

NOTICE OF COUNCIL MEETING

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

The Ordinary Meeting of the



will be held in

**Council Chamber
Redbanks Road
Mallala**

on

Monday 27 November 2023 at 4:30pm



James Miller
CHIEF EXECUTIVE OFFICER

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1 ACKNOWLEDGEMENT OF COUNTRY

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

2 ATTENDANCE RECORD

3 OPENING ITEMS

3.1 DECLARATION OF OFFICE - COUNCILLOR DI TROIA

Record Number: D23/53371

Author: Manager Governance

Authoriser: Director Corporate Services

4 CONFIRMATION OF COUNCIL MEETING MINUTES

4.1 Confirmation of Minutes - Ordinary Council Meeting - 23 October 2023

“that the minutes of the Ordinary Council Meeting held on 23 October 2023 (MB Folios 17902 to 17917 be accepted as read and confirmed.”

CONFIDENTIAL

MINUTES

of the

Ordinary Council Meeting



**Adelaide
Plains
Council**

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

**Council Chamber
Redbanks Road
Mallala**

on

Monday 23 October 2023 at 4.30pm

The Acting Mayor formally declared the meeting open at 4:30pm.

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 ATTENDANCE RECORD

Present:

Acting Mayor Marcus Strudwicke

Councillor Alana Bombardieri

Councillor Kay Boon

Councillor Terry-Anne Keen

Councillor Dante Mazzeo

Councillor Margherita Panella

Councillor David Paton

Councillor Eddie Stubing

Staff in Attendance:

Chief Executive Officer

Mr James Miller

Director Corporate Services

Ms Sheree Schenk

Director Finance

Mr Rajith Udugampola

Director Growth and Investment

Mr Darren Starr

Director Infrastructure and Environment

Mr Thomas Jones

Group Manager – Development and Community

Mr Michael Ravno

Executive Assistant to the CEO and Mayor/Minute Taker

Ms Susan Cook

Administration Support Officer Infrastructure and Environment

Ms Lauren Bywaters

Information Technology Officer

Mr Sean Murphy

Marketing and Communications Officer

Ms Clarisse Semler-Hanlon

Apologies:

Mayor Mark Wasley (Leave of Absence)

3 MINUTES**3.1 CONFIRMATION OF MINUTES - ORDINARY COUNCIL MEETING - 25 SEPTEMBER 2023****RESOLUTION 2023/303****Moved: Councillor Keen****Seconded: Councillor Boon****"that the minutes of Ordinary Council Meeting held on 25 September 2023 be confirmed."****CARRIED****4 BUSINESS ARISING**

Nil

5 DECLARATION OF MEMBERS' INTEREST

Nil

6 ADJOURNED BUSINESS

Nil

7 MAYOR'S REPORT**7.1 MAYOR'S REPORT - OCTOBER 2023****RESOLUTION 2023/304****Moved: Councillor Mazzeo****Seconded: Councillor Boon****"that Council, having considered Item 7.1 – Mayor's Report – October 2023, dated 23 October 2023, receives and notes the report."****CARRIED****7.2 ACTING MAYOR'S REPORT - OCTOBER 2023****RESOLUTION 2023/305****Moved: Councillor Keen****Seconded: Councillor Mazzeo****"that Council, having considered Item 7.2 – Mayor's Report – October 2023, dated 23 October 2023, receives and notes the report."****CARRIED**

8 REQUESTED DOCUMENTS/CORRESPONDENCE TO BE TABLED

Nil

9 DEPUTATIONS**9.1 DEPUTATION - JACK HARRIS - THE PLAINS COMMUNITY GROUP****RESOLUTION 2023/306****Moved: Councillor Keen****Seconded: Councillor Stubing**

“following a request from Mr Jack Harris, Council adjourns Item 9.1 Deputation Request – Jack Harris – The Plains Community Group.”

CARRIED**10 PRESENTATIONS/BRIEFINGS**

Nil

11 PETITIONS

Nil

12 COMMITTEE MEETING MINUTES**12.1 MINUTES OF THE ADELAIDE PLAINS COUNCIL HISTORICAL COMMITTEE MEETING HELD 7 SEPTEMBER 2023****RESOLUTION 2023/307****Moved: Councillor Boon****Seconded: Councillor Mazzeo**

“that Council receives and notes the minutes of the Minutes of the Adelaide Plains Council Historical Committee Meeting held 7 September 2023.”

CARRIED**12.2 MINUTES OF THE ADELAIDE PLAINS COUNCIL HISTORICAL COMMITTEE MEETING HELD 5 OCTOBER 2023****RESOLUTION 2023/308****Moved: Councillor Keen****Seconded: Councillor Mazzeo**

“that Council receives and notes the minutes of the Minutes of the Adelaide Plains Council Historical Committee Meeting held 5 October 2023.”

CARRIED

13 SUBSIDIARY MEETINGS

Nil

14 REPORTS FOR DECISION**14.1 ANNUAL REPORT 2022/2023****RESOLUTION 2023/309**

Moved: Councillor Boon

Seconded: Councillor Keen

“that Council, having considered Item 14.1 – *Annual Report 2022/2023*, dated 23 October 2023, receives and notes the report and in doing so: -

1. Adopts the Annual Report 2022/2023 as presented in Attachment 1 to this report, subject to endorsement (and inclusion) of the 2022/2023 Audited Annual Financial Statements; and
2. Authorises the Chief Executive Officer to:
 - a. Insert the relevant statistical and factual data associated with the confidential items reporting requirements outlined in Regulation 35(1) of the *Local Government (General) Regulations 2013*; and
 - b. Make any necessary final minor, administrative and/or design amendments to the Annual Report.”

CARRIED

14.2 DIGITAL MEDIA STRATEGY 2023-2024**RESOLUTION 2023/310**

Moved: Councillor Bombardieri

Seconded: Councillor Paton

“that Council, having considered Item 14.2–*Digital Media Strategy 2023-2024*, dated 23 October 2023, receives and notes the report and in doing so:

1. Adopts the Digital Media Strategy as presented at Attachment 1 to this report, noting that the Chief Executive Officer may make amendments as required to ensure that Council’s digital media is effectively and efficiently managed and moderated to meet the digital communication needs and expectations of our community;
2. Instructs the Chief Executive Officer to launch Adelaide Plains Council social media profiles (Facebook and Instagram) on 24 October 2023; and
3. Acknowledges that further progress updates will be provided to Council in relation to its social media profiles, as required.”

CARRIED

14.3 POLICY REVIEW - SOCIAL MEDIA POLICY AND MEDIA POLICY

RESOLUTION 2023/311

Moved: Councillor Boon

Seconded: Councillor Mazzeo

“that Council, having considered Item 14.3–*Policy Review - Social Media Policy and Media Policy*, dated 23 October 2023, receives and notes the report and in doing so adopts the revised *Social Media Policy* as presented as Attachment 1 to this report.”

CARRIED

RESOLUTION 2023/312

Moved: Councillor Keen

Seconded: Councillor Boon

“that Council, having considered Item 14.3–*Policy Review - Social Media Policy and Media Policy*, dated 23 October 2023, adopts the revised *Media Policy* as presented as Attachment 2 to this report.”

CARRIED

14.4 COUNCIL MEMBER - BEHAVIOURAL MANAGEMENT POLICY

RESOLUTION 2023/313

Moved: Councillor Mazzeo

Seconded: Councillor Stubing

“that Council, having considered Item 14.4 –*Council Member - Behavioural Management Policy*, dated 23 October 2023, receives and notes the report.”

CARRIED

RESOLUTION 2023/314

Moved: Councillor Boon

Seconded: Councillor Stubing

“that Council, having considered Item 14.4 –*Council Member - Behavioural Management Policy*, dated 23 October 2023, and having reviewed the operational effectiveness of its existing *Behavioural Management Policy* (LGA Model) in accordance with section 262B(7) of the *Local Government Act 1999*:

1. Resolves to continue operating under the existing *Behavioural Management Policy* (LGA Model); and
2. Acknowledges that a substantive review of the *Behavioural Management Policy* (LGA Model) will be undertaken in accordance with Council’s Policy Review Schedule, or as otherwise required by legislative change.”

CARRIED

14.5 HOURS OF OPERATION – CHRISTMAS 2023

RESOLUTION 2023/315

Moved: Councillor Keen

Seconded: Councillor Paton

“that Council, having considered Item 14.5–*Hours of Operation – Christmas 2023*, dated 23 October 2023, receives and notes the report and in doing so resolves the following hours of operation for the Christmas and New Year 2023/2024 period:

1. Mallala Principal Office, Two Wells Service Centre and Mallala Depot Administration to close at 12:00pm on Friday, 22 December 2023 and re-open at 9:00am on Tuesday, 2 January 2024.
2. Two Wells Library to close at 5:00pm on Thursday, 21 December 2023 and re-open at 9:00am on Tuesday, 2 January 2024.
3. Mallala Library to close at 12:00pm on Wednesday, 20 December 2023 and re-open at 10:00am on Wednesday, 3 January 2024.
4. Two Wells Transfer Station to close at 3:30pm on Wednesday, 20 December 2023 and re-open at 9:00am on Saturday, 30 December 2023.”

CARRIED

14.6 SUBMISSION TO GREATER ADELAIDE REGIONAL PLAN DISCUSSION PAPER

RESOLUTION 2023/316

Moved: Councillor Boon

Seconded: Councillor Mazzeo

“that Council, having considered Item 14.6 – *Submission to Greater Adelaide Regional Plan Discussion Paper*, dated 23 October 2023, receives and notes the report and in doing so instructs the Chief Executive Officer to prepare a submission to the State Planning Commission based on the attached discussion paper and points raised within the body of this report, including: -

- Residential and Employment Growth;
- Two Wells Growth;
- Two Wells/Lewiston Rural Living and Animal Husbandry;
- Dublin and Mallala;
- Productive Land;
- Open Space Proposals;
- Environment Proposals;
- Infrastructure Planning;

- Hazard Management; and
- Private Land Investigation.”

CARRIED

14.7 RECRUITMENT OF AN INDEPENDENT MEMBER - INFRASTRUCTURE AND ENVIRONMENT COMMITTEE

RESOLUTION 2023/317

Moved: Councillor Keen

Seconded: Councillor Mazzeo

“that Council, having considered Item 14.7 – *Recruitment of an Independent Member - Infrastructure and Environment Committee*, dated 23 October 2023, receives and notes the report and in doing so instructs the Chief Executive Officer to undertake an Expressions Of Interest process for one (1) vacant independent member position on Council’s Infrastructure and Environment Committee and bring a report back to Council in order for Council to consider appointing a second independent member to the Committee.”

CARRIED

14.8 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM FUNDING

RESOLUTION 2023/318

Moved: Councillor Paton

Seconded: Councillor Stubing

“that Council, having considered Item 14.8–*Local Roads and Community Infrastructure Program Funding*, dated 23 October 2023, receives and notes the report and in doing so; -

1. Allocates the Local Roads and Community Infrastructure Program Round 4 Part B - \$199,268 to Hart Road construct and seal project (Port Wakefield Road to Devon Road);
2. Instructs the Chief Executive Officer to apply for Heavy Vehicle Safety and Productivity Program funding for the Hart Road construct and seal project (Port Wakefield Road to Devon Road); and
3. Instructs the Chief Executive Officer to bring back a report outlining the outcome of the funding application.”

CARRIED

14.9 SIGNAGE AND WAYFINDING DESIGN STRATEGY**RESOLUTION 2023/319****Moved: Councillor Boon****Seconded: Councillor Paton**

“that Council, having considered Item 14.9–*Signage and Wayfinding Design Strategy*, dated 23 October 2023, receives and notes the report and in doing so: -

- 1. Adopts the Signage and Wayfinding Design Strategy as presented in Attachment 1 to this report; and**
- 2. Authorises the Chief Executive Officer to make any necessary minor and administrative amendments to the Signage and Wayfinding Design Strategy.”**

CARRIED**15 REPORTS FOR INFORMATION****15.1 COUNCIL RESOLUTIONS - STATUS UPDATE****RESOLUTION 2023/320****Moved: Councillor Keen****Seconded: Councillor Mazzeo**

“that Council, having considered Item 15.1 – *Council Resolutions - Status Update*, dated 23 October 2023, receives and notes the report.”

CARRIED**15.2 RESIGNATION OF ELECTED MEMBER COUNCILLOR JOHN LUSH****RESOLUTION 2023/321****Moved: Councillor Keen****Seconded: Councillor Boon**

“that Council, having considered Item 15.2 – *Resignation of Elected Member Councillor John Lush*, dated 23 October 2023, receives and notes the report.”

CARRIED

15.3 OMBUDSMAN SA FINDINGS**RESOLUTION 2023/322****Moved: Councillor Keen****Seconded: Councillor Boon**

“that Council, having considered Item 15.3–*Ombudsman SA Findings*, dated 23 October 2023, receives and notes the report.”

CARRIED**15.4 TWO WELLS RECREATION AND SPORT PRECINCT MASTER PLAN UPDATE****RESOLUTION 2023/323****Moved: Councillor Boon****Seconded: Councillor Mazzeo**

“that Council, having considered Item 15.4 – *Two Wells Recreation and Sport Precinct Master Plan Update*, dated 23 October 2023, receives and notes the report.”

CARRIED**15.5 WINDSOR INSTITUTE STATUS****RESOLUTION 2023/324****Moved: Councillor Boon****Seconded: Councillor Mazzeo**

“that Council, having considered Item 15.5 – *Windsor Institute Status*, dated 23 October 2023, receives and notes the report.”

CARRIED**RESOLUTION 2023/325****Moved: Councillor Panella****Seconded: Councillor Keen**

“that Council, having considered Item 15.5 – Windsor Institute Status, instructs the CEO to :-

- 1. Secure possession of all historical items including the machine gun, honour boards, photos and documentation.**
- 2. Bring back a report to Council outlining the cost schedule of repairs sufficient to enable safe public access.”**

CARRIED

Councillor Paton declared an interest as a member of a trust interested in the potential purchase of the Windsor Institute should it become available for sale.

15.6 LIBRARY AND COMMUNITY QUARTERLY REPORT – JULY TO SEPTEMBER 2023

5:31pm Councillor Mazzeo left the meeting.

RESOLUTION 2023/326

Moved: Councillor Boon

Seconded: Councillor Bombardieri

“that Council, having considered Item 15.6 – *Library and Community Quarterly Report – July to September 2023*, dated 23 October 2023, receives and notes the Report.”

CARRIED

15.7 CAPITAL WORKS AND OPERATING PROGRAM MONTHLY UPDATE – OCTOBER 2023

RESOLUTION 2023/327

Moved: Councillor Boon

Seconded: Councillor Bombardieri

“that Council, having considered Item 15.7 – *Capital Works and Operating Program Monthly Update – October 2023*, dated 23 October 2023, receives and notes the report.”

CARRIED

15.8 SALT CREEK REMEDIATION

RESOLUTION 2023/328

Moved: Councillor Keen

Seconded: Councillor Bombardieri

“that Council, having considered Item 15.8 – *Salt Creek Remediation*, dated 23 October 2023, receives and notes the Report.”

5.34 pm Councillor Mazzeo returned to the meeting.

CARRIED

15.9 ILLEGAL DUMPING**RESOLUTION 2023/329****Moved: Councillor Keen****Seconded: Councillor Paton**

“that Council, having considered Item 15.9 – *Illegal Dumping*, dated 23 October 2023, receives and notes the Report.”

CARRIED**16 QUESTIONS ON NOTICE**

Nil

17 QUESTIONS WITHOUT NOTICE

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

18 MOTIONS ON NOTICE

Nil

19 MOTIONS WITHOUT NOTICE**RESOLUTION 2023/330****Moved: Councillor Keen****Seconded: Councillor Paton**

“that Council send a letter to former Councillor Lush thanking him for his services to Council.”

CARRIED UNANIMOUSLY**20 URGENT BUSINESS**

Nil

21 CONFIDENTIAL ITEMS

Due to availability of invited guests for Item 21.1, the Acting Mayor brought forward Item 21.2.

21.2 TWO WELLS WEST LAND DEVELOPMENT PROPOSAL**RESOLUTION 2023/331****Moved:** Councillor Keen**Seconded:** Councillor Paton**“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, Director Corporate Services, Director Finance, Director Infrastructure and Environment, Director Growth and Investment, Group Manager Development and Community, Executive Assistant to the Chief Executive Officer and Mayor/Minute Taker, Information Technology Officer, Administration Support Officer Infrastructure and Environment be excluded from attendance at the meeting of Council for Item *21.2 Two Wells West Land Development Proposal*;**
- 2. Council is satisfied that pursuant to section 90(3)(d) of the *Local Government Act 1999*, Item *21.2 Two Wells West Land Development Proposal* concerns information of a confidential nature (not being a trade secret), the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.; and**
- 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

RESOLUTION 2023/335**Moved: Councillor Keen****Seconded: Councillor Mazzeo**

“that Council, having considered the matter of Item 21.2 *Two Wells West Land Development Proposal* in confidence under section 90(2) and 90(3)(d) of the *Local Government Act 1999*, resolves that: -

- 1. Pursuant to section 91(7), the report, Attachment 1 and the minutes pertaining to Item 21.2 *Two Wells West Land Development Proposal*, remain confidential and not available public inspection until further order of the Council except such disclosure as the Chief Executive Officer determines necessary or appropriate for the purpose of furthering the discussions or actions contemplated;**
- 2. Pursuant to section 91(9)(a) of the *Local Government Act 1999*, the confidentiality of the matter will be reviewed every (twelve) 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

21.1 TWO WELLS TOWN CENTRE DEVELOPMENT - LAND FACILITATION AGREEMENT (TERM SHEET) BETWEEN PREFERRED PROPONENT AND ADELAIDE PLAINS COUNCIL**RESOLUTION 2023/336****Moved: Councillor Keen****Seconded: Councillor Mazzeo****“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, Director Corporate Services, Director Finance, Director Infrastructure and Environment, Director Growth and Investment, Group Manager Development and Community, Ms Yari McCall, Special Counsel, Norman Waterhouse Lawyers, Mr Declan McCarron, Solicitor, Norman Waterhouse Lawyers, Mr Ben Koop, Principal, Alinea Group, Executive Assistant to the Chief Executive Officer and Mayor/Minute Taker, Information Technology Officer, Administration Support Officer Infrastructure and Environment be excluded from attendance at the meeting of Council for *Item 21.1 Two Wells Town Centre Development - Land Facilitation Agreement (Term Sheet) between Preferred Proponent and Adelaide Plains Council*;**
- 2. Council is satisfied that pursuant to section 90(3)(b) of the *Local Government Act 1999*, *Item 21.1 Two Wells Town Centre Development - Land Facilitation Agreement (Term Sheet) between Preferred Proponent and Adelaide Plains Council* concerns information of a confidential nature, the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and**
- 3. Council is satisfied of 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

RESOLUTION 2023/338

Moved: Councillor Mazzeo

Seconded: Councillor Keen

“that Council, having considered the matter of Item 21.1 *Two Wells Town Centre Development - Land Facilitation Agreement (Term Sheet) between Preferred Proponent and Adelaide Plains Council* in confidence under section 90(2) and 90(3)(b) of the *Local Government Act 1999*, resolves that: -

- 1. Pursuant to section 91(7), the report, Attachment 1 and the minutes pertaining to Item 21.1 *Two Wells Town Centre Development - Land Facilitation Agreement (Term Sheet) between Preferred Proponent and Adelaide Plains Council*, remain confidential and not available for public inspection until further order of the Council except such disclosure as the Chief Executive Officer determines necessary or appropriate for the purpose of furthering the discussions or actions contemplated;**
- 2. Pursuant to section 91(9)(a) of the *Local Government Act 1999*, the confidentiality of the matter will be reviewed every twelve (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

22 CLOSURE

There being no further business, the Acting Mayor declared the meeting closed at 6.21pm.

