council’s Section 41 Committees.

It is now for Council to consider the survey results.

Discussion

While Council Members receive all Council Committee agendas and minutes (and they are made available to the public), Management believes it is prudent to provide the results separately to Council given it has been some time since a review of this nature has been undertaken on Council’s section 41 committees.

Survey questions

All committees were provided with the same ‘standard’ questions regarding performance (functions, skills, experience, time, resourcing and overall effectiveness).

In addition, the Audit Committee survey contained four (4) further questions specific to accounting, financial statements and internal controls.

Similarly, in light of its functions, community-based nature, and membership composition of the Adelaide Plains Council Historical Committee, the questions relating to this Committee were also somewhat tailored. However, the theme and intention of the questions remained the same.

All questions, together with a summary of results, are provided (in graph format) within Attachment 1 to this report. Members will note that the Audit Committee additional questions are included separately at the end of the document.

Response options

Responses to the questions were categorised as either ‘Yes’, ‘No’, ‘Sometimes’ or ‘Very Effective’, ‘Effective’, ‘Neither Effective or Ineffective’, ‘Ineffective’ or ‘Very Ineffective’. There was also an opportunity for members to provide comments.

Response rate (by committee)

- APCHC – 7/9 members
- AC – 3/5 members
- GAP – 5/5 members
- I&EC – 4/8 members

Total responses rate (all committees) – 19/27 members (70%)
An analysis of standard responses for all committees combined is provided below.

1. **Do you understand and agree with the functions of the Committee detailed in its Terms of Reference?**
   - Yes – 18/19
   - No – 1/19 (GAP member)

2. **Does the Committee collectively have sufficient skills, experience, time and resources to undertake its duties?**
   - Yes – 18/19
   - No – 1/19 (I&EC member)

3. **Does the Committee work constructively as a team and work well with others attending the meetings?**
   - Very Effective – 9/19
   - Effective – 10/19

4. **Does the relationship between Committee members strike the right balance between challenge and mutuality?**
   - Very Effective – 2/12
   - Effective – 10/12

5. **Do the meeting arrangements enhance the Committee’s effectiveness (e.g. frequency, timing, duration, venue, and format) to allow sufficient time for the discussion of agenda items?**
   - Very Effective – 5/19
   - Effective – 14/19

6. **Are the reports for each meeting sufficiently comprehensive and yet understandable enough for you to make informed decisions?**
   - Very Effective – 11/19
   - Effective – 8/19

7. **Are the presentations an interesting and helpful way of informing members about various issues?**
   - Very Effective – 2/12
   - Effective – 9/12
   - Neither Effective or Ineffective – 1/12

8. **Are effective minutes prepared, distributed and followed up?**
   - Very Effective – 12/19
   - Effective – 7/19

9. **How do you rate the overall efficiency and effectiveness of the Committee?**
   - Very Effective – 8/19
   - Effective – 11/19
10. Do staff and members conduct themselves in accordance with high standards of behaviour (i.e. Code of Conduct)?
- Yes – 19/19

11. How do you rate the performance of the Presiding Member in preparing for and conducting the meetings?
- Very Effective – 10/19
- Effective – 8/19
- Neither Effective or Ineffective – 1/19 (GAP Presiding Member – “don’t think I can rate my own performance…”)

Additional Comments

There were several additional comments provided by committee members (refer Attachment 1), some of which are outlined below.

- “The earlier release of agendas could enable matters to be raised (and resolved)…. reducing the number of items that need to be reconsidered at later meetings…”
- “All Committee members prepare comprehensively for meetings. Staff are exceptionally well prepared to answer any matters requiring further explanation”.
- “Meetings are very efficient”.
- “Independent input is invaluable…”

Conclusion

The completion of the Section 41 Committee Performance Review Surveys satisfies the GAP’s function – “to ensure performance reviews of Council’s Section 41 Committees, including, but not limited to, delegated powers, are undertaken.” Council’s Executive Management Team are encouraged by these results and satisfied with the way that Council’s Committee structure is working.

RECOMMENDATION

“That Council, having considered Item 15.2 – Section 41 Committee Performance Review Surveys, dated 16 December 2019, receives and notes the report and in doing so acknowledges that performance reviews of Council’s Section 41 Committees have been undertaken in accordance with the Governance Advisory Panel’s functions.”

Attachments

1. Section 41 Committee Survey Results.
Attachment 1 – Section 41 Committee Survey Results
1. Do you understand and agree with the functions of the Committee detailed in its Terms of Reference?

Additional Comments:

- **Governance Advisory Panel:**
  - In practical terms I do not see how function 2.2 (conflict of interest advice) would actually be used as legal advice coordinated by the Administration in a timely manner would be the appropriate course of action. Further the Audit Committee's function (2.2.1) appears to be anomalous and a duplication of a role more appropriately discharged by the GAP.
  - The Terms of Reference is suitably broad to authorise the Committee to operate in relation to all facets of governance.
2. Does the Committee collectively have sufficient skills, experience, time and resources to undertake its duties?

![Bar Chart]

**Additional Comments:**

- **Adelaide Plains Council Historical Committee:**
  - Yes - But can make more use more members with skills.
  - Currently short of members.
  - Time is the major factor to undertake what is done. Lacking member makes it more changing.
  - The committee has further aspirations to better the recording of history onto the computer. Grant/Paid person would be helpful.