Confirmed as a true record.

Mayor:.....

Date: ___/___/___

5 BUSINESS ARISING

6 DECLARATION OF MEMBERS' INTEREST

7 ADJOURNED BUSINESS

7.1 ADJOURNED ITEM - 9.1 - DEPUTATION - JACK HARRIS - THE PLAINS COMMUNITY GROUP

Record Number: D23/53312

Author: Manager Governance

Authoriser: Director Corporate Services

Attachments: 1. Deputation Presentation – The Plains Community Group

EXECUTIVE SUMMARY

Council, at its Ordinary Meeting on 23 October 2023 resolved as follows:

RESOLUTION 2023/306

Moved: Councillor Keen

Seconded: Councillor Stubing

“following a request from Mr Jack Harris, Council adjourns Item 9.1 Deputation Request – Jack Harris – The Plains Community Group.”

Accordingly, pursuant to section 19 of the *Local Government (Procedures at Meetings) Regulations 2013* and Council’s *Code of Practice - Meeting Procedures*, this Deputation must be dealt with before any new business.

PCCG

THE PLAINS COMMUNITY GROUP



TOGETHER **PARTICIPATE CELEBRATE GRAVITATE**

Incorporation

- After a deputation to Council on 23 February 2023, and seemingly support from your members, the Plains Community Group was formed and began the process of incorporation
- The committee comprises members from across the plains area - Korunye, Lewiston, Mallala and Two Wells - we are still actively seeking new members from other areas
{assistance here would be extremely beneficial}



Purpose

The objects of the group are:

- to create and promote a variety of events within Adelaide Plains Council region;
- to showcase events that promote and make connections with the community,
- to build community resilience and assist disadvantaged families to attend affordable events within the Adelaide Plains Council region, e.g. the Twinkling plus the Twinkling Trail
- to create and promote events of the visual and performing arts within Adelaide Plains Council region;
- to engage the community and cater for the needs of the Adelaide Plains Council region through accessible and inclusive events;
- to collaborate with other charitable organisations within and around the Adelaide Plains Council region.



The Committee

- The committee comprises members from across the plains area - Korunye, Lewiston, Mallala and Two Wells - we are still actively seeking new members from other areas *{assistance here would be very beneficial}*
- At present the committee is lead by Jack, president; Sinead, vice-president; Amy, secretary; Gwen, treasurer; Luke, public officer; Beauh, Bonnie, Jenny, Jesse, Margherita and Anna committee members



Events



- Through the events proposed being on different days and in different areas, we hope to capture and attract all elements of the community while surreptitiously acknowledging pockets of underprivileged and struggling groups, especially children
- This year, due to constraints of time the committee is focussing on getting the whole of the region involved in -
 - The Twinkling, with:
 - same eight {8} categories,
 - plus an overarching main prize
 - town tree prize {seven town trees built by *Mallala Men's Shed*}
 - The Twinkling Trail:
 - to be held in Two Wells {*Fri 8/12/23 evening*} and Dublin {*Sat 16/12/23 morning*}
 - incorporating workshops, food vans and Kris Kringle Corner market stalls {*from across the APC and nearby*}



Events

- In the future, it is proposed to include other events -
 - possibly Harmony Day, NAIDOC, Easter etc
{these may involve bus-ing children around the region}
 - collaboration with Gawler and Light councils on Arts on the Plains



Sponsors

- We are extremely fortunate to have a group of faithful, supportive sponsors, from the beginning of The Twinkling in 2021
- They have either donated cash or given in-kind support via volunteering, advice or prizes and we actively encourage everyone to return the 'favour' by supporting them in return



Hickinbotham



Collaborations

- Since inception the committee has tirelessly contacted, connected and collaborated with many organisations and groups within the APC and nearby regions:
 - on Villawood Gawler Christmas Parade organising committee
 - participating in the Playford Christmas Pageant
 - Assistance with Two Wells Street Parade
- Have numerous groups participating in the Twinkling Trail eg:
 - Thompson Beach Sausage Sizzle Van
 - Balaklava Primary School Band
 - Parham Singers
 - Gawler Sing Australia
- Spoken with numerous groups:
 - APC - community manager + librarian
 - Parham Sports Club
 - Dublin General Store and Pub
 - Mallala Probus, RSL, Lions and Men's Shed
 - Xavier College & Two Wells Primary School, Mallala Primary School TW Stepping Stones etc



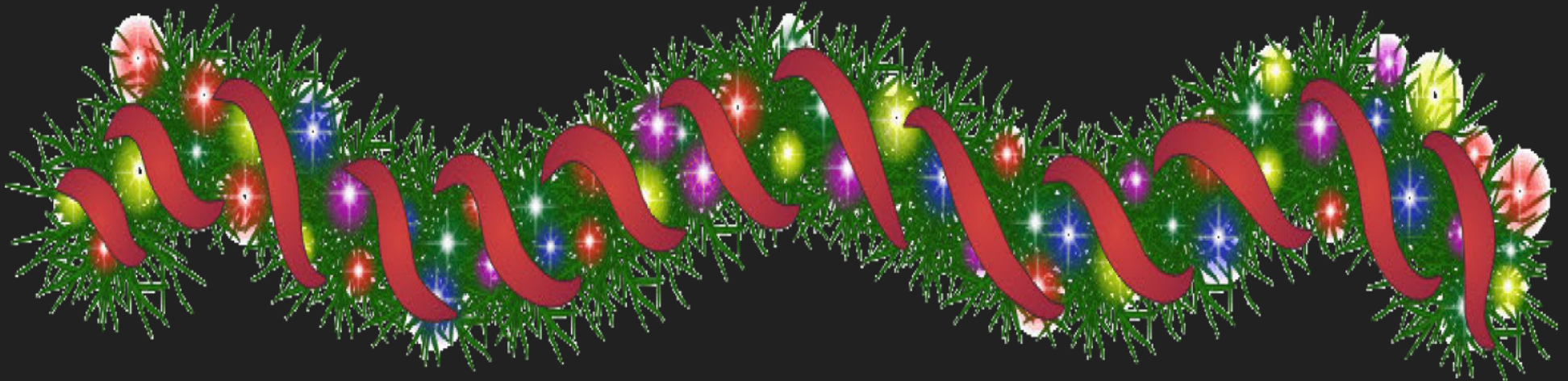
Requests

The PCG comes hat in hand to ask the APC council for:

- Infrastructure & personnel to assist with supervision of erection, connection and dismantling of Christmas tree *{if required - not needed if volunteers managed}*
- Supplementing of insurance costs
- Advertising in 2 x Communicator
- Extra lighting on all main street APC buildings and in trees - for an enormous impact in all towns *{if certain communities or sponsors are unable to raise the funds}*
- Shipping Container ???
- Councillors and APC staff to attend the Twinkling Launch on 8th December
- All councillors to register for The Twinkling and put up those lights, as well as encourage their constituents to become involved



PLEASE *help spread the* **JOY**



TOGETHER **PARTICIPATE CELEBRATE GRAVITATE**

8 MAYOR'S REPORT

8.1 ACTING MAYOR'S REPORT - NOVEMBER 2023

Record Number: D23/51916

Prepared for: Acting Mayor Marcus Strudwicke

Attachments: Nil

Reporting Period - Thursday 19 October 2023 to Wednesday 22 November 2023

Thursday 19 October 2023

Meeting – Legatos Group Charter / Strategic Plan Review Workshop

Monday 23 October 2023

Social Media Launch Filming - Two Wells

Meeting – Acting Mayor and Chief Executive Officer – various matters

Ordinary Council Meeting – Mallala

Wednesday 25 October 2023

LGA Conference and Annual General Meeting - Welcome Reception

Thursday 26 October 2023

LGA Conference and Annual General Meeting

Monday 30 October 2023

Meeting – Acting Mayor and Chief Executive Officer – various matters

Public Forum – Two Wells

Thursday 2 November 2023

Historical Committee Meeting

Monday 6 November 2023

Meeting – Acting Mayor and Chief Executive Officer – various matters

Interviews – Audit and Risk Committee Independent Member

Wednesday 8 November 2023

Meeting – Acting Mayor and Chief Executive Officer – various matters

GRFMA Roundtable Governance and Funding Model Discussion – Deputy Premier and Minister for Local Government

Saturday 11 November 2023

Remembrance Day Service – Mallala

Monday 13 November 2023

Meeting – Audit Committee

Staff and Elected Member Forum

Wednesday 15 November 2023

Meeting – Acting Mayor and Chief Executive Officer – various matters

Sunday 19 November 2023

Opening of the Mallala and Districts Lions Club Emergency Relief and Commence Centre

RECOMMENDATION

“that Council, having considered Item 8.1 – *Acting Mayor’s Report – November 2023*, dated 23 October 2023, receives and notes the report.”

9 REQUESTED DOCUMENTS/CORRESPONDENCE TO BE TABLED

10 DEPUTATIONS

Nil

11 PRESENTATIONS/BRIEFINGS

Nil

12 PETITIONS

Nil

13 COMMITTEE MEETING MINUTES

13.1 MINUTES OF THE SPECIAL AUDIT COMMITTEE MEETING HELD 13 NOVEMBER 2023

Record Number: D23/51903

Author: Director Finance

Authoriser: Chief Executive Officer

Attachments:

OVERVIEW



The purpose of this report is to provide for Council's information the Audit Committee's resolution on the report titled *'Two Wells Town Centre Development - Land Facilitation Agreement (Term Sheet) between preferred proponent and Adelaide Plains Council'*, made at its Adjourned Special Meeting held on 13 November 2023.

A copy of the minutes of this meeting is presented as **Attachment 1** to this report.

RECOMMENDATION

"that Council receives and notes the Minutes of the Special Audit Committee Meeting held 13 November 2023."

13.2 MINUTES OF THE AUDIT COMMITTEE MEETING HELD 13 NOVEMBER 2023**Record Number:** D23/51912**Author:** Director Finance**Authoriser:** Chief Executive Officer**Attachments:**

1. **Draft Minutes of the Audit Committee Meeting held on 13 November 2023** [↓](#) 
2. **Copy of Draft Audited Annual Financial Statements 2022/2023** [↓](#) 

OVERVIEW

The purpose of this report is to facilitate the receiving and noting of the minutes from the 13 November 2023 Audit Committee Meeting (**Attachment 1**) and seek Council's endorsement of the recommendations from the Audit Committee to the Council. A summary of the items for Council consideration are noted below:

- Draft Audited Financial Statements 2022/2023
- Update on Audit Committee Annual Work Program 2023/2024

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

RECOMMENDATION 1**MINUTES OF THE AUDIT COMMITTEE MEETING HELD 13 NOVEMBER 2023**

“that Council receives and notes the Minutes of the Audit Committee Meeting held 13 November 2023 as presented at Attachment 1 to this report.”

RECOMMENDATION 2**DRAFT AUDITED FINANCIAL STATEMENTS 2022/2023**

“that Council, having considered Item 13.2 – *Minutes of the Audit Committee Meeting held 13 November 2023*, dated 27 November 2023, receives and notes the Audited Annual Financial Statements and notes forming part of the Annual Financial Statements for the 2022/2023 Financial Year as presented at Attachment 2 to this report.”

RECOMMENDATION 3**DRAFT AUDITED FINANCIAL STATEMENTS 2022/2023**

“that Council, having considered Item 13.2 – *Minutes of the Audit Committee Meeting held 13 November 2023*, dated 27 November 2023, endorses resolution 2023/65 of the Audit Committee and in doing so formally adopts the Annual Financial Statements for the 2022/2023 Financial Year, presented at Attachment 2 to this report, and authorises same to be certified on behalf of Council by the Mayor and Chief Executive Officer.”

RECOMMENDATION 4**DRAFT AUDITED FINANCIAL STATEMENTS 2022/2023**

“that Council, having considered Item 13.2 – *Minutes of the Audit Committee Meeting held 13 November 2023*, dated 27 November 2023, endorses resolution 2023/66 of the Audit Committee and in doing so acknowledge that the Audit Committee has authorised the Audit Committee Chairperson to sign the Certification of Auditor Independence.”

RECOMMENDATION 5**DRAFT AUDITED FINANCIAL STATEMENTS 2022/2023**

“that Council, having considered Item 13.2 – *Minutes of the Audit Committee Meeting held 13 November 2023*, dated 27 November 2023, endorses resolution 2023/67 of the Audit Committee and in doing so acknowledges that Council’s Independent Auditor Mr Tim Muhlhausler of Galpins Accountants, Auditors & Business Consultants intends to issue an unmodified opinion in relation to the Financial Statements and the Internal Financial Controls of the Council for the 2022/2023 Financial Year.”

RECOMMENDATION 6**UPDATE ON AUDIT COMMITTEE ANNUAL WORK PROGRAM 2023/2024**

“that Council, having considered Item 13.2 – *Minutes of the Audit Committee Meeting held 13 November 2023*, dated 27 November 2023, endorses resolution 2023/67 of the Audit Committee and in doing so acknowledges the progress made to complete the activities identified for Audit Committee during 2023/2024 Financial Year.”

CONFIDENTIAL

MINUTES

of the

Audit Committee Meeting



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

**Council Chamber
Redbanks Road
Mallala**

on

Monday 13 November 2023 at 4:05pm

The Chairperson formally declared the meeting open at 4:11pm.

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 ATTENDANCE RECORD

2.1 Present

Mr Alan Rushbrook (Chairperson) *(by electronic means)*

Mr Peter Fairlie-Jones (Independent Member)

Acting Mayor Marcus Strudwicke

Councillor Margherita Panella *(by electronic means)*

Also in Attendance

Chief Executive Officer

Mr James Miller

Director, Finance

Mr Rajith Udugampola

Director, Development and Community

Mr Michael Ravno

Manager Governance

Ms Rachel Kammermann

Accountant

Ms Carmel Vandermolen

Executive Assistant to the Mayor and Chief Executive Officer

Ms Susan Cook

Audit Partner, Galpins Accountants, Auditors and Business Consultants

Mr Tim Muhlhausler

2.2 Apologies

Mayor Mark Wasley (leave of absence)

3 MINUTES**3.1 CONFIRMATION OF MINUTES - AUDIT COMMITTEE MEETING - 4 SEPTEMBER 2023****COMMITTEE RESOLUTION 2023/62****Moved: Acting Mayor Strudwicke****Seconded: Mr Fairlie-Jones****"that the minutes of Audit Committee Meeting held on 4 September 2023 be confirmed."****CARRIED****3.2 CONFIRMATION OF MINUTES - SPECIAL AUDIT COMMITTEE MEETING - 16 OCTOBER 2023****COMMITTEE RESOLUTION 2023/63****Moved: Acting Mayor Strudwicke****Seconded: Mr Fairlie-Jones****"that the minutes of Special Audit Committee Meeting held on 16 October 2023 be confirmed."****CARRIED****4 BUSINESS ARISING**

Nil

5 DECLARATION OF MEMBERS' INTEREST

Nil

6 REPORTS FOR DECISION

Mr Tim Muhlhausler of Galpins Accountants, Auditors and Business Consultants (Audit Partner) was admitted to the meeting via electronic means at 4:16pm.

6.1 DRAFT AUDITED FINANCIAL STATEMENTS 2022 - 2023**COMMITTEE RESOLUTION 2023/64****Moved: Councillor Panella****Seconded: Mr Fairlie-Jones****"that the Audit Committee, having considered Item 6.1 – *Draft Audited Financial Statements 2022-2023*, dated 13 November 2023, receives and notes the report and in doing so, receives and notes the Annual Financial Statements and notes forming part of the Annual Financial statements for the 2022/2023 Financial Year."****CARRIED**

COMMITTEE RESOLUTION 2023/65

Moved: Acting Mayor Strudwicke

Seconded: Mr Fairlie-Jones

“that the Audit Committee, having considered Item 6.1 – *Draft Audited Financial Statements 2022-2023*, dated 13 November 2023, receives and notes the report and in doing so, acknowledges that it has reviewed the Annual Financial Statements for the year ended 30 June 2023 and formed the opinion that they present a true and fair view, and recommends to the Council that they be formally adopted and be certified on behalf of the Council by the Mayor and Chief Executive Officer.”

CARRIED

COMMITTEE RESOLUTION 2023/66

Moved: Mr Fairlie-Jones

Seconded: Acting Mayor Strudwicke

“that the Audit Committee, having considered Item 6.1 – *Draft Audited Financial Statements 2022 - 2023*, dated 13 November 2023, receives and notes the report and in doing so, authorises its Chairman to sign the Certification of Auditor Independence.”

CARRIED

COMMITTEE RESOLUTION 2023/67

Moved: Mr Fairlie-Jones

Seconded: Acting Mayor Strudwicke

“that the Audit Committee, having considered Item 6.1 – *Draft Audited Financial Statements 2022-2023*, dated 13 November 2023, receives and notes the report and in doing so, acknowledges that Council’s independent Auditor Mr Tim Muhlhausler of Galpins Accountants, Auditors & Business Consultants intends to issue an unmodified opinion in relation to the Financial Statements and the Internal Financial Controls of the Council for the 2022/2023 Financial Year.”

CARRIED

Mr Tim Muhlhausler of Galpins Accountants, Auditors and Business Consultants (Audit Partner) left the meeting at 4:54pm.

6.2 UPDATE ON AUDIT COMMITTEE ANNUAL WORK PROGRAM 2023/2024**COMMITTEE RESOLUTION 2023/68**

Moved: Councillor Panella

Seconded: Acting Mayor Strudwicke

“that the Audit Committee, having considered Item 6.2 – *Update on Audit Committee Annual Work Program 2023/2024*, dated 13 November 2023, receives and notes the report and in doing so recommends to the Council that the Council acknowledges the progress made to complete the activities identified for Audit Committee during 2023/2024 Financial Year. Consideration be given

Audit Committee Meeting Minutes

13 November 2023

to the inclusion of budget reviews and impact of the draft asset revaluations in the Audit Committee Annual Work Program.”

CARRIED

7 REPORTS FOR INFORMATION

7.1 REVIEW OF AUDITED FINANCIAL RESULTS FOR 2022/2023 AGAINST ADOPTED BUDGET

COMMITTEE RESOLUTION 2023/69

Moved: Acting Mayor Strudwicke

Seconded: Mr Fairlie-Jones

“that the Audit Committee, having considered Item 7.1 – *Review of Audited Financial Results for 2022/2023 against Adopted Budget*, dated 13 November 2023, receives and notes the report.”

CARRIED

7.2 COMMITTEE RESOLUTIONS

COMMITTEE RESOLUTION 2023/70

Moved: Councillor Panella

Seconded: Acting Mayor Strudwicke

“that the Audit Committee, having considered Item 7.2 – *Committee Resolutions*, dated 13 November 2023, receives and notes the report.”

CARRIED

8 QUESTIONS WITHOUT NOTICE

Nil

9 MOTIONS WITHOUT NOTICE

Nil

10 URGENT BUSINESS

Nil

11 CONFIDENTIAL ITEMS

11.1 ANNUAL REVIEW COUNCIL'S INSURANCE PROGRAM - 2023/2024

COMMITTEE RESOLUTION 2023/71

Moved: Councillor Panella

Seconded: Mr Fairlie-Jones

Page 5

“that:

1. Pursuant to section 90(2) of the *Local Government Act 1999*, the Audit Committee orders that all members of the public, except Chief Executive Officer, Director Development and Community, Director Finance, Director Infrastructure and Environment, Manager Governance and Executive Assistant to the Chief Executive Officer and Mayor/Minute Taker be excluded from attendance at the meeting of Council for Agenda Item *11.1 Annual Review Council’s Insurance Program - 2023/2024*;
2. The Audit Committee is satisfied that pursuant to section 90(3)(d) of the *Local Government Act 1999*, Item *11.1 Annual Review Council’s Insurance Program - 2023/2024* concerns information of a confidential nature, the disclosure of which would involve the unreasonable disclosure of commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
3. The Audit Committee 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

11.1 ANNUAL REVIEW COUNCIL’S INSURANCE PROGRAM - 2023/2024

COMMITTEE RESOLUTION 2023/72

Moved: Councillor Panella

Seconded: Acting Mayor Strudwicke

“that the Audit Committee, having considered Item 11.1 – *Annual Review Council’s Insurance Program - 2023/2024*, dated 13 November 2023, receives and notes the report.”