- **Infrastructure and Environment Committee:**
  - No, no, yes, no. 4-part question with single yes/no answer option.
3. Does the Committee work constructively as a team and work well with others attending the meetings?
4. Does the relationship between Committee members strike the right balance between challenge and mutuality?

*Question not provided to Adelaide Plains Council Historical Committee*
5. Do the meeting arrangements enhance the Committee’s effectiveness (e.g. frequency, timing, duration, venue and format) to allow sufficient time for the discussion of agenda items?

<table>
<thead>
<tr>
<th>Committee</th>
<th>Very Ineffective</th>
<th>Ineffective</th>
<th>Neither Effective or Ineffective</th>
<th>Effective</th>
<th>Very Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adelaide Plains Council Historical Committee</td>
<td>2</td>
<td>5</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Infrastructure and Environment Committee</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>4</td>
<td>1</td>
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<tr>
<td>Governance Advisory Panel</td>
<td>1</td>
<td>4</td>
<td>4</td>
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<td>4</td>
</tr>
<tr>
<td>Audit Committee</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Additional Comments:

- **Governance Advisory Panel:**
  - The earlier release of agendas could enable matters to be raised (and resolved) with the Administration thereby reducing the number of items that need to be reconsidered at later meetings. Equally the circulation of draft policies for comment in between meetings could also facilitate this outcome.
6. Are the reports for each meeting sufficiently comprehensive and yet understandable enough for you to make informed decisions?

![Bar chart showing effectiveness ratings for different committees]

Additional Comments:

- **Governance Advisory Panel:**
  - Greater linkages to strategic and ABP goals and strategies, legislative requirements would assist in contextualising report content. Risk assessment information is basic and could be augmented (see response below).

- **Audit Committee:**
  - Agenda could be issued earlier to enable more time for reading and follow up.
7. Are the presentations an interesting and helpful way of informing members about various issues?

* Question not provided to Adelaide Plains Council Historical Committee
8. Are effective minutes prepared, distributed and followed up?

- **Adelaide Plains Council Historical Committee**: 2 Very Ineffective, 2 Ineffective, 1 Neither Effective or Ineffective, 1 Effective, 5 Very Effective
- **Infrastructure and Environment Committee**: 2 Very Ineffective, 2 Ineffective, 1 Neither Effective or Ineffective, 1 Effective
- **Governance Advisory Panel**: 2 Very Ineffective, 2 Ineffective, 1 Neither Effective or Ineffective, 1 Effective
- **Audit Committee**: 2 Very Ineffective, 1 Ineffective, 1 Neither Effective or Ineffective, 1 Effective
9. How do you rate the overall efficiency and effectiveness of the Committee?

**Adelaide Plains Council Historical Committee:**
- It is always helpful to have more skilled volunteers.
- For the no. of members we have.
- Always more tasks than time.

**Infrastructure and Environment Committee:**
- It seems to work well and deliver on expectations.

**Governance Advisory Panel:**
- I think I understand the issues and the factors which need to be considered. And I prepare thoroughly for each meeting.
- Always prepared to add to the discussion and reach pragmatic resolution.
- I frequently reflect on the TOR and my role as an independent member and conduct myself accordingly. I am always well prepared to consider agenda items and have usually provided commentary and requests for clarification to the Administration prior to the meeting.
- I contribute to all discussions and my contributions are informed by my prior preparation, namely reading and considering agenda materials ahead of the meetings. I am familiar with and understand the Committee's Terms of Reference and my expertise and Local Government experience are well placed to assist the Committee in achieving its objectives.

**Audit Committee:**
- Independent input is invaluable in challenging the financial reporting, and addressing detail that is missed at council meetings.
10. Do staff and members conduct themselves in accordance with high standards of behaviour (i.e. Code of Conduct)?

Additional Comments:

- **Infrastructure and Environment Committee:**
  - Usually. Could be improved by reading and understanding agenda and briefings.

- **Governance Advisory Panel:**
  - Yes they do however I am not aware of conduct standards for staff or independent members.
  - No issues, the Committee support staff appear to be highly competent.
11. How do you rate the performance of the Presiding Member in preparing for and conducting the meetings?

**Adelaide Plains Council Historical Committee:**
- Meetings are very efficient.

**Infrastructure and Environment Committee:**
- He is excellent.

**Governance Advisory Panel:**
- Don’t think I can rate my own performance - but happy to receive suggestions on how to improve.
- The Presiding Members clearly demonstrates that she is across the detail of the agenda.
- It is evidence the PM has considered the material ahead of the meetings. The PM is skilled in keeping discussions focused and transacts the meetings with the appropriate degree of formality (they are not overly formal, which I consider to be beneficial as high degrees of formality can stifle productivity in this setting).

**Audit Committee:**
- PM is always across the issues presented in the agenda, and provides opportunity for all members to contribute.
12. How do you rate your performance as a member of the Committee?

![Performance Rating Chart]

Additional Comments:

- **Adelaide Plains Council Historical Committee:**
  - I don't always have time for the things I would like to do.
  - Try to make time and effort to do the best I can.
  - The tasks seem to be mounting and it is disappointing not to be able to achieve all that is needed.