CARRIED

COMMITTEE RESOLUTION 2023/73

Moved: Acting Mayor Strudwicke

Seconded: Councillor Panella

“that Audit Committee, having considered the matter of Agenda Item *11.1 Annual Review Council’s Insurance Program - 2023/2024* in confidence under sections 90(2) and 90(3)(d) of the *Local Government Act 1999*, resolves that:-

1. The staff report pertaining to Agenda Item *11.1 Annual Review Council’s Insurance Program - 2023/2024*, remain confidential and not available for public inspection until further order of the Council;

- 2. Attachments pertaining to Agenda Item 11.1 Annual Review Council's Insurance Program - 2023/2024 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 twelve (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."

CARRIED

12 NEXT MEETING

Special Meeting Late November 2023

Ordinary Meeting 12 February 2024

13 CLOSURE

There being no further business, the Chairperson declared the meeting closed at 5:20pm.

Confirmed as a true record.

Chairperson:.....

Date: ___/___/___

ADELAIDE PLAINS COUNCIL
General Purpose Financial Reports
for the year ended 30 June 2023

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ADELAIDE PLAINS COUNCIL

STATEMENT OF COMPREHENSIVE INCOME
for the year ended 30 June 2023

	Notes	2023 \$	2022 \$
INCOME			
Rates	2	12,194,544	11,206,407
Statutory charges	2	567,060	525,371
User charges	2	214,732	240,693
Grants, subsidies and contributions - Operating	2	2,629,381	2,573,232
Grants, subsidies and contributions - Capital	2	263,364	263,364
Investment income	2	4,296	992
Reimbursements	2	110,431	48,090
Other income	2	131,966	164,647
Total Income		16,115,774	15,022,796
EXPENSES			
Employee costs	3	6,496,997	5,665,785
Materials, contracts & other expenses	3	6,395,516	4,934,658
Depreciation, amortisation & impairment	3	3,746,404	3,196,571
Finance costs	3	360,317	105,636
Net loss - equity accounted Council businesses	18	103,039	66,040
Total Expenses		17,102,273	13,968,690
OPERATING SURPLUS / (DEFICIT)		(986,499)	1,054,106
Asset disposal & fair value adjustments	4	(542,773)	(394,064)
Amounts received specifically for new or upgraded assets	2	500,998	755,462
Physical resources received free of charge	2	3,734,116	4,674,028
NET SURPLUS / (DEFICIT)		2,705,842	6,089,532
transferred to Equity Statement			
Other Comprehensive Income			
Changes in revaluation surplus - infrastructure, property, plant & equipment	9	15,789,217	2,817,240
Share of other comprehensive income - equity accounted Council businesses	18	(49,014)	(59,054)
Total Other Comprehensive Income		15,740,203	2,758,186
TOTAL COMPREHENSIVE INCOME		18,446,045	8,847,718

This Statement is to be read in conjunction with the attached Notes.

ADELAIDE PLAINS COUNCIL
STATEMENT OF FINANCIAL POSITION
as at 30 June 2023

	Notes	2023 \$	2022 \$
ASSETS			
Current Assets			
Cash & cash equivalents	5	170,414	215,791
Trade & other receivables	5	1,634,901	1,469,508
Inventories	5	180,807	779,431
Total Current Assets		<u>1,986,122</u>	<u>2,464,730</u>
Non-current Assets			
Equity accounted investments in Council businesses	6	5,540,733	5,692,786
Infrastructure, property, plant & equipment	7	156,381,559	130,807,427
Other non-current assets	6	1,518,524	941,431
Total Non-current Assets		<u>163,440,816</u>	<u>137,441,644</u>
Total Assets		<u>165,426,938</u>	<u>139,906,374</u>
LIABILITIES			
Current Liabilities			
Trade & other payables	8	1,625,753	1,652,373
Borrowings	8	24,287	23,241
Provisions	8	1,443,490	1,327,943
Total Current Liabilities		<u>3,093,530</u>	<u>3,003,557</u>
Non-current Liabilities			
Borrowings	8	9,690,235	2,763,280
Provisions	8	334,921	277,330
Total Non-current Liabilities		<u>10,025,156</u>	<u>3,040,610</u>
Total Liabilities		<u>13,118,686</u>	<u>6,044,167</u>
NET ASSETS		<u>152,308,252</u>	<u>133,862,207</u>
EQUITY			
Accumulated Surplus		52,042,081	49,336,239
Asset Revaluation Reserves	9	98,199,253	82,410,036
Other Reserves	9	2,066,918	2,115,932
Total Council Equity		<u>152,308,252</u>	<u>133,862,207</u>
TOTAL EQUITY		<u>152,308,252</u>	<u>133,862,207</u>

This Statement is to be read in conjunction with the attached Notes.

ADELAIDE PLAINS COUNCIL

STATEMENT OF CHANGES IN EQUITY for the year ended 30 June 2023

2023	Notes	Accumulated Surplus \$	Asset Revaluation Reserve \$	Other Reserves \$	TOTAL EQUITY \$
Balance at end of previous reporting period		49,336,239	82,410,036	2,115,932	133,862,207
Net Surplus / (Deficit) for Year		2,705,842	-	-	2,705,842
Other Comprehensive Income					
Gain on revaluation of infrastructure, property, plant & equipment		-	15,789,217	-	15,789,217
Share of other comprehensive income - equity accounted Council businesses		-	-	(49,014)	(49,014)
Balance at end of period		52,042,081	98,199,253	2,066,918	152,308,252
2022					
Balance at end of previous reporting period		42,882,551	79,592,796	2,174,986	124,650,333
Adjustments (Correction of Prior Period Errors)		364,156	-	-	364,156
Restated opening balance		43,246,707	79,592,796	2,174,986	125,014,489
Net Surplus / (Deficit) for Year		6,089,532	-	-	6,089,532
Other Comprehensive Income					
Gain on revaluation of infrastructure, property, plant & equipment		-	2,817,240	-	2,817,240
Share of other comprehensive income - equity accounted Council businesses		-	-	(59,054)	(59,054)
Balance at end of period		49,336,239	82,410,036	2,115,932	133,862,207

This Statement is to be read in conjunction with the attached Notes

ADELAIDE PLAINS COUNCIL

STATEMENT OF CASH FLOWS

for the year ended 30 June 2023

	Notes	2023 \$	2022 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
<u>Receipts</u>			
Rates - general & other		12,020,889	11,334,218
Fees & other charges		562,216	515,399
User charges		272,486	183,162
Investment receipts		3,824	948
Grants utilised for operating purposes		2,892,710	2,836,631
Reimbursements		110,431	48,090
Other revenues		131,966	164,647
<u>Payments</u>			
Employee costs		(6,331,536)	(5,482,904)
Materials, contracts & other expenses		(5,948,762)	(5,147,082)
Finance payments		(240,110)	(150,906)
Net Cash provided by (or used in) Operating Activities		3,474,114	4,302,203
 CASH FLOWS FROM INVESTING ACTIVITIES			
<u>Receipts</u>			
Amounts specifically for new or upgraded assets		469,577	1,485,281
Sale of replaced assets		358,484	70,091
<u>Payments</u>			
Expenditure on renewal/replacement of assets		(3,132,378)	(3,875,502)
Expenditure on new/upgraded assets		(8,143,175)	(1,973,646)
Net Cash provided by (or used in) Investing Activities		(10,447,492)	(4,293,776)
 CASH FLOWS FROM FINANCING ACTIVITIES			
<u>Receipts</u>			
Proceeds from borrowings		19,983,358	10,068,912
<u>Payments</u>			
Repayments of borrowings		(13,055,357)	(10,118,330)
Net Cash provided by (or used in) Financing Activities		6,928,001	(49,418)
Net Increase (Decrease) in cash held		(45,377)	(40,990)
Cash & cash equivalents at beginning of period	11	<u>215,791</u>	<u>256,781</u>
Cash & cash equivalents at end of period	11	<u>170,414</u>	<u>215,791</u>

This Statement is to be read in conjunction with the attached Notes

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 1 - SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies adopted by Council in the preparation of the financial report are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

1 Basis of Preparation

1.1 Compliance with Australian Accounting Standards

This general purpose financial report has been prepared on a going concern basis using the historical cost convention in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of *the Local Government (Financial Management) Regulations 2011* dated 27 November 2023.

1.2 Critical Accounting Estimates

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates, and requires management to exercise its judgement in applying Council's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of these Notes.

1.3 Rounding

All amounts in the financial statements have been rounded to the nearest dollar.

1.4 Estimates and assumptions

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates and requires management to exercise its judgement in applying Council's accounting policies.

The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of these Notes.

2 The Local Government Reporting Entity

The Adelaide Plains Council is incorporated under the SA Local Government Act 1999 and has its principal place of business at 2A Wasleys Road, Mallala. Other entities in which Council has an interest but does not control are reported in Note 19.

3 Income recognition

The Council recognises revenue under AASB 1058 *Income of Not-for-Profit Entities* (AASB 1058) or AASB 15 *Revenue from Contracts with Customers* (AASB 15) when appropriate.

In cases where there is an 'enforceable' contract with a customer with 'sufficiently specific' performance obligations, the transaction is accounted for under AASB 15 where income is recognised when (or as) the performance obligations are satisfied (i.e. when it transfers control of a product or service to a customer). Revenue is measured based on the consideration to which the Council expects to be entitled in a contract with a customer.

In other cases, AASB 1058 applies when a not-for-profit (NFP) entity enters into transactions where the consideration to acquire an asset is significantly less than the fair value of the asset principally to enable the entity to further its objectives. The excess of the asset recognised (at fair value) over any 'related amounts' is recognised as income immediately, except in the case where a financial asset has been received to enable the council to acquire or construct a recognisable non-financial asset that is to be controlled by the council. In this case, the council recognises the excess as a liability that is recognised over time in profit and loss when (or as) the entity satisfies its obligations under the transfer.

In recent years the payment of untied grants (financial assistance grants/ local roads/ supplementary grants) has varied from the annual from the annual allocation as shown in the table below :

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 1 (cont) - SIGNIFICANT ACCOUNTING POLICIES

Financial Year	Cash Payment Received	Annual Allocation		Difference
2020/2021	1,467,802	1,462,155	+	5,647
2021/2022	2,204,205	1,545,413	+	658,792
2022/2023	2,466,465	1,654,461	+	812,004

Because these grants are untied, the Australian Accounting Standards require that payments be recognised upon receipt. Accordingly, the operating results of these periods have been distorted compared to those that would have been reported had the grants been paid in the year to which they were allocated.

The Operating Surplus Ratio disclosed in Note 15 has also been calculated after adjusting for the distortions resulting from the differences between the actual grants received and the grants entitlements allocated.

4 Cash, Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at Council's option with an insignificant risk of changes in value with a maturity of three months or less from the date of acquisition.

Receivables for rates and annual charges are secured over the subject land, and bear interest at rates determined in accordance with the *Local Government Act 1999*. Other receivables are generally unsecured and do not bear interest.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

All financial instruments are recognised at fair value at the date of recognition, except for trade receivables from a contract with a customer, which are measured at the transaction price. A detailed statement of the accounting policies applied to financial instruments forms part of Note 13.

5 Inventories

Inventories held in respect of stores have been valued by using the weighted average cost on a continual basis, after adjustment for loss of service potential. Inventories held in respect of business undertakings have been valued at the lower of cost and net realisable value.

6 Infrastructure, Property, Plant & Equipment

6.1 Initial Recognition

All assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use". Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and engineering design fees and all other costs incurred.

The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

6.2 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Council for each type of asset. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life. Examples of capitalisation thresholds applied during the year are as follows. No capitalisation threshold is applied to the acquisition of land or interests in land.

- Office Furniture & Equipment	\$ 1,000
- Other Plant & Equipment	\$ 1,000
- Buildings - new construction/extensions	\$10,000
- Park & Playground Furniture & Equipment	\$ 2,000
- Road construction & reconstruction	\$10,000
- Paving & footpaths, Kerb & Gutter	\$ 2,000
- Drains, Culverts & Reticulation extensions	\$ 5,000
- Sidelines & household connections	\$ 5,000

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 1 (cont) - SIGNIFICANT ACCOUNTING POLICIES

6.3 Subsequent Recognition

All material asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. Significant uncertainties exist in the estimation of fair value of a number of asset classes including land, buildings and associated structures and infrastructure. Further detail of these uncertainties, and of existing valuations, methods and valuers are provided at Note 7.

6.4 Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of Council, best reflects the consumption of the service potential embodied in those assets. Depreciation methods, useful lives and residual values of classes of assets are reviewed annually.

Major depreciation periods for each class of asset are shown below. Depreciation periods for infrastructure assets have been estimated based on the best information available to Council, but appropriate records covering the entire life cycle of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

Plant, Furniture & Equipment

> Office Equipment & Furniture	4 to 25 years
> Vehicles and Road-making Equipment	6 to 40 years
> Other Plant & Equipment	5 to 40 years

Building & Other Structures

> Buildings – masonry	50 to 150 years
> Buildings – other construction	20 to 40 years
> Park Structures – masonry	50 to 100 years
> Park Structures – other construction	20 to 40 years
> Playground equipment	5 to 15 years
> Benches, seats, etc	10 to 20 years

Infrastructure

> Sealed Roads – Surface	15 to 30 years
> Sealed Roads – Structure	20 to 130 years
> Unsealed Roads	10 to 30 years
> Bridges – Concrete	80 to 150 years
> Paving & Footpaths, Kerb & Gutter, Drains	50 to 100 years
> Culverts	50 to 80 years
> Flood Control Structures	80 to 100 years
> Reticulation Pipes – PVC	70 to 80 years
> Reticulation Pipes – other	25 to 75 years
> Pumps & Telemetry	15 to 25 years

6.5 Impairment

Assets whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if Council were deprived thereof, are not subject to impairment testing.

Other assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash inflows or value in use).

Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in Asset Revaluation Reserve, any excess being recognised as an expense.

7 Payables

7.1 Goods & Services

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid 30 days after the month of invoice. No interest is payable on these amounts.

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 1 (cont) - SIGNIFICANT ACCOUNTING POLICIES

7.2 Payments Received in Advance & Deposits

Amounts other than grants received from external parties in advance of service delivery, and security deposits held against possible damage to Council assets, are recognised as liabilities until the service is delivered or damage reinstated, or the amount is refunded as the case may be.

8 Borrowings

Borrowings are initially recognised at fair value, net of transaction costs incurred and are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the income statement over the period of the borrowings using the effective interest method.

Borrowings are carried at their principal amounts which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period to which it relates, and is recorded as part of "Payables".

9 Employee Benefits

9.1 Salaries, Wages & Compensated Absences

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based oncosts) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.

No accrual is made for sick leave as Council experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. Council does not make payment for untaken sick leave.

9.2 Superannuation

The Council makes employer superannuation contributions in respect of its employees to the Statewide Superannuation Scheme. The Scheme has two types of membership, each of which is funded differently. No changes in accounting policy have occurred during either the current or previous reporting periods. Details of the accounting policies applied and Council's involvement with the schemes are reported in Note 17.

10 Joint Ventures and Associated Entities

Council participates in cooperative arrangements with other Councils for the provision of services. Council's equity in Gawler River Flood Plan Management Authority is accounted for in accordance with AASB 128 and set out in detail in Note 18.

11 Leases

The Council assesses at contract inception whether a contract is, or contains, a lease. That is, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

Council recognises lease liabilities to make lease payments and right-of-use assets representing the right of use of the underlying assets.

Right-of- Use Assets

Council recognises right-of-use assets at the commencement date of the lease. Right-of-use assets are measured at cost, less any accumulated depreciation and impairment losses, and adjusted for any remeasurement of lease liabilities. The cost of right-of-use assets includes the amount of lease liabilities recognised, initial direct costs incurred, lease payments made at or before the commencement date less any lease incentive received and the estimate of costs incurred to restore the leased asset. Right-of-use assets are depreciated on a straight-line basis over the shorter of the lease term and the estimated useful lives of assets.

ADELAIDE PLAINS COUNCIL**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2023****Note 1 (cont) - SIGNIFICANT ACCOUNTING POLICIES****Lease Liabilities**

At the commencement date of the lease, Council recognises lease liabilities measured at the present value of lease payments to be made over the lease term. In calculating the net present value of the lease payments, Council uses its incremental borrowing rate or the interest rate implicit in the lease.

Short-term leases and leases of low-value assets

Council applies the short-term lease recognition exemption to its short-term leases of machinery and equipment (i.e., those leases that have a lease term of 12 months or less from the commencement date). It also applies the low-value assets recognition exemption to leases of office equipment that are considered to be low value. Lease payments on short-term leases and leases of low-value assets are recognised as expense on a straight-

12 GST Implications

In accordance with UIG Abstract 1031 "Accounting for the Goods & Services Tax"

- > Receivables and Creditors include GST receivable and payable.
- > Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable.
- > Non-current assets and capital expenditures include GST net of any recoupment.
- > Amounts included in the Statement of Cash Flows are disclosed on a gross basis.

13 New accounting standards, amendments to existing standards and UIG Interpretations

Council applied for the first time certain new standards and amendments to existing standards, which are effective for annual periods beginning on or after 1 January 2022. Council has not early adopted any other standard, interpretation or amendment that has been issued but is not yet effective.

Amendments to Australian Accounting Standards – AASB 2020-3: Annual Improvement 2018-2020 and Other Amendments

Council adopted AASB 2020-3 which makes some small amendments to a number of standards including the following: AASB 1, AASB 3, AASB 9, AASB 116, AASB 137 and AASB 141.

The adoption of the amendment did not have a material impact on the financial statements.

AASB 2020-6: Amendments to Australian Accounting Standards – Classification of Liabilities as Current and Non-Current

AASB 2020-6 defers the effective date for applying the requirements added to AASB 101 in AASB 2020-1 from annual reporting periods beginning on or after 1 January 2022 to annual reporting periods beginning after 1 January 2023, with earlier application permitted.

The adoption of the amendment did not have a material impact on the financial statements.

The Council has not early adopted any other standard, interpretation or amendment that has been issued but is not yet effective.

14 Comparative Figures

To ensure the comparability of current reporting period's figures, some comparative period line items and amounts may have been reclassified or individually reported for the first time within these financial statements and/or the notes.

15 Disclaimer

Nothing contained within these statements may be taken to be an admission of any liability to any person under any circumstances.