- **Governance Advisory Panel:**
  - I think I understand the issues and the factors which need to be considered. And I prepare thoroughly for each meeting.
  - Always prepared to add to the discussion and reach pragmatic resolution.
  - I frequently reflect on the TOR and my role as an independent member and conduct myself accordingly. I am always well prepared to consider agenda items and have usually provided commentary and requests for clarification to the Administration prior to the meeting.
  - I contribute to all discussions and my contributions are informed by my prior preparation, namely reading and considering agenda materials ahead of the meetings. I am familiar with and understand the Committee's Terms of Reference and my expertise and Local Government experience are well placed to assist the Committee in achieving its objectives.

- **Audit Committee:**
  - Turn up, prepare well and contribute
13. Is the Committee provided with enough information for risk identification and control in order for key risks to be adequately managed?

Additional Comments:

- **Infrastructure and Environment Committee:**
  - Risk management for councils needs improving overall, it may be discussed but not represented in a clear manner via a risk matrix or similar.

- **Governance Advisory Panel:**
  - Risk assessment is in its infancy within the organisation, but work is underway to develop risk framework.
  - The Audit Committee has functional responsibility for overseeing the Council's risk management framework. Risk commentary on GAP agenda reports is basic and provides little insight into risk ratings or control effectiveness.
  - In the context of governance risks, the Committee's focus (during my tenure so far) has primarily been Council policies. Whilst good policy is essential to guide informed and responsible decision-making an additional way in which risk can be mitigated is be ensuring appropriate (and timely) response to legislative change. The Committee is not, as a general rule, appraised of the Council's response to key legislative change (for example, implementation of the PDI Act), information reports in relation to such matters (i.e. a single report that identifies relevant change that has been actioned by the Council during a quarter and how Council has responded to implement the change, whether or not the change has commenced operation) would be useful to assist the Committee in managing this risk area.

- **Audit Committee:**
  - The Audit Committees in relation to the review of Corporate Risks could benefit from clarification.
14. Is there an effective program in place to ensure that risk management becomes an integral part of the way in which Council conducts business?

**Infrastructure and Environment Committee**
- 3 Very Ineffective
- 1 Ineffective

**Governance Advisory Panel**
- 2 Effective
- 1 Neither Effective or Ineffective

**Audit Committee**
- 2 Effective
- 1 Neither Effective or Ineffective

Additional Comments:

- **Infrastructure and Environment Committee:**
  - Refer to above, I have not seen a formal framework in the decision making as yet.

- **Governance Advisory Panel:**
  - This is currently being implemented across the organisation.
  - Unable to provide an opinion as risk management oversight is the responsibility of the Audit Committee.
  - The operation of the Committee, of itself, is a critical tool to assist in improving governance practices and in turn, mitigating risk to Council. My comments in response to question 14 are also relevant in response to this question.

*Question not provided to Adelaide Plains Council Historical Committee*
15. Do you have any other suggestions for improving any aspect of the Committee’s performance, role or functions?

Additional Comments:

- **Infrastructure and Environment Committee:**
  - Not at this point.

- **Governance Advisory Panel:**
  - The proposed LG Reforms propose greater roles for governance committees and it is a matter for Council to determine any expanded role and function of the GAP. On the whole, the GAP performs well however greater information on the governance framework and fulfilment of legislative obligations would enable the GAP to provide more informed advice to Council.
  - The variety, experience and calibre of the members provides APC with a very good panel to consider and recommend actions to Council on all items placed before it.

- **Audit Committee:**
  - Encouragement of informal discussion between committee members to clarify minor points rather than take up time during meetings.
Audit Committee Survey Results – Additional Questions
1. Does the Audit Committee have effective mechanisms to understand and gain confidence over the:
   - Appropriateness of the Council accounting policies, estimates and judgments?
   - Clarity and completeness of disclosure in the financial statements?
   - Impact on the financial statements of any developments in accounting standards or generally accepted accounting practice?
2. If the Audit Committee were not satisfied with any aspect of the proposed financial reporting, would it report such views to the Council and seek changes?

![Bar Chart]

- **YES**
- **NO**

3

Audit Committee
3. Is the Audit Committee satisfied that appropriate processes are in place to:
   • Ensure compliance with applicable regulation and best practice recommendations?
   • Identify, evaluate and monitor key risks facing the council (including financial, strategic and operational?)
   • Provide it with suitable reports on effectiveness of the systems of internal control?

Additional Comments:
   • The process for evaluating Corporate and Strategic Risks is developing.
4. Does management respond to external audit recommendations in a timely and appropriate manner?
## OVERVIEW

### Purpose

The purpose of this report is to provide an update in relation to the status of the Drought Communities Programme Extension (DCPE) project, for Council Members’ information.

### Background

Several months ago, Council endorsed the recommended DCPE ‘shovel ready’ project list. The project supported by the Federal Government is titled:

- Stimulating and Sustaining Regional APC Businesses through Community Programs and Infrastructure Upgrades.

The Project is divided into three categories, namely:

- Community Land Redevelopments
- Sustainable Business
- Tourism Attraction.

There are 15 areas within the three categories, consisting of 12 community projects, 2 community events and DCPE coordination, to be delivered by 30 June 2019.

### Discussion

Council’s Economic Development Officer, seconded into the project coordination role, with some assistance from Council’s Community Development Officer continue to coordinate the delivery of this Federal grant. Other key staff in the development, infrastructure, procurement and finance areas have also been assisting.