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 2 - INCOME

	Notes	2023 \$	2022 \$
RATES			
<u>General Rates</u>		10,999,478	10,093,645
Less: Discretionary rebates, remissions & write offs		<u>(106,062)</u>	<u>(101,119)</u>
		10,893,416	9,992,526
<u>Other Rates</u> (including service charges)			
Natural Resource Management levy		196,850	192,070
Waste collection		723,416	660,479
Community wastewater management systems		<u>262,452</u>	<u>250,391</u>
		1,182,718	1,102,940
<u>Other Charges</u>			
Penalties for late payment		105,756	92,482
Legal & other costs recovered		<u>22,126</u>	<u>22,946</u>
		127,882	115,428
Less: Discretionary rebates, remissions & write offs		<u>(9,472)</u>	<u>(4,486)</u>
		12,194,544	11,206,407
STATUTORY CHARGES			
Development Act fees		249,513	244,070
Health & Septic Tank Inspection fees		75,042	69,661
Animal registration fees & fines		211,935	193,085
Parking fines / expiation fees		766	444
Other licences, fees, & fines		<u>29,804</u>	<u>18,111</u>
		567,060	525,371
USER CHARGES			
Cemetery/crematoria fees		48,957	37,776
Museum Admission Fees		2,666	2,481
Hall & equipment hire		8,077	20,055
Rubbish/Recycling Collection Fees		76,968	65,794
Sales - general		1,130	1,158
Sundry		<u>76,934</u>	<u>113,429</u>
		214,732	240,693
INVESTMENT INCOME			
Interest on investments			
Local Government Finance Authority		4,296	991
Banks & other		-	1
		<u>4,296</u>	<u>992</u>

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

NOTE 2 - INCOME (continued)

	Notes	2023 \$	2022 \$
REIMBURSEMENTS			
- by joint undertakings		44,402	33,960
- other		<u>66,029</u>	<u>14,130</u>
		<u>110,431</u>	<u>48,090</u>
OTHER INCOME			
Rebates received		103,966	127,785
Sundry		<u>28,000</u>	<u>36,861</u>
		<u>131,966</u>	<u>164,647</u>
GRANTS, SUBSIDIES AND CONTRIBUTIONS			
Amounts received specifically for new or upgraded assets		500,998	755,462
Other grants, subsidies and contributions			
Untied - Financial Assistance Grant		2,466,465	2,204,205
Local Roads and Community Infrastructure Program		0	-
Roads to Recovery		263,364	263,364
NRM Board		100,961	101,716
Coastal Protection		-	139,400
Library & Communications		33,430	31,366
Mosquito Management		9,066	-
Sundry		<u>19,459</u>	<u>96,545</u>
		<u>2,892,745</u>	<u>2,836,596</u>
		<u>3,393,743</u>	<u>3,592,058</u>
<i>The functions to which these grants relate are shown in Note 12.</i>			
Sources of grants			
Commonwealth government		439,057	838,358
State government		2,841,891	2,660,187
Other		<u>112,795</u>	<u>93,513</u>
		<u>3,393,743</u>	<u>3,592,058</u>
Individually Significant Item			
PHYSICAL RESOURCES RECEIVED FREE OF CHARGE			
Landscaping & Open Space		-	1,405,866
Roads, Bridges & Footpaths		2,446,425	2,631,092
Stormwater Drainage		<u>1,287,691</u>	<u>637,070</u>
TOTAL PHYSICAL RESOURCES RECEIVED		<u>3,734,116</u>	<u>4,674,028</u>

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 3 - EXPENSES

	Notes	2023 \$	2022 \$
EMPLOYEE COSTS			
Salaries and Wages		5,305,405	4,714,070
Employee leave expense		835,616	688,034
Superannuation - defined contribution plan contributions	17	551,384	441,524
Superannuation - defined benefit plan contributions	17	43,445	56,177
Workers' Compensation Insurance		273,987	233,843
Less: Capitalised and distributed costs		<u>(512,840)</u>	<u>(467,863)</u>
Total Operating Employee Costs		<u>6,496,997</u>	<u>5,665,785</u>
 Total Number of Employees		65	63
<i>(Full time equivalent at end of reporting period)</i>			
 MATERIALS, CONTRACTS & OTHER EXPENSES			
<u>Prescribed Expenses</u>			
Auditor's Remuneration			
- Auditing the financial reports		14,500	14,200
Elected members' expenses		144,921	142,931
Election expenses		55,996	-
Operating Lease Rentals - cancellable leases		<u>62,821</u>	<u>51,284</u>
Subtotal - Prescribed Expenses		<u>278,238</u>	<u>208,415</u>
 <u>Other Materials, Contracts & Expenses</u>			
Contractors		978,563	846,982
Energy		551,637	407,724
Repairs & Maintenance		433,952	426,210
Parts, accessories & consumables		555,155	364,315
Waste Collection & Disposal		820,026	768,546
Information Technology - Software & Licensing		500,555	521,993
Rubble		132,950	112,910
Contributions & Donations		120,121	18,788
Legal Expenses		120,665	87,328
Levies paid to government - NRM levy		196,863	192,061
- Other Levies		11,377	11,214
Professional services		902,350	393,605
Memberships & Subscriptions		184,358	152,745
Insurance		339,546	273,637
Grading		121,000	100,677
Sundry		1,063,017	925,836
Less: Capitalised and distributed costs		<u>(914,857)</u>	<u>(878,328)</u>
Subtotal - Other Materials, Contracts & Expenses		<u>6,117,278</u>	<u>4,726,244</u>
		<u>6,395,516</u>	<u>4,934,658</u>

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 3 - EXPENSES (cont)

	Notes	2023 \$	2022 \$
DEPRECIATION, AMORTISATION & IMPAIRMENT			
Depreciation			
Landscaping		67,730	16,695
Buildings & Open Space		676,435	552,362
<u>Infrastructure</u>			
- Roads, Kerbing, Footpath, Bridges & Street Lights		2,141,468	1,945,105
Stormwater Drainage		185,904	150,848
CWMS		173,101	149,077
Plant, Machinery & Equipment		463,012	343,432
Furniture & Equipment		38,754	39,052
		3,746,404	3,196,571
 FINANCE COSTS			
Interest on overdraft and short-term drawdown		280,958	9,290
Interest on Loans		79,359	96,346
		360,317	105,636

Note 4 - ASSET DISPOSAL & FAIR VALUE ADJUSTMENTS

	Notes	2023 \$	2022 \$
INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT			
<i>Assets renewed or directly replaced</i>			
Proceeds from disposal		358,484	70,091
Less: Carrying amount of assets sold	7	901,257	464,155
NET GAIN (LOSS) ON DISPOSAL OR REVALUATION OF ASSETS		(542,773)	(394,064)

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 5 - CURRENT ASSETS

		2023	2022
CASH AND CASH EQUIVALENTS	Notes	\$	\$
Cash on Hand and at Bank		84,369	107,101
Deposits at Call		86,045	108,690
		<u>170,414</u>	<u>215,791</u>
 TRADE & OTHER RECEIVABLES			
Rates - General & Other		1,095,687	922,032
Accrued Revenues		50,885	18,993
Debtors - general		63,142	116,334
GST Recoupment		331,280	359,216
Prepayments		93,907	52,933
		<u>1,634,901</u>	<u>1,469,508</u>
 INVENTORIES			
Stores & Materials		180,807	779,431
		<u>180,807</u>	<u>779,431</u>

Note 6 - NON-CURRENT ASSETS

		2023	2022
EQUITY ACCOUNTED INVESTMENTS IN COUNCIL BUSINESSES	Notes	\$	\$
Gawler River Floodplain Management Authority	18	5,540,733	5,692,786
		<u>5,540,733</u>	<u>5,692,786</u>
 OTHER NON-CURRENT ASSETS			
Capital Works-in-Progress		1,518,524	941,431
		<u>1,518,524</u>	<u>941,431</u>

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

	Fair Value Level	2022 \$				2023 \$			
		AT FAIR VALUE	AT COST	ACCUM DEP'N	CARRYING AMOUNT	AT FAIR VALUE	AT COST	ACCUM DEP'N	CARRYING AMOUNT
Land - Community	3	11,964,120	-	-	11,964,120	14,955,150	-	-	14,955,150
Land - Other	2	1,955,598	-	-	1,955,598	2,444,498	4,000,787	-	6,445,285
Landscaping	3	1,127,802	562,101	(650,648)	1,039,255	1,787,748	-	(756,237)	1,031,511
Buildings & Open Space									
Buildings - Other	2	2,462,925	-	(1,541,766)	921,159	2,660,220	-	(1,744,767)	915,453
Open Space	2	31,834	-	(12,276)	19,558	36,428	-	(17,774)	18,654
Buildings - Community	3	12,963,593	888,341	(8,072,724)	5,779,210	14,653,961	107,309	(8,846,355)	5,914,915
Open Space	3	7,105,428	448,442	(3,878,214)	3,675,656	7,773,809	801,739	(4,259,173)	4,316,375
Infrastructure									
- Roads	3	33,042,733	1,786,484	(13,820,171)	21,009,046	33,674,623	2,536,897	(13,720,462)	22,491,058
- Road Pavement	3	63,051,522	892,226	(13,262,935)	50,680,813	68,693,493	1,786,148	(14,254,790)	56,224,851
- Footpath	3	4,548,645	103,399	(670,385)	3,981,659	7,661,547	149,237	(915,117)	6,895,667
- Kerb and Spoon Drain	3	8,765,171	33,155	(1,163,468)	7,634,858	12,311,696	29,664	(1,628,746)	10,712,614
- Pram Ramps	3	361,620	22,964	(33,790)	350,794	403,174	14,888	(44,188)	373,874
- Car Parks	3	49,468	-	(2,472)	46,996	52,333	-	(5,230)	47,103
- Street Lighting	3	44,869	-	(2,242)	42,627	47,468	-	(4,743)	42,724
Bridges	3	5,044,210	-	(2,749,572)	2,294,638	5,312,639	-	(2,948,981)	2,363,658
Stormwater Drainage	3	13,411,241	90,783	(3,055,885)	10,446,139	17,397,757	50,881	(3,827,347)	13,621,290
CWMS	3	6,720,663	-	(956,120)	5,764,543	7,599,886	81,480	(1,293,099)	6,388,267
Plant, Machinery & Equipment		-	5,789,488	(2,854,138)	2,935,350	-	6,027,468	(2,631,012)	3,396,456
Furniture & Equipment		-	761,171	(495,763)	265,408	-	761,171	(534,517)	226,654
TOTAL INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT		172,651,442	11,378,554	(53,222,569)	130,807,427	197,466,430	16,347,669	(57,432,540)	156,381,559
Comparatives		162,785,302	9,202,720	(50,909,780)	121,078,242	172,651,442	11,378,554	(53,222,569)	130,807,427

This Note continues on the following pages.

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

	2022	CARRYING AMOUNT MOVEMENTS DURING YEAR						2023	
	\$	\$							
	CARRYING AMOUNT	Additions		Disposals	Depreciation	Transfers		Net Revaluation	CARRYING AMOUNT
	New/Upgrade	Renewals	In			Out			
Land - Community	11,964,120	-	-	-	-	-	-	2,991,030	14,955,150
Land - Other	1,955,598	4,000,787	-	-	-	-	-	488,900	6,445,285
Landscaping	1,039,255	-	-	-	(67,730)	-	-	59,986	1,031,511
<u>Buildings & Open Space</u>									
Buildings - Other	921,159	-	-	-	(58,884)	51,698	(51,698)	53,178	915,453
Open Space	19,558	-	-	-	(2,027)	-	-	1,123	18,654
Buildings - Community	5,779,210	107,309	-	-	(286,538)	-	-	314,934	5,914,915
Open Space	3,675,656	513,567	288,172	(43,995)	(328,986)	47,508	(47,508)	211,961	4,316,375
<u>Infrastructure</u>									
- Roads	21,009,046	1,432,035	1,789,896	(606,549)	(1,410,737)	-	-	277,367	22,491,058
- Road Pavement	50,680,813	2,317,418	-	-	(427,351)	-	-	3,653,971	56,224,851
- Footpath	3,981,659	705,443	-	(18,439)	(151,052)	-	-	2,378,055	6,895,667
- Kerb and Spoon Drain	7,634,858	683,298	-	-	(88,957)	-	-	2,483,414	10,712,614
- Pram Ramps	350,794	35,168	-	(1,563)	(5,453)	-	-	(5,072)	373,874
- Car Parks	46,996	-	-	-	(2,608)	-	-	2,715	47,103
- Street Lighting	42,627	-	-	-	(2,365)	-	-	2,462	42,724
Bridges	2,294,638	-	-	-	(52,945)	-	-	121,965	2,363,658
Stormwater Drainage	10,446,139	1,328,272	10,300	-	(185,904)	-	-	2,022,484	13,621,290
CWMS	5,764,543	67,445	14,035	(15,399)	(173,101)	-	-	730,744	6,388,267
Plant, Machinery & Equipment	2,935,350	85,607	1,053,823	(215,312)	(463,012)	-	-	-	3,396,456
Furniture & Equipment	265,408	-	-	-	(38,754)	-	-	-	226,654
TOTAL INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT	130,807,427	11,276,349	3,156,227	(901,257)	(3,746,404)	99,206	(99,206)	15,789,217	156,381,559
<i>Comparatives</i>	<i>121,078,242</i>	<i>8,608,874</i>	<i>1,963,797</i>	<i>(464,155)</i>	<i>(3,196,571)</i>	<i>99,208</i>	<i>(99,208)</i>	<i>2,817,240</i>	<i>130,807,427</i>

ADELAIDE PLAINS COUNCIL**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2023****Note 7 (cont) - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT****Valuation of Assets**

The fair value of assets and liabilities must be estimated in accordance with various Accounting Standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a "level" in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Refer to Note 7 for the disclosure of the Fair Value Levels of Infrastructure, Property, Plant and Equipment Assets.

Information on Valuations

Fair value hierarchy level 2 valuations: Certain land, and the buildings and structures thereon, are shown above as being based on fair value hierarchy level 2 valuation inputs. They are based on prices for similar assets in an active market, with directly or indirectly observable adjustments for specific advantages or disadvantages attaching to the particular asset.

Fair value hierarchy level 3 valuations of land: Valuations of Crown land, community land and land subject to other restrictions on use or disposal, shown above as being based on fair value hierarchy level 3 valuation inputs, are based on prices for similar assets in an active market, but include adjustments for specific advantages or disadvantages attaching to the particular asset that are not directly or indirectly observable in that market, or the number and / or amount of observable adjustments of which are so great that the valuation is more fairly described as being based on level 3 valuation inputs.

Fair value hierarchy level 3 valuations of buildings, infrastructure and other assets: There is no known market for these assets and they are valued at depreciated current replacement cost. This method involves:

- The determination of the cost to construct the asset (or its modern engineering equivalent) using current prices for materials and labour, the quantities of each being estimated based on recent experience of this or similar Councils, or on industry construction guides where these are more appropriate.

- The calculation of the depreciation that would have accumulated since original construction using current estimates of residual value and useful life under the prime cost depreciation method adopted by Council.

This method has significant inherent uncertainties, relying on estimates of quantities of materials and labour, residual values and useful lives, and the possibility of changes in prices for materials and labour, and the potential for development of more efficient construction techniques. Accordingly, formal sensitivity analysis does not provide useful information.

Other Information

At 1 July 2004 upon the transition to AIFRS, Council elected pursuant to AASB 1.D5 to retain a previously established cost under GAAP as its deemed cost. With subsequent additions at cost, this remains as the basis of recognition of non-material asset classes.

Upon revaluation, the current new replacement cost and accumulated depreciation are re-stated such that the difference represents the fair value of the asset determined in accordance with AASB 13 Fair Value Measurement: accumulated depreciation is taken to be the difference between current new replacement cost and fair value. In the case of land, current replacement cost is taken to be the fair value.

Highest and best use

All of Council's non financial assets are considered as being utilised for their highest and best use.

Transition to AASB 13 - Fair Value Measurement

The requirements of AASB 13 Fair Value Measurement have been applied to all valuations undertaken since 1 July 2013 as shown by the valuation dates by individual asset classes below.

ADELAIDE PLAINS COUNCIL**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2023****Note 7 (cont) - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT****Land & Landscaping**

Pursuant to Council's election, freehold land and land over which Council has control, but does not have title, are initially recognised on the cost basis. Last revaluation of land was done at fair value as at 01 July 2019 by Mitch Ekonomopoulos of AssetVal Pty Ltd. During the year, a desktop valuation has been completed based on market evidence of valuation provided by Brooke Smith of AssetVal Pty Ltd as at 1 July 2022.

No capitalisation threshold is applied to the acquisition of land or interests in land.

Land improvements represent landscaping and are recognised on the cost basis and depreciated over the estimated remaining life of the relevant asset.

Council being of the opinion that it is not possible to attribute a value sufficiently reliably to qualify for recognition, land under roads has not been recognised in these reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

Building & Other Structures

Buildings and other structures generally are recognised at fair value, based on current market values. However, special purpose buildings (such as public toilets) for which there is no market are valued at depreciated current replacement cost. Buildings which Council does not intend to replace at the end of their useful life are valued at the market value of the "highest and best" use. All building and other structure assets were last revalued as at 01 July 2019 by Mitch Ekonomopoulos of AssetVal Pty Ltd. During the year, a desktop valuation has been completed based on market evidence of valuation provided by Brooke Smith of AssetVal Pty Ltd as at 1 July 2022.

Road Infrastructure

The Adelaide Plains Council conducted a condition assessment of its road infrastructure assets as part of the 2018/2019 valuation for sealed roads, kerb and footpath assets. Unsealed roads were condition assessed as part of the 2016/2017 and 2018/2019 valuation. As there is no market for Council to use to determine fair value of its Road assets, all assets have been valued as Level 3 inputs using a cost approach.

During the year, a desktop valuation has been completed by Tonkin Consulting Pty Ltd as at 1 July 2022 using rates from Rawlinsons Australian Construction Handbook which provides the latest information for 2022 and where available contract rates provided by Council. All acquisitions made after 1 July 2022 are recorded at cost.

Other Infrastructure

Stormwater drainage infrastructure assets were last valued by Council officers with external assistance by Tonkin Consulting Pty Ltd at written down replacement cost as at 1 July 2017. All acquisitions made after 1 July 2017 are recorded at cost. During the year, a desktop valuation has been completed based on unit rates developed for Adelaide Plains Council's stormwater assets by Tonkin Engineering Ltd as at 1 July 2022.

Bridges were last revalued as at 01 July 2019 by Mitch Ekonomopoulos of AssetVal Pty Ltd. During the year, a desktop valuation has been completed based Building Price Index by Tonkin Engineering Ltd as at 1 July 2022.

Community wastewater management scheme at Middle Beach was last valued by Graham L Martin of Maloney Field Services at written down current replacement cost as at 01 July 2015. All acquisitions made after 1 July 2015 for both Mallala and Middle Beach schemes are recorded at cost. During the year, a desktop valuation has been completed by Tonkin Consulting Pty Ltd as at 1 July 2022 using rates from Rawlinsons Australian Construction Handbook which provides the latest information.

Equipment & Furniture and All other Assets

Pursuant to Council's election, these assets are recognised on the cost basis.

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 8 - LIABILITIES

	Notes	2023		2022	
		Current	Non-current	Current	Non-current
		\$		\$	
TRADE & OTHER PAYABLES					
Goods & Services		1,209,638	-	1,430,627	-
Payments received in advance		-	-	35	-
Accrued expenses - employee entitlements		67,975	-	75,935	-
Accrued expenses - other		150,346	-	83,386	-
Other		197,794	-	62,390	-
		<u>1,625,753</u>	<u>-</u>	<u>1,652,373</u>	<u>-</u>
BORROWINGS					
Loans		<u>24,287</u>	<u>9,690,235</u>	<u>23,241</u>	<u>2,763,280</u>
		<u>24,287</u>	<u>9,690,235</u>	<u>23,241</u>	<u>2,763,280</u>
<i>All interest bearing liabilities are secured over the future revenues of the Council.</i>					
PROVISIONS					
Employee entitlements (including oncosts)		<u>1,443,490</u>	<u>334,921</u>	<u>1,327,943</u>	<u>277,330</u>
		<u>1,443,490</u>	<u>334,921</u>	<u>1,327,943</u>	<u>277,330</u>

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 9 - RESERVES

ASSET REVALUATION RESERVE	1/7/2022	Net Increments (Decrements)	30/6/2023
Notes	\$	\$	\$
Land - Community	9,807,369	2,991,030	12,798,399
Land - Other	2,638,555	488,900	3,127,455
Land Improvements	6,904,502	59,986	6,964,488
Buildings & Other Structures Infrastructure	1,051,929	581,196	1,633,125
- Roads, Kerbing & Footpaths	62,007,681	11,668,105	73,675,786
TOTAL	82,410,036	15,789,217	98,199,253
<i>Comparatives</i>	<i>79,592,796</i>	<i>2,817,240</i>	<i>82,410,036</i>

OTHER RESERVES	1/7/2022	Transfers to Reserve	30/6/2023
CWMS Reserve - Middle Beach	48,917	-	48,917
Footpath Construction Reserve	31,419	-	31,419
Joint Ventures - Other Comprehensive Income	2,035,596	(49,014)	1,986,582
TOTAL OTHER RESERVES	2,115,932	(49,014)	2,066,918
<i>Comparatives</i>	<i>2,174,986</i>	<i>(59,054)</i>	<i>2,115,932</i>

PURPOSES OF RESERVES

Asset Revaluation Reserve

The asset revaluation reserve is used to record increments and decrements arising from changes in fair value of non-current assets (less any subsequent impairment losses, where applicable).