Management continue to adopt a sound project management framework for managing and monitoring these projects. This will ensure that every effort is made to deliver the projects on time and within budget.
Meetings with the various community groups have revealed how ‘shovel ready’ the nominated projects are and have determined the ability to meet the Federal Government guidelines ie of providing an economic stimulus to local businesses and delivery by the 30 June 2019 deadline.

**Attachment 1** provides a list (and status) of the 13 community projects. Some of the projects are progressing well, while others will commence on the ground early in 2020. It is envisaged that a comments column may be added to the table soon, once all of the projects have commenced on the ground. Additionally, management are able to provide further information, should this be required at 16 December 2019 meeting.

**Summary**

This report and **Attachment 1** provide an update on the status of the DCPE project.

**RECOMMENDATION**


**Attachments**

1. Drought Communities Program Extension Project Progress Report - December 2019

**References**

**Legislation**

*Local Government Act 1999*

**Council Policies/Plans**

*Annual Business Plan*

*Procurement Policy*
## 1. Community Land Redevelopments

<table>
<thead>
<tr>
<th>Project</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
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<tbody>
<tr>
<td><strong>Mallala Netball/Tennis Club</strong></td>
<td>0</td>
<td>15</td>
<td>20</td>
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<tr>
<td>- Court resurfacing and upgrade (including six light poles and cages, eight sports flood lights, electrical installation for lighting, six netball, eight tennis and two basketball sleeves, APT Masters Float cushioned surface)</td>
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<td><strong>Long Plains Netball/Tennis Club</strong></td>
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<td>15</td>
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<tr>
<td>- Court resurfacing and upgrade (including removal light towers and trees, earthworks, sawcut, subbase, concrete plinths, base works, APT Masters Float premium cushion, fencing, goal posts, tennis posts and sleeves)</td>
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<td><strong>Two Wells Bowling Club</strong></td>
<td>0</td>
<td>5</td>
<td>10</td>
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<td>- Installation of synthetic green (including base preparations, base construction, edge beam, surface, paving, signage, celebration event)</td>
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<tr>
<td><strong>Lewiston off-leash Dog Park</strong></td>
<td>0</td>
<td>10</td>
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<tr>
<td>- (including development approval, base graded level and mounds, irrigation, power, grass, fencing, shade shelters, seats, drinking fountains, jumps and tunnels, trees, waste disposal, signage, lighting, community celebration)</td>
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<tr>
<td><strong>Clara Harniman Reserve</strong></td>
<td>0</td>
<td>20</td>
<td>70</td>
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<tr>
<td>- Community equine facility for the animal husbandry area and participants (including development application, fencing, purchase and install and for native vegetation), surface materials, water tank and trough generator pump, purchase and deliver shipping container, arena, surface carport, toilet, rainwater)</td>
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<td><strong>Dublin Cricket Club</strong></td>
<td>0</td>
<td>5</td>
<td>10</td>
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<td>- Clubroom upgrade (including development approval, base, clubroom materials, framework, concrete flooring, plumbing, electrical, kitchen/severy, tiling, celebration)</td>
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## 2. Sustainable Business

<table>
<thead>
<tr>
<th>Project</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
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<tbody>
<tr>
<td><strong>Sustainability Project</strong></td>
<td>0</td>
<td>10</td>
<td>10</td>
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<tr>
<td>- Installation/implementation of energy efficient products on Council owned buildings (including development approval, solar at the Depot, Two Wells office, library, Mallala office, CWMS, LED lighting, water saving (all public toilets and office spaces) irrigation upgrades (ovals and parks) school monitoring IT, signage, community education displays (caterer)</td>
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<tr>
<td><strong>Business Support Workshops</strong></td>
<td>0</td>
<td>10</td>
<td>30</td>
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<td>with the local suicide prevention network</td>
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<tr>
<td><strong>Final Community Event</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>to celebrate the success of the drought program</td>
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<tr>
<td><strong>Appointment of a Project Coordinator</strong></td>
<td>10</td>
<td>20</td>
<td>30</td>
<td></td>
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<td>to deliver the programme</td>
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## 3. Tourism Attraction

<table>
<thead>
<tr>
<th>Project</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
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<th>Mar</th>
<th>Apr</th>
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<tbody>
<tr>
<td><strong>Parham Campground improvements</strong></td>
<td>0</td>
<td>10</td>
<td>20</td>
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<tr>
<td>(wastewater upgrade, fencing remnant vegetation. ablution upgrades, lighting/security, dump point and connection, signage, tourist event)</td>
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<tr>
<td><strong>Mallala campsite development</strong></td>
<td>0</td>
<td>10</td>
<td>15</td>
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<tr>
<td>(including development approval/plans, gravel roads/site works, lighting/security, levelling drainage, lawn supply and install, trees/shrubs, garden beds, digital lock, dump pair)</td>
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<tr>
<td><strong>Two Wells, Wells Park/Reserve</strong></td>
<td>0</td>
<td>0</td>
<td>10</td>
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<tr>
<td>- Upgrade pathways, painting, fencing, screening, speaking boxes upgrade, lighting, signage, community bonfire and BBQ</td>
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<tr>
<td><strong>Moquet Lee Memorial</strong></td>
<td>0</td>
<td>25</td>
<td>90</td>
<td></td>
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<tr>
<td>- Establishment of a regional memorial to the pinery fire for the farming community (including seal hard areas, tank, entrance, shed entances, metal chips cementary, official opening)</td>
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<td><strong>Thompson Beach Clubroom redevelopment</strong></td>
<td>0</td>
<td>15</td>
<td>15</td>
<td></td>
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<td></td>
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<tr>
<td>(including development approval, carpark fill/compact fill base, shed, concrete flooring, insulation and electrical, cladding and painting, community celebration)</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Activity</td>
<td>5%</td>
<td>70%</td>
<td>90%</td>
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<td>Business Engagement (Quotations)</td>
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<td>40%</td>
<td>50%</td>
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<tr>
<td>Tenders</td>
<td>10%</td>
<td>15%</td>
<td>33%</td>
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</table>
OVERVIEW