Other Reserves

The CWMS Reserve is rate revenue received in excess of annual expenditure held for future maintenance of the scheme

Footpath Construction Reserve is funds received from developers and held for future footpath construction.

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 10 - ASSETS SUBJECT TO RESTRICTIONS

The uses of the following assets are restricted, wholly or partially, by legislation or other externally imposed requirements. The assets are required to be utilised for the purposes for which control was transferred to Council, or for which the revenues were originally obtained.

	Notes	2023 \$	2022 \$
CASH & FINANCIAL ASSETS			
Developer Contributions		33,464	32,523
Two Wells Community Fund		<u>50,445</u>	<u>76,083</u>
TOTAL ASSETS SUBJECT TO EXTERNALLY IMPOSED RESTRICTIONS		<u>83,909</u>	<u>108,606</u>

Developer Contributions are restricted to either open space landscaping or footpaths in the applicable developments.

Two Wells Community fund is maintain to provide financial assistance to Two Wells community.

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 11 - RECONCILIATION TO CASH FLOW STATEMENT

(a) Reconciliation of Cash

Cash Assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Cash Flow Statement is reconciled to the related items in the Balance Sheet as follows:

	Notes	2023 \$	2022 \$
Total cash & equivalent assets	5	170,414	215,791
Balances per Cash Flow Statement		<u>170,414</u>	<u>215,791</u>

(b) Reconciliation of Change in Net Assets to Cash from Operating Activities

Net Surplus (Deficit)	2,705,842	6,089,532
Non-cash items in Income Statement		
Depreciation, amortisation & impairment	3,746,404	3,196,571
Equity movements in equity accounted investments	103,039	66,040
Net increase (decrease) in unpaid employee benefits	165,178	182,881
Non-cash asset acquisitions	(3,734,116)	(4,674,028)
Grants for capital acquisitions treated as Investing Activity	(500,998)	(755,462)
Net (Gain) Loss on Disposals	542,773	394,064
	<u>3,028,122</u>	<u>4,499,598</u>
Add (Less): Changes in Net Current Assets		
Net (increase) decrease in receivables	(133,972)	187,152
Net (increase) decrease in inventories	598,624	(540,821)
Net increase (decrease) in trade & other payables	(18,660)	156,274
Net Cash provided by (or used in) operations	<u>3,474,114</u>	<u>4,302,203</u>

(c) Non-Cash Financing and Investing Activities

Acquisition of assets by means of:

- Physical resources received free of charge	2	3,734,116	4,674,028
		<u>3,734,116</u>	<u>4,674,028</u>

(d) Financing Arrangements

Unrestricted access was available at balance date to the following lines of credit:

Corporate Credit Cards	25,000	25,000
LGFA Cash Advance Debenture Facility	14,973,000	6,500,000

Council has access to cash facilities of \$14,973,000 and minimises interest expense by transferring funds between cash at bank and LGFA Cash Advance Debenture Facility

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 12 - FUNCTIONS

INCOMES, EXPENSES AND ASSETS HAVE BEEN DIRECTLY ATTRIBUTED TO THE FOLLOWING FUNCTIONS & ACTIVITIES									
INCOME		EXPENSES		OPERATING SURPLUS (DEFICIT)		GRANTS INCLUDED IN INCOME		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)	
ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	2023	2022	2023	2022
2023	2022	2023	2022	2023	2022	2023	2022	2023	2022
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Business Undertakings	251,290	441,993	387,215	(178,460)	(135,926)	-	-	1,595,207	1,349,113
Community Services	134,859	564,884	512,052	(459,647)	(377,194)	1,500	4,770	17,297,474	14,628,977
Culture	37,890	424,597	405,483	(367,597)	(367,593)	49,270	27,936	2,443,241	2,066,320
Economic Development	-	472,691	212,417	(472,691)	(212,417)	-	-	-	-
Environment	974,119	1,693,796	1,501,467	(776,801)	(527,348)	112,146	249,516	21,325,091	18,035,250
Recreation	8,405	782,304	624,069	(782,294)	(615,664)	-	4,305	14,654,729	12,393,931
Regulatory Services	578,107	1,736,207	1,557,892	(1,180,122)	(979,785)	-	60,000	361,047	305,348
Transport	28,545	3,510,023	2,904,546	(3,447,250)	(2,876,001)	263,364	285,864	91,357,663	77,263,835
Plant Hire & Depot/Indirect	11,565	1,513,884	1,176,043	(1,493,232)	(1,164,476)	-	-	9,005,264	7,616,013
Council Administration	12,998,016	5,858,858	4,621,466	8,274,632	8,376,550	2,466,465	2,204,205	7,387,220	6,247,587
TOTALS	15,022,796	16,999,237	13,902,650	(883,462)	1,120,146	2,892,745	2,836,596	165,426,936	139,906,374

Revenues and expenses exclude net gain (loss) on disposal or revaluation of assets, net gain (loss) from joint ventures & associated entities, amounts received specifically for new or upgraded assets and physical resources received free of charge.

ADELAIDE PLAINS COUNCIL**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2023****Note 12 (cont) - COMPONENTS of FUNCTIONS**

The activities relating to Council functions are as follows:

Business Undertakings

Camping facilities, operation of Gravel Pits/Quarries and CWMS.

Community Services

Public Order and Safety, Crime Prevention, Emergency Services, Other Fire Protection, Other Public Order and Safety, Pest Control, Community Support, Elderly Citizens Facilities, Other Services for the Aged and Disabled, Youth Services, Community Assistance, Community Transport, Other Community Support, Community Amenities, Cemeteries, Public Conveniences, Car Parking – non-fee-paying and Other Community Amenities.

Culture

Provision of two static facilities in Two Wells and Mallala. Cultural Services, Cultural Venues, Heritage and Museums, and Other Cultural Services.

Economic Development

Employment Creation Programs, Regional Development, Support to Local Businesses, Tourism, and Other Economic Development.

Environment

Domestic Waste, Green Waste, E-Waste, Recycling, Transfer Stations, Waste Disposal Facility, Other Waste Management, Coastal Protection, Stormwater and Drainage, Street Cleaning, Street Lighting, Streetscaping, Landscape Levy, and Other Environment.

Recreation

Parks and Gardens, Sports Facilities – Indoor, Sports Facilities – Outdoor,

Regulatory Services

Dog and Cat Control, Building Control, Town Planning, Litter Control, Health Inspection, Parking Control, and Other Regulatory Services.

Transport

Footpaths and Kerbing, Roads – sealed, Roads – formed, Roads – natural formed, Roads – unformed, Traffic Management, LGGC – roads (formula funded), and Other Transport.

Plant Hire & Depot /Indirect

Plant and equipment, indirect expenditure and depot operations

Council Administration

Governance, Administration n.e.c., Elected Members, Organisational, Support Services, Accounting/Finance, Payroll, Housing for Council Employees, Human Resources, Information Technology, Communication, Rates Administration, Records, Occupancy,

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 13 - FINANCIAL INSTRUMENTS

All financial instruments are categorised as *loans and receivables*.

Accounting Policies - Recognised Financial Instruments

Bank, Deposits at Call, Short Term Deposits	<p>Accounting Policy Initially recognised at fair value and subsequently measured at amortised cost, interest is recognised when earned.</p> <p>Terms & conditions: Short term deposits have an average maturity of 30 days and an average interest rates of 3.03% (2021-22: 30 days, 0.30%).</p> <p>Carrying amount approximates fair value due to the short term to maturity.</p>
Receivables - Rates & Associated Charges (including legals & penalties for late payment)	<p>Accounting Policy Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.</p> <p>Terms & conditions: Secured over the subject land, arrears attract interest of 5.80% per annum (2021-22: 5.20%) Although Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries in the State.</p> <p>Carrying amount approximates fair value (after deduction of any allowance).</p>
Receivables - Fees & other charges	<p>Accounting Policy Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.</p> <p>Terms & conditions Unsecured, and do not bear interest. Although Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries.</p> <p>Carrying amount approximates fair value (after deduction of any allowance).</p>
Receivables - other levels of government	<p>Accounting Policy Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.</p> <p>Terms & conditions Amounts due have been calculated in accordance with the terms and conditions of the respective programs following advice of approvals, and do not bear interest. All amounts are due by Departments and Agencies of State and Federal Governments.</p> <p>Carrying amount approximates fair value.</p>
Liabilities - Creditors and Accruals	<p>Accounting Policy Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Council.</p> <p>Terms & conditions Liabilities are normally settled on 30 day terms.</p> <p>Carrying amount approximates fair value.</p>
Liabilities - Interest Bearing Borrowings	<p>Accounting Policy Initially recognised at fair value and subsequently at amortised cost. Interest is charged as an expense using the effective interest rate.</p> <p>Terms & conditions: secured over future revenues, borrowings are repayable on both credit foncier and cash advance; interest is charged at fixed rate of 4.45% for credit foncier (2021-22: 4.45%) and the cash advances at variable rates between 5.30% and 6.05% as at 30 June 2023 (2021-22: 2.05% as at 30 June 2022).</p> <p>Carrying amount approximates fair value.</p>
Liabilities - Leases	<p>Accounting Policy accounted for in accordance with AASB 16 as stated in Note 17.</p>

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 13 (cont) - FINANCIAL INSTRUMENTS

Liquidity Analysis

2023	Due < 1 year	Due > 1 year; ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
Financial Assets	\$	\$	\$	\$	\$
Cash & Equivalents	170,414	-	-	170,414	170,414
Receivables	1,540,995	-	-	1,540,995	1,540,995
Total	1,711,409	-	-	1,711,409	1,711,409
Financial Liabilities					
Payables	1,557,778	-	-	1,557,778	1,557,778
Current Borrowings	102,646	-	-	102,646	24,287
Non-Current Borrowings	-	6,750,585	3,778,938	10,529,523	9,690,235
Total	1,660,424	6,750,585	3,778,938	12,189,947	11,272,300

2022	Due < 1 year	Due > 1 year; ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
Financial Assets	\$	\$	\$	\$	\$
Cash & Equivalents	215,791	-	-	215,791	215,791
Receivables	1,416,575	-	-	1,416,575	1,416,575
Total	1,632,366	-	-	1,632,366	1,632,366
Financial Liabilities					
Payables	1,576,403	-	-	1,576,403	1,576,403
Current Borrowings	102,646	-	-	102,646	23,241
Non-Current Borrowings	-	410,585	3,270,342	3,680,927	2,763,280
Total	1,679,049	410,585	3,270,342	5,359,976	4,362,924

The following interest rates were applicable to Council's borrowings at balance date:

	30 June 2023		30 June 2022	
	Weighted Average Interest Rate	Carrying Value	Weighted Average Interest Rate	Carrying Value
Other Variable Rates	5.87	7,947,642	2.05	996,400
Fixed Interest Rates	4.45	1,766,880	4.45	1,790,121
		9,714,522		2,786,521

Net Fair Value

All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Council.

Risk Exposures

Credit Risk represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Council is the carrying amount, net of any allowance for doubtful debts. All Council investments are made with the SA Local Government Finance Authority (LGFA) and are guaranteed by the SA Government. Except as detailed in Notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Council's boundaries, and there is no material exposure to any individual debtor.

Market Risk is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of Council's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor currency risk apply.

Liquidity Risk is the risk that Council will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Management Policy (LGA Information Paper 15), liabilities have a range of maturity dates. Council also has available a range of cash advance facilities with LGFA that it can access.

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates. Council has a balance of both fixed and variable interest rate borrowings and investments. Cash flow fluctuations are managed holistically in seeking to minimise interest costs over the longer term in a risk averse manner.

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 14 - COMMITMENTS FOR EXPENDITURE

	2023	2022
	<u>Notes</u>	
	\$	\$
Capital Commitments		
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:		
Road	12,718	-
Buildings	-	55,569
Plant & Equipment	-	10,740
	<u>12,718</u>	<u>66,309</u>
These expenditures are payable:		
Not later than one year	<u>12,718</u>	66,309
	<u>12,718</u>	<u>66,309</u>
Expenditure Commitments		
Other non-capital expenditure commitments:		
Other Contracts	<u>2,686,099</u>	4,848,348
	<u>2,686,099</u>	<u>4,848,348</u>
These expenditures are payable:		
Not later than one year	1,831,735	1,985,738
Later than one year and not later than 5 years	<u>854,364</u>	<u>2,862,610</u>
	<u>2,686,099</u>	<u>4,848,348</u>

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 15 - FINANCIAL INDICATORS

	2023	2022	2021
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These Financial Indicators have been calculated in accordance with *Information Paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

Operating Surplus Ratio

<u>Operating Surplus</u>	(6.1%)	7.0%	4.2%
Total Operating Revenue			

This ratio expresses the operating surplus as a percentage of total operating revenue.

Net Financial Liabilities Ratio

<u>Net Financial Liabilities</u>	70%	29%	24%
Total Operating Revenue			

Net Financial Liabilities are defined as total liabilities less financial assets. These are expressed as a percentage of total operating revenue.

Adjustments to Ratios

In recent years the Federal Government has made advance payments prior to 30th June from future year allocations of financial assistance grants, as explained in Note 1. These Adjusted Ratios correct for the resulting distortion in key ratios for each year and provide a more accurate basis for comparison.

Adjusted Operating Surplus Ratio	(10.0%)	4.0%	4.0%
Adjusted Net Financial Liabilities Ratio	85%	39%	30%

Asset Renewal Funding Ratio

<u>Asset Renewals</u>	68%	113%	83%
Infrastructure & Asset Management Plan required expenditure			

Asset renewals expenditure is defined as capital expenditure on the renewal and replacement of existing assets relative to the optimal level planned, and excludes new capital expenditure on the acquisition of additional assets.

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 16 - UNIFORM PRESENTATION OF FINANCES

The following is a high-level summary of both operating and capital investment activities of the Council prepared on a modified Uniform Presentation Framework basis, adjusted for timing differences associated with prepaid Federal assistance Grants required to be recognised as revenue on receipt in accordance with Australian Accounting Standards.

All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.

The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances

	2023	2022
	\$	\$
Income		
Rates	12,194,544	11,206,407
Statutory charges	567,060	525,371
User charges	214,732	240,693
Grants, subsidies and contributions - Operating	2,629,381	2,573,232
Grants, subsidies and contributions - Capital	263,364	263,364
Investment income	4,296	992
Reimbursements	110,431	48,090
Other income	131,966	164,647
	<u>16,115,774</u>	<u>15,022,796</u>
Expenses		
Employee costs	6,496,997	5,665,785
Materials, contracts & other expenses	6,395,516	4,934,658
Depreciation, amortisation & impairment	3,746,404	3,196,571
Finance costs	360,317	105,636
Net loss - equity accounted Council businesses	103,039	66,040
	<u>17,102,273</u>	<u>13,968,691</u>
Operating Surplus / (Deficit)	<u>(986,499)</u>	1,054,106
<i>Timing adjustment for grant revenue</i>	<u>(812,004)</u>	<u>(658,792)</u>
Adjusted Operating Surplus (Deficit)	<u>(1,798,503)</u>	395,314
Net Outlays on Existing Assets		
Capital Expenditure on renewal and replacement of Existing Assets	3,132,378	3,875,502
Add back Depreciation, Amortisation and Impairment	(3,746,404)	(3,196,571)
Proceeds from Sale of Replaced Assets	<u>(358,484)</u>	<u>(70,091)</u>
	<u>(972,510)</u>	608,840
Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets	8,143,175	1,973,646
Amounts received specifically for New and Upgraded Assets	<u>(469,577)</u>	<u>(1,485,281)</u>
	<u>7,673,598</u>	488,365
Annual Net Impact to Financing Activities (surplus/(deficit))	<u>(8,499,590)</u>	<u>(701,891)</u>

ADELAIDE PLAINS COUNCIL**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2023****Note 17 - SUPERANNUATION**

The Council makes employer superannuation contributions in respect of its employees to Hostplus (formerly Local Government Superannuation Scheme and Statewide Super). There are two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector with Salarylink benefits prior to 24 November 2009 have the option to contribute to the Accumulation section and/or Salarylink. All other employees (including casuals) have all contributions allocated to the Accumulation section.

Accumulation only Members

Accumulation only members receive both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of ordinary time earnings in accordance with superannuation guarantee legislation (10.50% in 2022/23; 10% in 2021/22). No further liability accrues to the Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

Salarylink (Defined Benefit Fund) Members

Salarylink is a defined benefit scheme where the benefit payable is based on a formula determined by the member's contribution rate, number of years and level of contribution and final average salary. Council makes employer contributions to Salarylink as determined by the Fund's Trustee based on advice from the appointed Actuary. The rate is currently 6.3% (6.3% in 2021/22) of "superannuation" salary.

In addition, Council makes a separate contribution of 3% of ordinary time earnings for Salarylink members to their Accumulation account. Employees also make member contributions to the Salarylink section of the Fund. As such, assets accumulate in the Salarylink section of the Fund to meet the member's benefits, as defined in the Trust Deed, as they accrue.

The Salarylink section is a multi-employer sponsored plan. As the Salarylink section's assets and liabilities are pooled and are not allocated by each employer, and employees may transfer to another employer within the local government sector and retain membership of the Fund, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided by AASB 119.34(a), Council does not use defined benefit accounting for these contributions.

The most recent actuarial investigation was conducted by the Fund's actuary, Louise Campbell, FIAA, of Willie Towers Watson as at 30 April 2022. The Trustee has determined that the current funding arrangements are adequate for the expected Salarylink liabilities. However, future financial and economic circumstances may require changes to Council's contribution rates at some future time.

Contributions to Other Superannuation Schemes

Council also makes contributions to other superannuation schemes selected by employees under the "choice of fund" legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Council.

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 18 - INTERESTS IN OTHER ENTITIES

Joint Operations

Section 43 of the Local Government Act 1999, provides that Councils may establish a regional subsidiary to carry out joint projects, functions or activities of the Councils

Legatus Group

The Adelaide Plains Council is a member of the Legatus Group, referred to in this report as the "Regional Subsidiary" for the following purposes:

1. Undertake co-ordinating, advocacy and representational roles on behalf of its Constituent Councils at a regional level;
2. Facilitate and co-ordinate activities of local government at a regional level related to community and economic development with the object of achieving improvement for the benefit of the communities of its Constituent Councils;
3. Develop, encourage, promote, foster and maintain consultation and co-operation and to strengthen the representation and status of local government when dealing with other governments, private enterprise and the community;
4. Develop further co-operation between its Constituent Councils for the benefit of the communities of the region;
5. Develop and manage policies which guide the conduct of programs and projects in the region with the objective of securing the best outcomes for the communities of the region;
6. Undertake projects and activities that benefit the region and its communities;
7. Associate, collaborate and work in conjunction with other regional local government bodies for the advancement of matters of common interest.

During the 2022-23 year Council Subsidiary contribution was \$12,749 (\$12,496 in 2021-22).

Equity accounted Council Businesses

All equity accounted Council businesses are required to prepare Annual Financial Statements that comply with the SA Local Government Model Financial Statements.

Gawler River Floodplain Management Authority (GRFMA)

The GRFMA has been established for the following purposes:

1. To coordinate the construction, operation and maintenance of flood mitigation infrastructure in the Gawler River area (the Floodplain);
2. To raise finance for the purpose of developing, managing and operating and maintaining flood mitigation works within the Floodplain;
3. To provide a forum for the discussion and consideration of topics relating to the Constituent Council's obligations and responsibilities in relation to management of flood mitigation within the Floodplain;
4. To enter into agreements with Constituent Councils for the purpose of managing and developing the Floodplain.

During the 2022-23 year Council contribution to GRFMA was \$60,536 (\$59,363 in 2021-22).

This note is continued on the next page.

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 18 (cont) - INTERESTS IN OTHER ENTITIES

	2023	2022
Gawler River Floodplains Management Authority	\$	\$
Council's respective interests are:		
- share of maintenance of assets	28.91%	28.91%
- share of operating costs	16.67%	16.67%
- share of capital works	28.91%	28.91%
- the proportion of voting power	16.67%	16.67%
<u>Movements in Investment in Joint Operation</u>	<u>\$</u>	<u>\$</u>
Opening Balance	5,692,786	5,817,880
Share in Operating Result	(103,039)	(66,040)
Adjustment to Equity Share	(49,014)	(59,054)
Share in Equity of Joint Operation	<u>5,540,733</u>	<u>5,692,786</u>
Summarised financial information of the equity accounted business		
<u>Statement of Financial Position</u>		
<i>Cash and cash equivalents</i>	29,496	126,130
<i>Other current assets</i>	91,125	98,664
<i>Non-current assets</i>	<u>21,613,696</u>	<u>21,959,256</u>
<i>Total assets</i>	<u>21,734,317</u>	<u>22,184,050</u>
<i>Current trade and other payables</i>	67,733	61,003
<i>Borrowings</i>	<u>440,409</u>	<u>502,136</u>
<i>Total liabilities</i>	<u>508,142</u>	<u>563,139</u>
Net Assets	<u>21,226,175</u>	<u>21,620,911</u>
<u>Statement of Comprehensive Income</u>		
<i>Other income</i>	100	100
<i>Contributions from constituent Councils</i>	260,321	261,256
<i>State Government Grants</i>	-	70,518
<i>Interest income</i>	<u>1,278</u>	<u>1,132</u>
<i>Total Income</i>	<u>261,699</u>	<u>333,006</u>
<i>Materials, contracts & other expenses</i>	291,950	258,251
<i>Depreciation, amortisation & impairment</i>	328,561	322,298
<i>Finance costs</i>	<u>18,926</u>	<u>3,275</u>
<i>Total expenses</i>	<u>639,437</u>	<u>583,824</u>
Total Comprehensive Income	<u>(377,738)</u>	<u>(250,818)</u>

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 19 - CONTINGENT ASSETS & CONTINGENT LIABILITIES

The following assets and liabilities do not qualify for recognition in the Balance Sheet but knowledge of those items is considered relevant to the user of the financial report in making and evaluating decisions about the allocation of scarce resources.

1 LAND UNDER ROADS

As reported elsewhere in these Statements, Council is of the opinion that it is not possible to attribute a value sufficiently reliably for these assets to qualify for recognition, and accordingly land under roads has not been recognised in these reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

2 LEGAL EXPENSES

Council is the planning consent authority for its area under the *Planning, Development and Infrastructure Act 2016*. Pursuant to that Act, certain persons aggrieved by a planning decision of the Council may appeal. It is normal practice that parties bear their own legal costs. Council did not have any notice of appeal against planning decisions made prior to reporting date.

3 POTENTIAL INSURANCES LOSSES

Council is a multi-purpose organisation providing a large range of building, parks infrastructure, playgrounds and other facilities accessible to the public. At any time, it is likely that claims will have been made against Council that remain unsettled.

Council has insured against all known insurable risks using a range of insurance policies, each of which is subject to a deductible "insurance excess", the amount of which varies according to the class of insurance.

Council has recognised the potential losses arising from claims known at reporting date based on average historical net cost (including insurance excess) of similar types of claims. Other potential claims not reported to Council may have existed at reporting date.

ADELAIDE PLAINS COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2023

Note 20 - RELATED PARTY DISCLOSURES

The Key Management Personnel of the Council include the Mayor, Councillors, CEO and certain prescribed officers under section 112 of the *Local Government Act 1999*. In all, 19 persons were paid the following total compensation:

Type of compensation	2023 (\$)
Salaries, allowances & other short term benefits	1,528,870
Total	1,528,870

Amount payable as direct reimbursement of expenses incurred on behalf of the Adelaide Plains Council have not been included above.

Other Related Parties

Adelaide Plains Council is a member of Gawler River Floodplains Management Authority (GRFMA). The Council is represented by two Elected Members as Board Member and Deputy Board member of the GRFMA. In addition, Council's Chief Executive Officer and Director - Corporate Service are the proxy board member of the GRFMA.

During the 2022-23 year Council's contribution to GRFMA was \$60,536 (incl. GST)

Council contains some key management personnel that have relationships with parties that the Council may transact with on a regular basis. Relationships includes, Two Wells Community Centre, Two Wells Regional Action Team Incorporated, The Plains Community Group Incorporated and Two Wells Melodrama Group incorporated.

The nature of these organisation's activities with Council typically include lease of property from the Council: they may also be the recipient of hire income from the Council and grants income from Two Wells Community Fund.

Key management personnel and their close family members may either have an employment relationship or committee role with these organisations and/or access their services. All matters when addressed by the key management personnel are covered by Council's conflict of interest policies & procedures.

13.3 MINUTES OF THE ADELAIDE PLAINS COUNCIL HISTORICAL COMMITTEE MEETING HELD 2 NOVEMBER 2023**Record Number: D23/50864****Author: Manager Library and Community****Authoriser: Director Development and Community****Attachments:****OVERVIEW**

Seven members were present at the 2 November 2023 Adelaide Plains Council Historical Committee (APCHC) meeting held at the Mallala Museum's School Room.

Three regular information reports were presented for Members' consideration—Financial Report, Resolutions Report and Correspondence, School and Group Visits Report. The Committee also conducted the annual review of the Committee Members' Honour Board and determined that two members met the criteria of serving ten years on the APCHC – namely Mr Robert Bevan and Mrs Christine Young. Their names will be affixed to the Committee Honour Board at the same time as the Manager Library and Community arranges for the Australia Day Awards winners to be added to the Australia Day Honour Board, housed in the Mallala Council Chambers.

The APCHC will not be formally meeting again until Thursday 1 February 2024. As per its Terms of Reference (Clause 6.4.1) the Committee needs to meet at least seven times per calendar year. In 2023 the APCHC have held ten meetings. Committee Members and volunteers will be attending a Christmas luncheon at the local hotel on Thursday, 7 December 2023 to reflect on this year's achievements –i.e., the opening of the Museum's Transport Gallery and the much-needed enclosure of the Agricultural Shed.

RECOMMENDATION

“that Council receives and notes the Minutes of the Adelaide Plains Council Historical Committee Meeting held 2 November 2023.”

MINUTES

of the

Adelaide Plains Council Historical Committee Meeting



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

**Mallala Museum
1 Dublin Road
Mallala**

on

Thursday 2 November 2023 at 11.00am

The Chairperson formally declared the meeting open at: 11.05 am.

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 ATTENDANCE RECORD

PRESENT: Cr M Strudwicke (Deputy Mayor)

Mr P Angus

Mr R Bevan

Mr V Chenoweth

Mr J Franks

Ms L Parsons

Mrs C Young

IN ATTENDANCE: Nil

APOLOGIES: Mr Greg Tucker

3 MINUTES

3.1 CONFIRMATION OF MINUTES - ADELAIDE PLAINS COUNCIL HISTORICAL COMMITTEE MEETING - 5 OCTOBER 2023

COMMITTEE RESOLUTION 2023/57

Moved: Ms L Parsons

Seconded: Mr R Bevan

"that the minutes of Adelaide Plains Council Historical Committee Meeting held on 5 October 2023 be confirmed."

CARRIED

4 BUSINESS ARISING

Nil

5 DECLARATION OF MEMBERS' INTEREST

Nil

6 REPORTS FOR DECISION**6.1 APCHC (MALLALA MUSEUM) - COMMITTEE MEMBERS' HONOUR BOARD - ANNUAL REVIEW****COMMITTEE RESOLUTION 2023/58**

Moved: Ms L Parsons

Seconded: Mr R Bevan

“that the Adelaide Plains Council Historical Committee, having considered Item 6.1 – *APCHC (Mallala Museum) - Committee Members' Honour Board - annual review*, dated 2 November 2023, receives and notes the Report and in doing so Instructs the Manager Library and Community to arrange for the Honour Board to be updated with the addition of Mr Robert Bevan’s and Mrs Christine Young’s names.”

CARRIED

7 REPORTS FOR INFORMATION**7.1 RESOLUTIONS ACTION REPORT - OCTOBER 2023****COMMITTEE RESOLUTION 2023/59**

Moved: Mr R Bevan

Seconded: Mrs C Young

“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – *Resolutions Action Report - October 2023*, dated 2 November 2023, receives and notes the Report.”

CARRIED

7.2 MONTHLY FINANCIAL REPORT - OCTOBER 2023**COMMITTEE RESOLUTION 2023/60**

Moved: Mrs C Young

Seconded: Mr V Chenoweth

“that the Adelaide Plains Council Historical Committee, having considered Item 7.2 – *Monthly Financial Report - October 2023*, dated 2 November 2023, receives and notes the Report.”

CARRIED

7.3 MONTHLY CORRESPONDENCE, SCHOOL AND GROUP VISITS REPORT - OCTOBER 2023**COMMITTEE RESOLUTION 2023/61****Moved: Ms L Parsons****Seconded: Mr Jim Franks**

“that the Adelaide Plains Council Historical Committee, having considered Item 7.3 – *Monthly Correspondence, School and Group Visits Report - October 2023*, dated 2 November 2023, receives and notes the Report.”

CARRIED**8 QUESTIONS WITHOUT NOTICE**

Nil

9 MOTIONS WITHOUT NOTICE**9.1 MALLALA MUSEUM COURTYARD - -OBTAIN QUOTES FOR GAZEBOS****COMMITTEE RESOLUTION 2023/62****Moved: Mr R Bevan****Seconded: Mrs C Young**

“that Mr V Chenoweth be instrcted to obtain quotes for double pop up gazebos for use in the Mallala Museum Courtyard.”

CARRIED**9.2 MALLALA MUSEUM – PURCHASE OF CLEANING ITEMS****COMMITTEE RESOLUTION 2023/63****Moved: Mr R Bevan****Seconded: Mr J Franks**

“that the Adelaide Plains Council Historical Committee approves the purchase of indoor and outside brooms and a commercial vacuum cleaner.”

CARRIED**10 URGENT BUSINESS**

Nil

11 NEXT MEETING

Thursday 1 February 2024

12 CLOSURE

There being no further business, the Chairperson declared the meeting closed at 12.00 pm.

Confirmed as a true record.

Chairperson:.....

Date: ___/___/___

Subject to confirmation

14 SUBSIDIARY MEETINGS

14.1 GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY - MINUTES OF THE BOARD MEETING HELD 19 OCTOBER 2023

Record Number: D23/52219

Author: Executive Assistant to the Chief Executive Officer and Mayor

Authoriser: Chief Executive Officer

Attachments:

1. Gawler River Floodplain Management Authority - Minutes of Board Meeting held on 19 October 2023 [↓](#) 
2. Gawler River Floodplain Management Authority - Key Outcomes Summary of Board Meeting held on 19 October 2023 [↓](#) 

OVERVIEW

The purpose of this report is for Council to receive and note the minutes and key outcomes summary of the Gawler River Floodplain Management Authority Board meeting held on 19 October 2023.

RECOMMENDATION 1

“that Council receives and notes the minutes and key outcomes summary of the Gawler River Floodplain Management Authority Board meeting held on 19 October 2023, presented as Attachment 1 and Attachment 2 to this report.”

MINUTES

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY BOARD

9:45am Thursday, 19 October 2023

Adelaide Plains Council – Council Chambers – 2A Wasleys Road, Mallala, SA 5502

1. Meeting of the Board

1.1 Welcome by the acting GRFMA Chairperson

Cr Bruce Preece formally welcomed Board Members and Deputy Board Members, and the Executive Officer and opened the 145th meeting of the Board.

1.2 Present

- Cr Terry-Anne Keen, Adelaide Plains Council, Board Member
- Mr James Miller, Adelaide Plains Council, Board Member
- Cr Malcolm Herrmann, Adelaide Hills Council, Board Member
- Cr Bruce Preece, The Barossa Council, Board Member (Acting Chairperson)
- Mr Martin McCarthy, The Barossa Council, Board Member
- Cr Paul Koch, Town of Gawler, Board Member
- Ms Whendee Young, Town of Gawler, Board Member
- Cr Michael Phillips-Ryder, Light Regional Council, Board Member
- Mr Richard Dodson, Light Regional Council, Board member
- Cr Clint Marsh, City of Playford, Board Member
- Mr Greg Pattinson, City of Playford, Board Member
- Mr David Hitchcock, Executive Officer

1.3 Apologies

- Mr Ashley Curtis, Adelaide Hills Council, Board Member

1.4 Appointment of Observers

Nil

1.5 Declarations of Interest

Nil

2. Confirmation of Minutes

2.1 GRFMA Meeting Minutes

GB82/23	GRFMA Meeting Minutes
Moved:	Mr James Miller
Seconded:	Cr Terry- Anne Keen

That the minutes of the Gawler River Floodplain Management Authority Board meeting held on 17/8/2023 be confirmed as true and accurate records of the meeting.

CARRIED UNANIMOUSLY

2.2 Actions on Previous Resolutions

Nil

2.3 Matters Arising from the Minutes

10:00am Cr Clint Marsh entered the meeting.

3. Questions on Notice

Nil

4. Motions on Notice

Nil

5. Presentations

Nil

6. Audit Committee

Nil

7. Technical Assessment Panel

7.1 Technical Assessment Panel

GB83/23 Technical Assessment Panel

Moved: Mr Greg Pattinson

Seconded: Mr Richard Dodson

That the GRFMA:

- 1. Notes pending advice from SA Water on appointment of a new Technical Assessment Panel representative.*
- 2. Requests the GRFMA Executive Officer to seek expressions of interest from the relevant Constituent Council staff for appointment to the Panel.*

CARRIED UNANIMOUSLY

8. Reports

8.1 Gawler River Flood Mitigation, Department for Environment and Water

GB84/23 Gawler River Flood Mitigation, Department for Environment and Water

Moved: Mr James Miller

Seconded: Cr Malcolm Herrmann

That the GRFMA receives and notes the Gawler River Business Case report and in doing so:

- 1. Formally receives the minutes of the 18 October 2023 meeting of Constituent Council CEOs and GRFMA Executive Officer.*

2. *Instructs the GRFMA Executive Officer to cordially invite Department for Environment and Water representatives to present the completed Business Case to a meeting of the Board at the earliest opportunity.*
3. *No further advancements be made in relation to Constituent Council and GRFMA contributions towards the Business Case until the completed Business Case is received and assessed, including lobbying State and Federal MPs.*

CARRIED UNANIMOUSLY

It was requested that the minutes of the CEOs meeting be attached to the 19/10/2023 GRFMA meeting minutes.

8.2 Information Asset Management Policy

GB85/23 Information Asset Management Policy

Moved: Mr Martin McCarthy

Seconded: Mr Greg Pattinson

That the GRFMA:

1. *Notes commencement of the Information Assessment Management program.*
2. *Endorses the Information Asset Management Policy.*
3. *Requests progress reports on content and development of the Information Asset Management Plan be provided, as appropriate, to the GRFMA Audit Committee for endorsement.*

CARRIED UNANIMOUSLY

8.3 Financial Report

GB86/23 Financial Report

Moved: Mr Richard Dodson

Seconded: Ms Wendee Young

That the GRFMA:

1. *Receives the financial report as of 30 September 2023 showing a cash at bank balance of \$ 177,953.84.*
2. *Notes internal cash lending for CAD offset is \$382,740.00.*

CARRIED UNANIMOUSLY

8.4 Executive Officer KPI Report

GB87/23 Executive Officer KPI Report

Moved: Mr Greg Pattinson

Seconded: Mr Martin McCarthy

That the GRFMA receives the report.

CARRIED UNANIMOUSLY

9. Correspondence

GRFMA Deputy Board Member – Mr John Lush

GB88/23 GRFMA Deputy Board Member – Mr John Lush

Moved: Mr James Miller

Seconded: Cr Terry- Anne Keen

That the GRFMA notes the recent resignation of Cr John Lush as Deputy Board Member (Adelaide Plains Council) and resolves a vote of thanks for Mr Lush's contribution to the Board.

CARRIED UNANIMOUSLY

10. Confidential

10.1 Bruce Eastick North Para Flood Mitigation Dam (BENPFM) Dam Maintenance

GB89/23 Bruce Eastick North Para Flood Mitigation Dam (BENPFM) Dam Maintenance

Moved: Cr Terry- Anne Keen

Seconded: Cr Clint Marsh

That:

1. *Pursuant to Section 90(2) of the Local Government Act 1999, an Order is made that the public be excluded from attendance at the meeting in order to consider in confidence agenda item 10.1 Bruce Eastick North Para Flood Mitigation Dam Maintenance, pursuant to Section 90(3)(k) of the Local Government Act 1999 on the basis of consideration of tenders for the supply of goods, the provision of services or the carrying out of works.*
2. *This matter is confidential because the information herein provides information regarding tenders for the supply of goods, the provision of services or the carrying out of works.*
3. *On the basis of this information, the principle that meetings of the GRFMA should be conducted in a place open to the public has been outweighed in this instance: the Committee consider it necessary to consider this matter in confidence.*

CARRIED

10:36am confidential session commenced.

10:36am Mr James Miller left the meeting.

10:38am Mr James Miller returned to the meeting.

GB90/23 Bruce Eastick North Para Flood Mitigation Dam (BENPFM) Dam Maintenance

Moved: Mr Greg Pattinson

Seconded: Mr Richard Dodson

That the GRFMA:

1. *Receives the independent survey report of the BENPFM dam and determines that installation of a Deep Benchmark (DBM) not be undertaken at this time.*
2. *Notes the recent GHD comprehensive inspection report for the BENPFM which identifies the dam generally presented in a satisfactory condition.*
3. *Determines that it is a reasonable approach to utilise the GHD report as the comprehensive inspection report for 2023/2024.*
4. *Accepts the quotation of \$18,900 ex GST from North Projects to undertake the 2023/2024 revaluation of the BENPFM dam.*

CARRIED UNANIMOUSLY

GB91/23 Bruce Eastick North Para Flood Mitigation Dam (BENPFM) Dam Maintenance**Moved:** Mr James Miller**Seconded:** Cr Terry-Anne Keen*That:*

1. Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA orders that the following aspects of item 10.1, Bruce Eastick North Para Flood Mitigation Dam Maintenance be kept confidential in accordance with the GRFMA Boards reasons to deal with this item in confidence pursuant to section 90(3) (k) of the Local Government Act 1999:
 - Report for Item 10.1.
 - Attachments for item 10.1.
2. This order shall operate until reviewed and determined as part of the annual review by the Authority in accordance with Section 91(9)(a) of the Local Government Act 1999.

CARRIED UNANIMOUSLY

10:48am confidential session concluded.