The purpose of this report is to provide an update in relation to the status of the Infrastructure and Environment Department 2019-2020 Capital Works and Operating Program, for Council Members’ information and monitoring.

Background

Council has adopted a significant Capital Works Program for delivery in 2019/20 totalling just over $5.1 million. Management have established a project management framework for managing and monitoring projects to ensure that every effort is made to deliver the projects on time and within budget.

Attachment 1 provides a list and status of the 2019-2020 Capital projects, and Attachment 2 provides a list and status of the 2019-2020 Operating projects.

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

Shannon Road

The sub-base layer has been placed, the sealing contractor has been booked for February 2020 and therefore the base layer will be placed closer to February 2020. The Intersection of Dublin Road and Shannon Road is currently being designed.

Re-Sheeting Program

Council’s re-sheeting program is progressing as scheduled. Schutt Road and Fertile Road are complete. Thompson Road and Buckland Park Road, Light Beach Road and Wylie Road are currently underway.
Re-Sealing Program

Councils sealing contractor completed Old Port Wakefield Road reseal, the line marking contractor has been scheduled to line mark road.

Plant and Machinery Replacement Program

Council’s plant and machinery replacement program is running to schedule. The tandem tipper and trailer replacement tender is currently being assessed.

RECOMMENDATION


Attachments

2. Operating Project Progress Report 2019-2020 - December 2019

References

Legislation

Local Government Act 1999

Council Policies/Plans

Annual Business Plan

Procurement Policy

Infrastructure and Asset Management Plan

Long Term Financial Plan
<table>
<thead>
<tr>
<th>Budget No</th>
<th>New/Renewal</th>
<th>Project Name</th>
<th>Adopted Budget</th>
<th>Estimated Project Start Date</th>
<th>Estimated Project Completion Date</th>
<th>Percentage Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>72742</td>
<td>New</td>
<td>Webb Beach Levee &amp; Access Road Upgrade</td>
<td>321,729</td>
<td>April 2020</td>
<td>May 2020</td>
<td>-</td>
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<td>72731</td>
<td>Renewal</td>
<td>Two Wells Library – Carpet, Sunscreen Blinds and Security Screen Door</td>
<td>13,100</td>
<td>January 2020</td>
<td>March 2020</td>
<td>-</td>
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<tr>
<td>72732</td>
<td>New</td>
<td>Two Wells Old Council Chamber improvements</td>
<td>7,000</td>
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<td>March 2020</td>
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<td>72732</td>
<td>Renewal</td>
<td>Old Council Chambers - Fit out</td>
<td>33,402</td>
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<td>March 2020</td>
<td>-</td>
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<td>72733</td>
<td>Renewal</td>
<td>Mallala Museum - Upstairs ceiling &amp; Window Frames</td>
<td>65,000</td>
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<td>June 2020</td>
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<td>72734</td>
<td>Renewal</td>
<td>Two Wells Front Counter &amp; Meeting Room</td>
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<td>October 2019</td>
<td>February 2020</td>
<td>-</td>
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<td>72735</td>
<td>Renewal</td>
<td>Parham Camp Ground Septic</td>
<td>49,000</td>
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<td>March 2020</td>
<td>-</td>
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<tr>
<td>72736</td>
<td>Renewal</td>
<td>Mallala Office Carpet and Blinds</td>
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<td>January 2020</td>
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<td>72737</td>
<td>Renewal</td>
<td>Mallala Institute/ CWA - Underpinning</td>
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<td>November 2019</td>
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<td>74015</td>
<td>New</td>
<td>Pram Ramp renewal to DDA compliant</td>
<td>10,000</td>
<td>January 2020</td>
<td>March 2020</td>
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<td>72746</td>
<td>New</td>
<td>Old Port Wakefield Road and Drew Street - Car parking upgrade</td>
<td>186,000</td>
<td>October 2019</td>
<td>June 2020</td>
<td>-</td>
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<td>72725</td>
<td>New</td>
<td>Shannon Road</td>
<td>683,478</td>
<td>October 2019</td>
<td>February 2020</td>
<td>20%</td>
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<tr>
<td>72747</td>
<td>Renewal</td>
<td>Carslake Road - Port Wakefield Road to Shannon Road</td>
<td>204,500</td>
<td>December 2019</td>
<td>June 2020</td>
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<tr>
<td>72748</td>
<td>Renewal</td>
<td>Old Port Wakefield Road</td>
<td>348,637</td>
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<td>72749</td>
<td>Renewal</td>
<td>Port Parham Road - Beach Road to First Street</td>
<td>118,072</td>
<td>February 2020</td>
<td>March 2020</td>
<td>-</td>
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<tr>
<td>72751</td>
<td>Renewal</td>
<td>Aunger Road - Gawler Road to Oliver Road</td>
<td>98,600</td>
<td>February 2020</td>
<td>March 2020</td>
<td>-</td>
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<tr>
<td>72752</td>
<td>Renewal</td>
<td>Broster Road - Balaklava Road to Franks Road</td>
<td>38,755</td>
<td>September 2019</td>
<td>October 2019</td>
<td>100%</td>
</tr>
<tr>
<td>72753</td>
<td>Renewal</td>
<td>Buckland Park Road - Bailey Road West to Shellgrit Road</td>
<td>52,098</td>
<td>November 2019</td>
<td>December 2019</td>
<td>-</td>
</tr>
<tr>
<td>72754</td>
<td>Renewal</td>
<td>Clonan Road - Port Wakefield Road to Angove Road</td>
<td>16,005</td>
<td>October 2019</td>
<td>October 2019</td>
<td>100%</td>
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<tr>
<td>72755</td>
<td>Renewal</td>
<td>Daniel Road - Long Plains Road to Shannon Road</td>
<td>167,579</td>
<td>July 2019</td>
<td>July 2019</td>
<td>100%</td>
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<tr>
<td>72756</td>
<td>Renewal</td>
<td>Fertile Avenue - Bailey Road West to Artesian Road</td>
<td>14,420</td>
<td>November 2019</td>
<td>December 2020</td>
<td>100%</td>
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<tr>
<td>72757</td>
<td>Renewal</td>
<td>Fidge Road - Murpheys Crossing Road to Brady Road</td>
<td>70,447</td>
<td>October 2019</td>
<td>November 2019</td>
<td>100%</td>
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<tr>
<td>72758</td>
<td>Renewal</td>
<td>Frost Road - Port Wakefield Road to Rowe Road</td>
<td>26,672</td>
<td>March 2020</td>
<td>March 2020</td>
<td>-</td>
</tr>
<tr>
<td>72759</td>
<td>Renewal</td>
<td>Hancock Road - Lynch Road to Cheek Road</td>
<td>82,806</td>
<td>October 2019</td>
<td>November 2019</td>
<td>100%</td>
</tr>
<tr>
<td>72760</td>
<td>Renewal</td>
<td>Helps Road - Lynch Road to Worden Road</td>
<td>59,642</td>
<td>October 2019</td>
<td>November 2019</td>
<td>50%</td>
</tr>
<tr>
<td>72761</td>
<td>Renewal</td>
<td>Light Beach Road - Port Wakefield Road to Wylie Road</td>
<td>27,661</td>
<td>December 2019</td>
<td>January 2020</td>
<td>50%</td>
</tr>
<tr>
<td>72762</td>
<td>Renewal</td>
<td>Long Plains Road - Windsor Road to Rowe Road</td>
<td>209,294</td>
<td>August 2019</td>
<td>September 2019</td>
<td>100%</td>
</tr>
<tr>
<td>72763</td>
<td>Renewal</td>
<td>McPharlin Road - Sharpe Road to Gawler Road</td>
<td>27,602</td>
<td>March 2020</td>
<td>March 2020</td>
<td>-</td>
</tr>
<tr>
<td>72764</td>
<td>Renewal</td>
<td>Middle Beach Road - Smith Road to The Esplanade</td>
<td>103,159</td>
<td>March 2020</td>
<td>April 2020</td>
<td>-</td>
</tr>
<tr>
<td>72765</td>
<td>Renewal</td>
<td>Shannon Road - Jenkin Road to Rowe Road</td>
<td>88,805</td>
<td>September 2019</td>
<td>October 2019</td>
<td>100%</td>
</tr>
<tr>
<td>72766</td>
<td>Renewal</td>
<td>Schutt Road - Schlodder Road to Ruskin Road</td>
<td>9,865</td>
<td>October 2019</td>
<td>October 2019</td>
<td>100%</td>
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<tr>
<td>72767</td>
<td>Renewal</td>
<td>Thompson Road - Port Wakefield Road to Shingleback Road</td>
<td>43,839</td>
<td>November 2019</td>
<td>December 2020</td>
<td>50%</td>
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<tr>
<td>72768</td>
<td>Renewal</td>
<td>Wild Horse Plains Road - Sandy Brae Road to East to Seal</td>
<td>202,140</td>
<td>August 2019</td>
<td>September 2019</td>
<td>100%</td>
</tr>
<tr>
<td>72769</td>
<td>Renewal</td>
<td>Williams Road - Gawler Road to Sharpe Road</td>
<td>36,840</td>
<td>February 2020</td>
<td>March 2020</td>
<td>-</td>
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<tr>
<td>72771</td>
<td>Renewal</td>
<td>Wylie Road - Port Wakefield Road to Light Beach Road</td>
<td>18,597</td>
<td>December 2019</td>
<td>January 2020</td>
<td>50%</td>
</tr>
</tbody>
</table>