10.2 Review of the Register of Confidential Items**GB92/93 Review of the Register of Confidential Items****Moved:** Mr Greg Pattinson**Seconded:** Mr James Miller*That:*

1. Pursuant to Section 90(2) of the Local Government Act 1999, the meeting orders that the public be excluded from attendance at this part of the meeting relating to Item 10.2 Review of the Register of Confidential Items, excepting the following persons:
 - Executive Officer; and
 - Observers
 to enable the meeting to consider in confidence agenda Item 10.2 on the basis that the meeting considers it necessary and appropriate to act in a meeting closed to the public (excepting the persons listed above) pursuant to Sections 90(3)(a)(b)(d)(e)(k) of the Local Government Act 1999 in order to receive, discuss or consider in confidence the information or matter relating to Item 10.2:
 - (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)
 - (d)(i) commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party
 - (d)(ii) commercial information of a confidential nature (not being a trade secret) the disclosure of which would, on balance, be contrary to the public interest Ordinary Council Meeting Agenda 28 September 2021 (e) matters affecting the security of the council, members or employees of the council, or council property; or the safety of any person
 - (k) tenders for the supply of goods, the provision of services or the carrying out of works
2. Accordingly, on this basis, the principle that meetings of the GRFMA Board should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.

CARRIED UNANIMOUSLY

10:49am confidential session commenced.

Review of the Register of Confidential Items**GB92/93 Review of the Register of Confidential Items****Moved:** Mr Greg Pattinson**Seconded:** Mr James Miller*That the GRFMA Board releases the following items from confidence:*

Meeting Date	Item No.	Order Motion No.	Item Title	Items Held Under Order
16/02/2023	10.1	10/23	Executive Officer Review - Interim	Report and attachments
16/02/2023	10.2	13/23	GRFMA Chairperson Review	Report
16/03/2023	3.1	20/23	Consultancy Agreement, Executive Officer Employment Obligations	Report
20/04/2023	8.6	33/23	Executive Services Consultancy Agreement for the 2024-2026 Service Period	Report and Minute 32/23
15/06/2023	10.1	51/23	GRFMA Executive Services Consultancy Agreement for the 2024-2025 Service Period	Report and attachments

CARRIED UNANIMOUSLY**Review of the Register of Confidential Items****GB93/93 Review of the Register of Confidential Items****Moved:** Cr Terry-Anne Keen**Seconded:** Cr Michael Phillips-Ryder*That:*

- Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA orders that the following aspects of item 10.2, Review of the Register of Confidential Items be kept confidential in accordance with the GRFMA Boards reasons to deal with this item in confidence pursuant to section 90(3) (a) of the Local Government Act 1999:*
 - Report for Item 10.2.*
 - Attachments for item 10.2.*
- This order shall operate until reviewed and determined as part of the annual review by the Authority in accordance with Section 91(9)(a) of the Local Government Act 1999.*

10:55am the confidential session concluded.

11. Urgent Matters Without Notice

Nil

12. Next Meeting**Date and Time:** 9:45am – Thursday, 14 December 2023**Host:** City of Playford

Gawler River Floodplain Management Authority

13. Closure

The acting Chairperson thanked the members for their attendance and contributions and closed the meeting at 10:56am.

Chair _____ Date _____

Gawler River Floodplain Management Authority

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

KEY OUTCOMES SUMMARY

GRFMA Board Meeting – 19 October 2023

Gawler River Flood Management Business Case

The meeting received a report on the progress of the Gawler River Flood Management Business Case being facilitated by the Department for Environment and Water. Notes from the 18/10/2023 Constituent Council CEOs meeting, facilitated by the GRFMA, were also received, and discussed. Key items from the CEO meeting included:

- It is clear Constituent Councils and the GRFMA do not have capacity to fund such high-cost proposals.
- There is requirement to understand what level of risk priority the State Government holds for periodical Gawler River flooding events.
- It would be beneficial for GRFMA to formally engage with the SA State Government (possibly Minister for Climate, Environment and Water and/or Minister for Local Government) to seek understanding of the relevant expectations and roles of both Local Government and State Government in the business case proposals.
- Support for the principle of the GRFMA and Councils working with the State Government, to establish a collaborative position to prosecute for maximum funding support from the Federal Government. It was noted Local Government has a revenue capacity of 4%.
- In consideration of the above it would be beneficial for GRFMA to engage Councils, so they are informed and have the relevant information to consider the above matters, and to understand the time frames available.

The meeting subsequently resolved to invite the Department for Environment and Water representatives to present the completed Business Case to a meeting of the Board at the earliest opportunity, and that no further advancements be made in relation to Constituent Council and GRFMA contributions towards the business case, until the completed business case is received and assessed, including lobbying State and Federal MPs.

GRFMA Technical Assessment Panel

The GRFMA is seeking to fill a Constituent Council representative on the GRFMA Technical Assessment Panel. The GRFMA Executive Officer was requested to seek expressions of interest from the relevant Constituent Council staff for appointment to the Panel. Appointment is to be skills based, having engineering, environmental and/or planning expertise. The objectives of the Panel are to support the decision-making processes of the Board with delegated powers to provide advice and manage the technical aspects of the design, assessment, and construction of the various parts of flood management proposals.

Information Assessment Management Program

A new Information Assessment Management Program is to be progressively implemented and the Information Asset Management Policy was endorsed. Progress reports on content and development of the Information Asset Management Plan will be provided, as appropriate, to the GRFMA Audit Committee for endorsement.

Gawler River Floodplain Management Authority

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

Review of the Register of Confidential Items

A review of the register of confidential items was undertaken and identified items of correspondence were released.

Financial Report

The financial report as of 30 September 2023 provided a cash at bank balance of \$177,953.84 with internal cash lending for CAD offset of \$382,740.00.

Resignation Deputy Board Member

Members noted the recent resignation of Cr John Lush as Deputy Board Member (Adelaide Plains Council) and resolved a vote of thanks for Mr Lush's contribution to the Board.

Contact Details for the GRFMA

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

Next Meeting

14 December 2023
Host: City of Playford

15 REPORTS FOR DECISION

15.1 ORDINARY COUNCIL MEETING SCHEDULE 2024

Record Number: D23/39998

Author: Director Corporate Services

Authoriser: Chief Executive Officer

Attachments: Nil

EXECUTIVE SUMMARY

- The purpose of this report is for Council to adopt its Ordinary Meeting Schedule for 2024.
- Section 81 of the *Local Government Act 1999* (the Act) provides that “ordinary meetings of a council will be held at times and places appointed by a resolution of the council”. The Act further stipulates that there must be at least one (1) ordinary meeting in each month.
- It is common practice for councils to set an ordinary meeting schedule at the end of each year for the ensuing calendar year. For the majority of the 2023 calendar year, Council has held its ordinary meetings on the fourth Monday of each month, commencing at 4.30pm.
- When considering a meeting day and time, many factors need to be taken into account. For example, the number of ordinary meetings held each month/agenda length, preparation time/work, availability of Council Members and staff (resourcing) and the timing of other councils’ meetings and external meetings/commitments (such as Australian Local Government Association).
- In light of the above, it is recommended that the ordinary council meetings for the majority of 2024 continue to be held on the fourth Monday of each month (excluding the month of January where management is recommending the meeting take place on the fifth (5th) Monday of the month to enable sufficient time to prepare the agenda following staff returning from leave) at the Mallala Council Chamber, at a time to be determined by the Council.
- There will be some exceptions to the above due to the Christmas/holiday period and also in the event that a meeting falls on a public holiday. These deviations are provided for within the below recommendation.

RECOMMENDATION

“that Council, having considered Item15.1– *Ordinary Council Meeting Schedule 2024*, dated 27 November 2023, receives and notes the report and in doing so resolves that Ordinary Council Meetings for January 2024 to December 2024 (inclusive) be held in the Mallala Council Chamber commencing at _____(time) on the following dates:

- Monday 29 January 2024
- Monday 26 February 2024
- Monday 25 March 2024
- Monday 22 April 2024
- Monday 27 May 2024
- Monday 24 June 2024
- Monday 22 July 2024
- Monday 26 August 2024
- Monday 23 September 2024
- Monday 28 October 2024
- Monday 25 November 2024
- Monday 16 December 2024.”

BUDGET IMPACT

Estimated Cost: Not applicable

Future ongoing operating costs: Not applicable

Is this Budgeted? Not applicable

RISK ASSESSMENT

Council must, by resolution, set the times and places of its Ordinary Council Meetings. At least one (1) Ordinary Meeting must be held per month. If the time and place of a meeting has not been appointed by Council for a particular month, the Chief Executive Officer will make the appointment for that month in accordance with the *Local Government Act 1999*.

A meeting schedule will assist Council Members and Staff in planning their respective schedules and availability, and also ensures that the community is provided with advance notice of Ordinary Meetings.

DETAILED REPORT

Purpose

The purpose of this report is for Council to adopt its Ordinary Council Meeting Schedule for the 2024 calendar year, in accordance with the requirements of the *Local Government Act 1999* (the Act).

Background

It is common practice for councils to set an ordinary meeting schedule at the end of each year for the ensuing calendar year. For the majority of the 2023 calendar year, Council has held its ordinary meetings on the fourth Monday of each month, commencing at 4.30pm.

Section 81 of the Act provides as follows: -

81—Frequency and timing of ordinary meetings

(1) Subject to this section, ordinary meetings of a council will be held at times and places appointed by a resolution of the council.

(2) There must be at least one ordinary meeting in each month.

(3) If a time and place has not been appointed for the holding of an ordinary meeting during a month, the chief executive officer must appoint the time and place at which the ordinary meeting for the month is to be held.

(4) The chief executive officer must also appoint the time and place at which the first ordinary meeting of a council will be held—

(a) after the council is constituted under Chapter 3; or

(b) after a general election of the council.

(5) Ordinary meetings of a council may not be held on Sundays, or on public holidays.

(6) In the case of a municipal council, ordinary meetings of the council may not be held before 5 p.m. unless the council resolves otherwise by a resolution supported unanimously by all members of the council.

(7) A resolution under subsection (6) does not operate in relation to a meeting held after the conclusion of the general election next held following the making of the resolution.

Discussion

When considering a meeting day and time, many factors need to be taken into account. For example, the number of ordinary meetings held each month/agenda length, preparation time/work, availability of Council Members and staff (resourcing) and the timing of other councils' meetings and external meetings/commitments (such as Australian Local Government Association).

The above factors have been taken into account when making the recommendation contained within this report.

Meeting Day

From an administrative perspective, Monday remains the preferred day on which to schedule Ordinary Council Meetings for the following reasons:

- In accordance with section 84 of the Act, an agenda must be published three (3) 'clear' days prior to an Ordinary Council Meeting – for a Monday meeting, the agenda is therefore due for distribution by 5pm the Thursday prior. This leaves the Friday to finalise and distribute any hard copy or associated documents and attend to other follow-up tasks, including any questions raised by members.
- Following a Monday meeting, the Executive Management Team and governance staff meet on Tuesday morning to debrief and allocate actions arising from the meeting. Being able to facilitate this on a Tuesday provides ample time for majority of tasks to be finalised in the same week of the meeting.
- In accordance with section 91 of the Act, minutes of an Ordinary Council Meeting are due to be supplied to all members and provided for public display within five (5) days after the meeting. A Monday meeting allows four (4) working days in which to finalise and distribute the minutes.

Meeting Commencement Time

Historically, Adelaide Plains Council has commenced its Ordinary Council Meetings at various times – this has been dependent upon the membership composition at the time and members' external/work/family commitments. For the current (2023) calendar year, meetings have commenced at 4.30pm – this time has worked well from an administration perspective. As outlined within Section 81 of the Act, Council is responsible for, and has the discretion to, appoint a meeting commencement time.

From an administrative perspective, it naturally would be most efficient (particularly cost-wise) for meetings to continue to be held as close to 'ordinary business hours' as possible. It is worth noting that Council's current *Code of Practice – Meetings Procedures* provides for a three (3) hour curfew, with the option of an additional 30 minutes [refer clause 7(6)]. In practical terms, some examples of different commencement times below:

- Commencement 4pm – curfew 7pm + 30-minute extension = 7.30pm finish
- Commencement 4.30pm – curfew 7.30pm + 30-minute extension = 8pm finish
- Commencement 5pm – curfew 8pm + 30-minute extension = 8.30pm finish
- Commencement 5.30pm – curfew 8.30pm + 30-minute extension = 9pm finish
- Commencement 6pm – curfew 9pm + 30-minute extension = 9.30pm finish

Council may therefore wish to review its *Code of Practice – Meeting Procedures*, depending on its decision regarding meeting commencement time.

Conclusion

In accordance with the Act, Council must hold at least one (1) Ordinary Council Meeting each month and must set, by resolution, the time and place for its Ordinary Meetings.

It is ultimately for Council to determine the day/time/location of its Ordinary Meetings.

Subject to Council's decision, it may be prudent for Council to undertake a review of its discretionary meeting procedures via its *Code of Practice – Meeting Procedures*.

Once adopted, the Ordinary Meeting Schedule for 2024 will be made available via Council's various communication platforms (both digital and print media).

ReferencesLegislation

Local Government Act 1999

Council Policies/Plans

Strategic Plan 2021-2024 Proactive Leadership

Code of Practice – Access to Council Meetings and Documents

Code of Practice – Meeting Procedures

15.2 BOARD MEMBER APPOINTMENTS - GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

Record Number: D23/51896

Author: Manager Governance

Authoriser: Director Corporate Services

Attachments: 1. **Gawler River Floodplain Management Authority - Charter (2020)** [↓](#) 

EXECUTIVE SUMMARY

- The purpose of this report is for Council to nominate, and appoint by resolution, an Administration Deputy Board Member and a Council Member Deputy Board Member of the Gawler River Floodplain Management Authority (GRFMA).
- In accordance with clause 4.3.1.1 of the GRFMA Charter (**Attachment 1**), Council must appoint an employee as Administration Deputy Board Member to act in the place of the Board Member (the Chief Executive Officer (CEO)) if the CEO is unable to attend a GRFMA meeting or otherwise act as Board Member.
- Council, at its Ordinary Meeting on 28 November 2022, acknowledged Ms Sheree Schenk’s (Director, Corporate Services) continuing appointment as its Administration Deputy Board Member. In anticipation of Ms Schenk’s upcoming period of leave (anticipated to be for the majority of 2024), it is recommended that Mr Tom Jones (Director, Infrastructure and Environment) be appointed as the Administration Deputy Board Member.
- In accordance with clause 4.3.1.2 of the GRFMA Charter, Council must appoint a Council Member as Deputy Board Member to represent the elected body of Council to act in the place of the Board Member (Councillor Keen) if Councillor Keen is unable to attend a GRFMA meeting or otherwise act as Board Member.
- Council, at its Ordinary Meeting on 28 November 2022, appointed John Lush (Former Councillor) as its Deputy Board Member. Former Councillor Lush resigned from Office on 5 October 2023, and as a result Council must nominate a Council Member to be appointed to represent the elected body as Deputy Board Member.

RECOMMENDATION 1

“that Council, having considered Item 15.2 – *Board Member Appointments - Gawler River Floodplain Management Authority* dated 27 November 2023, receives and notes the report and in doing so appoints:

1. **Mr Tom Jones (Director, Infrastructure and Environment) as Council’s Administration Deputy Board Member on the Gawler River Floodplain Management Authority until 25 November 2024; and**
2. **..... as Deputy Board Member representing the elected body of Adelaide Plains Council on the Gawler River Floodplain Management Authority.”**

BUDGET IMPACT

Estimated Cost: Not applicable

Future ongoing operating costs: Not applicable

Is this Budgeted? Not applicable

RISK ASSESSMENT

Council must appoint an employee as the Administration Deputy Board Member and a Council Member as Deputy Board Member under clause 4.3.1.1 and 4.3.1.2 respectively of the GRFMA Charter.

DETAILED REPORT

Purpose

1. The purpose of this report is for Council to nominate, and appoint by resolution, an Administration Deputy Board Member and a Council Member as Deputy Board Member of the Gawler River Floodplain Management Authority (GRFMA).

Background

Gawler River Floodplain Management Authority

Establishment

The GRFMA is established by the Adelaide Hills Council, Adelaide Plains Council, The Barossa Council, Town of Gawler, the Light Regional Council and the City of Playford (the Constituent Councils) pursuant to section 43 of the *Local Government Act 1999* (the Act).

2. The affairs of the GRFMA are governed by a Charter (the GRFMA Charter), which is presented as **Attachment 1** to this report.

Board Membership

The GRFMA is governed by a Board (the GRFMA Board).

Clause 4 of the GRFMA Charter provides as follows:

4. THE BOARD OF MANAGEMENT

...

4.2 Board Members

4.2.1 The Board will consist of 13 Board Members comprising:

4.2.1.1 the Chief Executive Officers of each of the Constituent Councils (including any persons acting in those offices from time to time) or his or her nominee who shall be an employee of the same Constituent Council as the Chief Executive Officer nominating the employee; and

4.2.1.2 one member of each Constituent Council appointed by each Constituent Council;

.....

4.3 Deputy Board Member

4.3.1 Each Constituent Council must appoint:

4.3.1.1 an employee of that Constituent Council as a deputy Board Member who may act in the place of the Board Member being the Chief Executive Officer (or his or her nominee) of that Constituent Council as provided for in Clause 4.2.1.1 if that Board Member is unable for whatever reason to attend a meeting of the Board or otherwise able to act as a Board Member whilst

the Board Member is unable to attend a meeting of the Board or to act as a Board Member; and

4.3.1.2 a member of that Constituent Council as a deputy Board Member who may act in the place of the Board Member appointed by that Constituent Council pursuant to Clause 4.2.1.2 if that Board Member is unable for whatever reason to attend a meeting of the Board or otherwise unable to act as a Board Member whilst the Board Member is unable to attend a meeting of the Board or act as a Board Member.

Discussion

3. Council, at its Ordinary Meeting on 28 November 2022, acknowledged Ms Sheree Schenk's (Director, Corporate Services) continuing appointment as its Administration Deputy Board Member. In anticipation of Ms Schenk's upcoming period of leave (anticipated to be for the majority of 2024), it is recommended that Mr Tom Jones (Director, Infrastructure and Environment) be appointed as the Administration Deputy Board Member given Mr Jones' vast knowledge of matters relating to flooding and flood mitigation on the Gawler River.

Council, at its Ordinary Meeting on 28 November 2022, appointed John Lush (Former Councillor) as its Deputy Board Member. Former Councillor Lush resigned from Office on 5 October 2023, and as a result Council must nominate a Council Member to be appointed to represent the elected body as the Deputy Board Member.

Conclusion

4. It is for Council to nominate, and appoint by resolution, an Administration Deputy Board Member and a Council Member as Deputy Board Member of the GRFMA.

References

Legislation

Local Government Act 1999

Council Policies/Plans

Strategic Plan 2021-2024 Proactive Leadership

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY**CHARTER****28/1/2020****1. INTRODUCTION****1.1 Name**

The name of the subsidiary is the Gawler River Floodplain Management Authority (referred to as 'the Authority' in this Charter).

1.2 Definitions

'**AASB124**' means Australian Accounting Standards Board's Accounting Standard AASB124 Related Party Disclosure;

'**Act**' means the Local Government Act 1999 and includes all regulations made thereunder;

'**Annual Business Plan**' means the business plan adopted by the Authority pursuant to Clause 12.2;

'**Asset Management Plan**' means the asset management plan adopted by the Authority and approved by the Constituent Councils in accordance with Clause 13.3;

'**Board**' means the Board of the Authority set out at Clause 4;

'**Board Member**' means a member of the Board appointed pursuant to Clause 4.2;

'**Budget**' means the annual budget adopted by the Authority pursuant to Clause 12.1;

'**Chairperson**' means the member of the Board appointed pursuant to Clause 4.4;

'**Constituent Councils**' means those councils identified at Clause 2.2.

'**Council**' means a council constituted under the Act;

'**Council Member**' means a member of a Council;

'**Deputy Board Member**' means a deputy member of the Board appointed pursuant to Clause 4.3;

'Dispute' means a difference between one or more Constituent Councils and the Authority concerning the operations or affairs of the Authority and includes where a Constituent Council fails or refuses to approve the draft asset management plan, budget, long term financial plan, or charter amendment as advised by the Authority;

'Financial Statements' has the same meaning as in the Act;

'Financial Year' means 1 July each year to 30 June in the subsequent year;

'Long Term Financial Plan' means the long term financial plan adopted by the Authority and approved by the Constituent Councils pursuant to Clause 13.1;

'Executive Officer' means the person appointed pursuant to Clause 10.1 as the Executive Officer of the Authority;

'Region' means the collective geographical areas of the Constituent Councils;

'Strategic Plan' means the strategic plan adopted by the Authority pursuant to Clause 13.2.