**BUILDING PROGRAM**

**NEW FOOTPATH**

**SEALING OF UNSEALED ROADS**

**RESEALING OF SEALED ROADS**

**RESHEETING OF UNSEALED ROADS**

**PLANT/FLEET & EQUIPMENT REPLACEMENT**
<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Description</th>
<th>Cost</th>
<th>Start Date</th>
<th>End Date</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>75100</td>
<td>Renewal</td>
<td>Other Plants &amp; Equipment</td>
<td>820,000</td>
<td>August 2019</td>
<td>December 2019</td>
<td>70%</td>
</tr>
<tr>
<td>75100</td>
<td>New</td>
<td>Shoring Equipment &amp; Trailer for Grave Digging</td>
<td>7,138</td>
<td>August 2019</td>
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<tr>
<td>72738</td>
<td>Renewal</td>
<td>Middle Beach CWMS - Irrigation Wobblers</td>
<td>5,000</td>
<td>January 2020</td>
<td>February 2020</td>
<td>-</td>
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<tr>
<td>75000</td>
<td>Renewal</td>
<td>Fleet Replacement</td>
<td>170,000</td>
<td>January 2020</td>
<td>March 2020</td>
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### SITE IMPROVEMENTS

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<th>Code</th>
<th>Type</th>
<th>Description</th>
<th>Cost</th>
<th>Start Date</th>
<th>End Date</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>72723</td>
<td>New</td>
<td>Two Wells Cemetery - Cremation wall 50 Plots</td>
<td>30,723</td>
<td>November 2019</td>
<td>May 2020</td>
<td>-</td>
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<tr>
<td>72750</td>
<td>Renewal</td>
<td>Flag Pole Mallala Office (LTFP)</td>
<td>2,500</td>
<td>November 2019</td>
<td>November 2019</td>
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<tr>
<td>72750</td>
<td>Renewal</td>
<td>Mallala Oval Playground - Playground Shade Sail</td>
<td>10,000</td>
<td>January 2020</td>
<td>March 2020</td>
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<tr>
<td>72750</td>
<td>Renewal</td>
<td>Lewiston Playground Softfall</td>
<td>25,000</td>
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<td>November 2019</td>
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<td>72750</td>
<td>Renewal</td>
<td>Thompson Beach Foreshore - Shelter, seating and car park</td>
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<td>March 2020</td>
<td>50%</td>
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<tr>
<td>72745</td>
<td>Renewal</td>
<td>Pumps - Williams Road ($35,000) &amp; Connell Vale Road ($4,000)</td>
<td>39,000</td>
<td>October 2019</td>
<td>January 2020</td>
<td>80%</td>
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<tr>
<td>73000</td>
<td>New</td>
<td>Mallala CWMS</td>
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### KERBING & FOOTPATH

<table>
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<th>Code</th>
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<th>Description</th>
<th>Cost</th>
<th>Start Date</th>
<th>End Date</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>72739</td>
<td>Renewal</td>
<td>Chivell Street Resealing &amp; New Footpaths</td>
<td>126,251</td>
<td>December 2019</td>
<td>April 2020</td>
<td>-</td>
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<tr>
<td>72740</td>
<td>New</td>
<td>Elizabeth Street &amp; Two Wells</td>
<td>20,948</td>
<td>January 2020</td>
<td>April 2020</td>
<td>-</td>
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<tr>
<td>72741</td>
<td>Renewal</td>
<td>LHS - Drew Street from Gawler Rd to Chapman Street</td>
<td>68,186</td>
<td>October 2019</td>
<td>December 2019</td>
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<tr>
<td>72741</td>
<td>Renewal</td>
<td>Surface - Drew Street (005) from Gawler Rd to Chapman Street</td>
<td>46,478</td>
<td>October 2019</td>
<td>February 2020</td>
<td>-</td>
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<tr>
<td>72741</td>
<td>Renewal</td>
<td>Surface - Drew Street (010) from Chapman Street to Rowe Crescent</td>
<td>53,475</td>
<td>October 2019</td>
<td>February 2020</td>
<td>-</td>
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<tr>
<td>72741</td>
<td>Renewal</td>
<td>Surface - Drew Street (015) from Rowe Crescent to Old PW Rd</td>
<td>3,067</td>
<td>October 2019</td>
<td>February 2020</td>
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<tr>
<td>72726</td>
<td>New</td>
<td>RHS Kerb and Watertable - Drew St from Rowe Cres to Old Port Wakefield Road</td>
<td>47,832</td>
<td>October 2019</td>
<td>December 2019</td>
<td>-</td>
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<tr>
<td>72726</td>
<td>New</td>
<td>RHS Kerb and Watertable - Drew St from Rowe Cres to Old Port Wakefield Road</td>
<td>49,978</td>
<td>October 2019</td>
<td>December 2019</td>
<td>100%</td>
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<tr>
<td>72726</td>
<td>New</td>
<td>RHS Kerb and Watertable - Drew St from Chapman Street to Rowe Cre.</td>
<td>4,699</td>
<td>October 2019</td>
<td>December 2019</td>
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<tr>
<td>72726</td>
<td>New</td>
<td>RHS Kerb and Watertable - Drew St from Chapman Street to Rowe Cre.</td>
<td>3,498</td>
<td>October 2019</td>
<td>December 2019</td>
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<tr>
<td>72727</td>
<td>New</td>
<td>LHS Kerb and Watertable - Old Mallala Road from Noble Crt to End</td>
<td>54,000</td>
<td>October 2019</td>
<td>December 2019</td>
<td>100%</td>
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</table>

**5,195,703**
## OPERATING PROJECT PROGRESS REPORT 2019-2020 - December 2019

<table>
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<tr>
<th>Budget No</th>
<th>Project Name</th>
<th>Actual Budget</th>
<th>Estimated Project Start Date</th>
<th>Estimated Project Completion Date</th>
<th>Percentage Completed</th>
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<tbody>
<tr>
<td>80005</td>
<td>Webb Beach Emergency Management Plan</td>
<td>47,729</td>
<td></td>
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<tr>
<td>80020</td>
<td>Installation of single lane roundabout</td>
<td>500,000</td>
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</table>

### ANNUAL BUILDING MAINTENANCE PROGRAM

<table>
<thead>
<tr>
<th>Budget No</th>
<th>Project Name</th>
<th>Actual Budget</th>
<th>Estimated Project Start Date</th>
<th>Estimated Project Completion Date</th>
<th>Percentage Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>80013</td>
<td>Two Wells Oval - Water Line</td>
<td>2,000</td>
<td>December 2019</td>
<td>June 2020</td>
<td>-</td>
</tr>
<tr>
<td>80013</td>
<td>Dublin Toilet Block - Septic Upgrade</td>
<td>10,000</td>
<td>November 2019</td>
<td>March 2020</td>
<td>-</td>
</tr>
<tr>
<td>80013</td>
<td>Two Wells Library - Fans/AC</td>
<td>3,000</td>
<td>January 2020</td>
<td>March 2020</td>
<td>-</td>
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<tr>
<td>80019</td>
<td>Two Wells Stormwater Management Plan South Levee Design</td>
<td>30,000</td>
<td>December 2019</td>
<td>June 2020</td>
<td>-</td>
</tr>
<tr>
<td>80015</td>
<td>Relocation - AP Kennel &amp; Obedience Club</td>
<td>150,000</td>
<td>October 2019</td>
<td>June 2020</td>
<td>-</td>
</tr>
<tr>
<td>80022</td>
<td>Relocation - TW Trotting Club</td>
<td>40,000</td>
<td>October 2019</td>
<td>June 2020</td>
<td>-</td>
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<tr>
<td>80030</td>
<td>Wasleys Bridge Maintenance</td>
<td>25,000</td>
<td>January 2020</td>
<td>June 2020</td>
<td>-</td>
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<tr>
<td>80032</td>
<td>Valuation of Council's Assets</td>
<td>6,850</td>
<td>November 2019</td>
<td>February 2020</td>
<td>50%</td>
</tr>
</tbody>
</table>

814,579
21.1 Australia Day Awards 2020
RECOMMENDATION

“that:-

1. Pursuant to section 90(2) of the Local Government Act 1999, the Council orders that all members of the public, except Chief Executive Officer, General Manager – Governance and Executive Office, General Manager – Development and Community, General Manager – Finance and Business, General Manager – Infrastructure and Environment, Manager Governance and Administration/Minute Taker, Manager Library and Community and Administration and Executive Support Officer be excluded from attendance at the meeting of the Council for Agenda Item 21.1 – Australia Day Awards 2020;

2. Council is satisfied that pursuant to section 90(3)(a) of the Local Government Act 1999, Item 21.1 – Australia Day Awards 2020 concerns information of a confidential nature the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person, constituting information relevant to the nominees’ potential to be awarded relevant Australia Day Awards and it would be unreasonable to disclose this information prior to the determination and announcement of the outcome of the Australia Day Awards; and

3. Council is satisfied that the principle that Council meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential.”
RECOMMENDATION

“that Council, having considered the matter of Agenda Item 21.1 – *Australia Day Awards 2019* in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999*, resolves that:

1. The staff report and the minutes pertaining to Agenda 21.1 – *Australia Day Awards 2020* remain confidential and not available for public inspection until all nominees/award recipients have been advised of the outcome;

2. Attachments 1-13 pertaining to Agenda 21.1 – *Australia Day Awards 2020* remain confidential and not available for public inspection until further order of Council;

3. Pursuant to section 91(9)(a) of the *Local Government Act 1999*, the confidentiality of the matter will be reviewed every 12 months; and

4. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, Council delegates the power to revoke this confidentiality order to the Chief Executive Officer.”
21.2 Confidential Item

16 December 2019

21.2 Crown Land Investigations Two Wells
RECOMMENDATION

“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, General Manager – Governance and Executive Office, General Manager – Development and Community, General Manager – Finance and Business, General Manager – Infrastructure and Environment, Manager Governance and Administration/Minute Taker and Administration and Executive Support Officer be excluded from attendance at the meeting of Council for Agenda Item 21.2 – Crown Land Investigations Two Wells.

2. Council is satisfied that pursuant to section 90(3)(b) of the Local Government Act 1999, Item 21.2 – Crown Land Investigations Two Wells 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

3. Council is satisfied that the principle that Committee meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential.”
RECOMMENDATION

“that Council, having considered the matter of Agenda Item 21.2 – Crown Land Investigations, Two Wells in confidence under sections 90(2) and 90(3)(b) of the Local Government Act 1999, resolves that:

1. The staff report, annexures and the minutes pertaining to Agenda 21.2 – Crown Land Investigations, Two Wells remain confidential and not available for public inspection until further order of Council;

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, Council delegates the power to revoke this confidentiality order to the Chief Executive Officer.”