1.2.1 In the calculation of 'days':

1.2.1.1 the day on which the notice, document, report, etc is given will not be taken into account; and

1.2.1.2 Saturdays, Sundays and public holidays will be taken into account.

1.3 Interpretation

In this Charter, unless the context otherwise requires:

1.3.1 the singular includes the plural and vice versa;

1.3.2 words importing a gender include other genders;

1.3.3 words importing natural persons include corporates;

1.3.4 reference to a section is to a section of the Act and includes any section that substantially replaces that section and deals with the same matter;

1.3.5 headings are for ease of reference only and do not affect the construction of this clause;

1.3.6 an unenforceable provision or part of a provision of this Charter may be severed and the remainder of this Charter continues in force, unless this would materially change the intended effect of this Charter.

1.4 **Local Government Act**

- 1.4.1 This Charter must be read in conjunction with Parts 2 and 3 of Schedule 2 to the Act.
- 1.4.2 The Authority shall conduct its affairs in accordance with and comply with Schedule 2 to the Act except as modified by this Charter in a manner permitted by Schedule 2.

2. **ESTABLISHMENT**

- 2.1 The Gawler River Floodplain Management Authority is established by the Constituent Councils as a regional subsidiary pursuant to Section 43 and Schedule 2 of the *Local Government Act 1999*.
- 2.2 The Authority is established by the Adelaide Hills Council, Adelaide Plains Council, The Barossa Council, Town of Gawler, the Light Regional Council and the City of Playford.
- 2.3 The Authority is subject to the joint direction of the Constituent Councils.

3. **PURPOSE AND FUNCTIONS**

- 3.1 The Authority has been established for the purpose of coordinating the planning, construction, operation and maintenance of flood mitigation infrastructure for the Gawler River, and for the following functions:
 - 3.1.1 to raise finance for the purpose of developing, managing and operating and maintaining works approved by the Board;
 - 3.1.2 to provide a forum for the discussion and consideration of topics relating to the Constituent Council's obligations and responsibilities in relation to management of flooding of the Gawler River;
 - 3.1.3 to advocate on behalf of the Constituent Councils and their communities where required to State and Federal Governments for legislative policy changes on matters related to flood mitigation and management and associated land use planning with Gawler River flood mitigation;
 - 3.1.4 to facilitate sustainable outcomes to ensure a proper balance between economic, social, environmental and cultural consideration; and
 - 3.1.5 to provide advice as appropriate to the Constituent Councils in relation to development applications relevant to the Authority's roles and functions.
- 3.2 One or more of the Constituent Councils may request the Authority to undertake a function set out in Clause 3.1 of this Charter for the Constituent Council(s), which function will be additional and separate to those undertaken by the Authority for all of the Constituent Councils.

- 3.3 Where one or more Constituent Councils makes a request provided for under Clause 3.2, the Constituent Council(s) and the Authority must enter into a written agreement which amongst other things provides for the Constituent Council(s) to pay to the Authority annual subscription amounts and/or equal percentages of classes of subscription to meet the costs of the Authority in undertaking the additional function(s) and which also provides, with the ownership and maintenance of any resultant infrastructure.
- 3.4 The Authority is not involved in a significant business activity as defined in the Clause 7 Statement prepared under the Competition Principles Agreement of the National Competition Policy.

4. THE BOARD OF MANAGEMENT

4.1 The Board

- 4.1.1 The Authority will be governed by a Board and all decisions of the Board constitute decisions of the Authority.
- 4.1.2 The Board is responsible for the administration of the affairs of the Authority. The Board must ensure insofar as it is practicable, that the Authority complies with all legislative obligations including this Charter, that information provided to the Constituent Councils is accurate and that the Constituent Councils are kept informed of the solvency of the Authority as well as any material developments which may affect the operating capacity and financial affairs of the Authority.

4.2 Board Members

- 4.2.1 The Board will consist of 13 Board Members comprising:
- 4.2.1.1 the Chief Executive Officers of each of the Constituent Councils (including any persons acting in those offices from time to time) or his or her nominee who shall be an employee of the same Constituent Council as the Chief Executive Officer nominating the employee; and
 - 4.2.1.2 one member of each Constituent Council appointed by each Constituent Council;
 - 4.2.1.3 a Chairperson appointed pursuant to Clause 4.4.
- 4.2.2 A Board Member is at the expiry of his or her term of office eligible for reappointment.
- 4.2.3 Board Members (with the exception of the Chairperson) shall not be entitled to receive a sitting fee or other fee or remuneration for undertaking their role as a Board Member.
- 4.2.4 Written confirmation from the Chief Executive Officer of a Constituent Council will be sufficient evidence of that Constituent Council's appointment or revocation of the appointment of a Board Member.

- 4.2.5 In the event the office of a Board Member becomes vacant, the Constituent Council who appointed that Board Member will appoint another elected member to fill that vacancy:
- 4.2.5.1 if the Board Member whose office has become vacant was an elected member of a Constituent Council;
- 4.2.5.2 if the Board Member whose office has become vacant was a person nominated by the Chief Executive Officer of a Constituent Council, the Chief Executive Officer of that Constituent Council will act as a Board Member or nominate a person to be a Board Member.
- 4.2.6 The Constituent Councils will endeavour as far as practicable to ensure the Board comprises a gender balance and Board Members with a range of expertise including:
- environmental management;
 - corporate financial management;
 - general management;
 - public sector governance;
 - public works engineering management.

4.3 **Deputy Board Member**

- 4.3.1 Each Constituent Council must appoint:
- 4.3.1.1 an employee of that Constituent Council as a deputy Board Member who may act in the place of the Board Member being the Chief Executive Officer (or his or her nominee) of that Constituent Council as provided for in Clause 4.2.1.1 if that Board Member is unable for whatever reason to attend a meeting of the Board or otherwise able to act as a Board Member whilst the Board Member is unable to attend a meeting of the Board or to act as a Board Member; and
- 4.3.1.2 a member of that Constituent Council as a deputy Board Member who may act in the place of the Board Member appointed by that Constituent Council pursuant to Clause 4.2.1.2 if that Board Member is unable for whatever reason to attend a meeting of the Board or otherwise unable to act as a Board Member whilst the Board Member is unable to attend a meeting of the Board or act as a Board Member.
- 4.3.2 A deputy Board Member in attendance at a meeting of the Board may speak but is only entitled to vote on a matter to be decided by the Board if acting and in attendance at the meeting in accordance with Clauses 4.3.1.

4.4 Chairperson

4.4.1 A person who is neither an officer, employee or member of a Constituent Council will be appointed by the Constituent Councils as a Board Member and the Chairperson for a term of up to three years and on such other terms and conditions as determined by the Constituent Councils and who the Constituent Councils consider has expertise in one or more of the following areas:

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

4.4.2 In the event the Chairperson is absent or unable for whatever reason to act as Chairperson, the Board will elect a Board Member as the Acting Chairperson for the period the Chairperson is absent or unable to act as Chairperson.

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

4.4.4 The Authority may at the expiry of the Chairperson's term of office as Chairperson appoint the Chairperson for a further term of up to three years and otherwise on the same terms and conditions as the Chairperson's original appointment.

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

4.4.6 The Chairperson will preside at all meetings of the Board and in the event the Chairperson is absent from a meeting, the Board must select a Board Member present to preside at that meeting only.

4.4.7 In the event there is a vacancy in the office of Chairperson, the Board will elect a Board Member to act as Chairperson for the balance of the original term or the appointment of a Chairperson, whichever occurs first.

5. TERM OF OFFICE

5.1 Subject to Clause 5.2, the term and other conditions of office of a Board Member, will be as determined by the Constituent Council appointing that Board Member.

5.2 The Constituent Councils will as far as practicable appoint Board Members, other than those Board Members who are the Chief Executive Officers of the Constituent Councils, following each periodic election of the Constituent Council until the next periodic election of the Constituent Council.

- 5.3 The Board may by a two-thirds majority vote of the Board Members present (excluding the member subject to this clause) make a recommendation to the Constituent Council that appointed the relevant Board Member, that the Constituent Council terminate the appointment of that Board Member in the event of:
- 5.3.1 any behaviour of the Board Member which in the opinion of the Authority amounts to impropriety;
 - 5.3.2 serious neglect of duty in attending to the responsibilities of a Board Member and/or Chairperson of the Board;
 - 5.3.3 breach of fiduciary duty to the Authority;
 - 5.3.4 breach of the duty of confidentiality to the Authority or the Constituent Councils;
 - 5.3.5 breach of the conflict of interest requirements applying to the Board Member; or
 - 5.3.6 any other behaviour which may discredit the Authority or a Constituent Council.
- 5.4 The Authority may by a two-thirds majority vote of the Board Members present at a Board meeting (excluding the Chairperson) make a recommendation to the Constituent Councils that the appointment of the Chairperson be terminated in the event of:
- 5.4.1 any behaviour of the Chairperson which in the opinion of the Authority amounts to impropriety;
 - 5.4.2 serious neglect of duty in attending to the responsibilities of a Board Member and/or Chairperson of the Board;
 - 5.4.3 breach of fiduciary duty to the Authority;
 - 5.4.4 breach of the duty of confidentiality to the Authority or the Constituent Councils;
 - 5.4.5 breach of the conflict of interest requirements applying to a Board Member; or
 - 5.4.6 any other behaviour which may discredit the Authority or a Constituent Council.
- 5.5 The Constituent Council which appointed the member whose term of office has become vacant will be responsible to appoint a Board Member to fill the vacancy.
- 5.6 A Board Member will cease to hold office and his or her office will become vacant:

- 5.6.1 if any of the grounds or circumstances in the Act as to when a Board Member's office becomes vacant arises;
- 5.6.2 if he or she is convicted of an indictable offence punishable by imprisonment;
- 5.6.3 if the Constituent Council which appointed the Board Member ceases to be a Constituent Council;
- 5.6.4 in relation to a Board Member who is the Chief Executive Officer (or his or her nominee) of a Constituent Council, if the Board Member ceases to be an employee of the Constituent Council that he or she was an employee of at the time he or she was appointed or the Constituent Council by which the Chief Executive Officer or his or her nominee is employed ceases to be a Constituent Council;
- 5.6.5 upon the happening of any other event through which the Board Member would be ineligible to remain as a Board Member; or
- 5.6.6 if a Constituent Council revokes the appointment of a Board Member appointed by that Constituent Council.

6. **ROLE, FUNCTIONS AND PROCEEDINGS OF THE BOARD**

6.1 **Role of the Board**

The Board is the Authority's governing body and has the responsibility for the administration of the affairs of the Authority ensuring that the Authority acts in accordance with this Charter and all relevant legislation including the Act.

6.2 **Functions of the Board**

In addition to the functions of the Board set out in the Act, the functions of the Board include:

- 6.2.1 the formulation of Strategic and Business Plans in accordance with Clause 13;
- 6.2.2 providing professional input and policy direction to the Authority;
- 6.2.3 ensuring strong accountability and stewardship of the Authority;
- 6.2.4 monitoring, overseeing and measuring the performance of the Executive Officer of the Authority;
- 6.2.5 ensuring that ethical behaviour and integrity is established and maintained by the Authority, the Board and Board Members in all activities undertaken by the Authority;
- 6.2.6 developing and adopting such policies and procedures as give effect to good governance and administrative practices;

- 6.2.7 exercising the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons; and
- 6.2.8 avoiding investments that are speculative or hazardous by nature.

6.3 **Proceedings of the Board**

- 6.3.1 All meetings of the Authority shall be meetings of the Board.
- 6.3.2 Ordinary meetings of the Board will be held at such times and places as determined by the Board except that there must be at least one ordinary meeting of the Board every two months.
- 6.3.3 An ordinary meeting of the Board will constitute an ordinary meeting of the Authority. The Board shall administer the business of the Authority at the ordinary meeting.
- 6.3.4 For the purpose of this Clause 6.3, the contemporary linking together by telephone, audio-visual or other instantaneous means (telecommunications meeting) of the Board Members provided that at least a quorum is present, is deemed to constitute a meeting of the Board. Each of the Board Members taking part in the telecommunications meeting must at all times during the telecommunications meeting be able to hear and be heard by each of the other Board Members present. At the commencement of the meeting, each Board Member must announce his/her presence to all other Board Members taking part in the meeting. A Board Member must not leave a telecommunications meeting by disconnecting his/her telephone, audio-visual or other communication equipment, unless that Board Member has previously notified the Chairperson of the meeting.
- 6.3.5 A proposed resolution in writing and given to all Board Members in accordance with procedures determined by the Board will be a valid decision of the Board and will constitute a valid decision of the Authority where a majority of Board Members vote in favour of the resolution by signing and returning the resolution to the Executive Officer or otherwise giving written notice of their consent and setting out the terms of the resolution to the Executive Officer. The resolution will be deemed a resolution of the Board and will be as valid and effective as if it had been passed at a meeting of the Board duly convened and held.
- 6.3.6 Subject to Clause 6.3.7, meetings of the Board will be open to the public and Chapter 6 Part 3 extends to the Authority as if it were a Council and the Board Members were members of the Council.
- 6.3.7 Any Constituent Council, the Chairperson or three Board Members may by delivering a written request to the Executive Officer require a special meeting of the Board to be held and any such special meeting shall constitute a special meeting of the Authority. The written request must be accompanied by the agenda for the special meeting and if an agenda is not provided the request has no effect.

- 6.3.8 On receipt of a written request pursuant to Clause 6.3.7, the Executive Officer must give notice to all Board Members at least four hours prior to the commencement of the special meeting.
- 6.3.9 A meeting of the Board must not commence until a quorum of Board Members is present and a meeting must not continue if there is not a quorum of Board Members present. A quorum of Board Members will comprise one half of the Board Members in office, ignoring any fraction, plus one.
- 6.3.10 The Board must adopt a Code of Practice for Meeting Procedures to apply to the proceedings at and conduct of meetings of the Board. The Code of Practice for Meeting Procedures must not be inconsistent with the Act or this Charter.
- 6.3.11 The Code of Practice for Meeting Procedures may be reviewed by the Board at any time and must be reviewed at least once every three years.
- 6.3.12 In the event of any inconsistency between this Charter and the Code of Practice for Meeting Procedures, this Charter shall prevail.

7. PROPRIETY OF MEMBERS OF THE BOARD

- 7.1 Subject to Clauses 20(6) and 20(7) of Schedule 2 to the Act, the provisions regarding conflict of interest prescribed in the Act apply to all Board Members as if they were elected members of a Council and the Authority was a Council.
- 7.2 Board Members must comply with Division 2, Chapter 5 (Register of Interests) of the Act and to use all reasonable efforts to assist the Authority to comply with any obligations including regarding related party disclosures as set out in AASB124.
- 7.3 Board Members must act in accordance with their duties of confidence and other legal and fiduciary duties including honesty and the exercise of reasonable care and diligence to the Authority as required by Part 4, Division 1, Chapter 5 of the Act and Clause 23 of Schedule 2, Part 2 of the Act.
- 7.4 Subject to the express provisions of Schedule 2 to the Act and this Charter, all provisions governing the propriety and duties of members of a Council and public officers under the Act and other South Australian legislation apply to Board Members.

8. POWERS

- 8.1 The Authority is constituted as a body corporate under the Act and in all things acts through the Board.
- 8.2 The Authority has subject, where relevant to Clauses 8.3, 8.4 and 8.5:
 - 8.2.1 the power to acquire, deal with and dispose of real and personal property and rights in relation to real and personal property;

- 8.2.2 the power to compulsorily acquire land in accordance with the Land Acquisition Act 1969, provided that such acquisition is for the purposes of flood mitigation;
 - 8.2.3 the power to sue and be sued in its corporate name;
 - 8.2.4 the power to enter into any kind of contract or arrangement;
 - 8.2.5 the power to return surplus revenue to Constituent Councils in such proportions as the Board considers appropriate at the end of any financial year either by way of cash payment or reduction of annual contribution;
 - 8.2.6 the power to set aside surplus revenue for future capital expenditure;
 - 8.2.7 the power to invest funds and in doing so to take into account Part 4 of Chapter 9 of the Act;
 - 8.2.8 the power to establish committees, in accordance with Clause 9;
 - 8.2.9 the power to delegate any function or duty except for the power to compulsorily acquire land as set out in Clause 8.2.2 and any of the powers set out in section 44 of the Act, (where such powers are applicable to the Authority); and
 - 8.2.10 the power to do anything else necessary or convenient for, or incidental to, the exercise, performance or discharge of its powers, functions or duties.
- 8.3 The Authority has the power to incur expenditure as follows:
- 8.3.1 in accordance with a budget adopted by the Authority under Clause 12.1; or
 - 8.3.2 with the prior approval of the Constituent Councils; or
 - 8.3.3 in accordance with the Act, in respect of expenditure not contained in a budget adopted by the Authority for a purpose of genuine emergency or hardship.
- 8.4 Subject to Clause 8.5, the Authority has the power to borrow money as follows:
- 8.4.1 in accordance with a budget adopted by the Authority under Clause 12; or
 - 8.4.2 with the prior approval of the Constituent Councils.
- 8.5 Unless otherwise approved by the Constituent Councils, any and all borrowings (except overdraft facilities) taken out by the Authority:
- 8.5.1 must be from the Local Government Financial Authority or a registered bank or financial institution within Australia; and

8.5.2 the Authority shall not act outside of the areas of the Constituent Councils without their prior approval and that approval shall only be granted upon the basis that the Constituent Councils consider it necessary or expedient for the performance of their or the Authority's functions.

8.6 The Authority will have a common seal which may be affixed to documents requiring execution under common seal and must be witnessed by the Chairperson and one other Board Member.

8.7 The common seal must not be affixed to a document except to give effect to a resolution of the Board. The Executive Officer will maintain a register which records the resolutions of the Board giving authority to affix the common seal and details of the documents to which the common seal has been affixed with particulars of the persons who witnessed the fixing of the seal and the date.

8.8 The Board may by instrument under the seal authorise a person to execute documents on behalf of the Authority. The Executive Officer will maintain a register of such resolutions and details of any documents executed in this way, together with particulars of the person executing the document.

9. ESTABLISHMENT OF COMMITTEES

9.1 The Authority may establish committees.

9.2 A member of a committee holds office at the pleasure of the Board.

9.3 Without limiting the Board's power to establish additional committees, the following committee is established:

9.3.1 Audit Committee.

9.4 Audit Committee

9.4.1 The Audit Committee shall be composed of no more than three members of whom at least one shall be a person who is not a member of the Board ('Independent Member').

9.4.2 Members of the Audit Committee will be appointed by the Board biennially and at the expiry of a term of appointment are eligible for reappointment.

9.4.3 The Independent Member (or one of the Independent Members if there is more than one) shall be appointed by the Authority as the Chair of the Audit Committee. The Chair of the Audit Committee shall be paid such honorarium as the Authority determines.

9.4.4 Members of the Audit Committee must as far as practicable have recent and relevant financial, risk management or internal audit experience relevant to the functions of the Audit Committee as determined by the Authority.

- 9.4.5 The functions of the Audit Committee include:
- 9.4.5.1 reviewing annual Financial Statements of the Authority to ensure they provide a timely and fair view of the state of affairs of the Board; and
 - 9.4.5.2 liaising with the external auditors of the Authority; and
 - 9.4.5.3 reviewing the adequacy of the accounting, internal auditing, reporting, internal control and other financial management systems and practices of the Authority on a regular basis;
 - 9.4.5.4 Considering and advising the Authority on risk management.

10. ADMINISTRATIVE MATTERS

- 10.1 There will be an Executive Officer of the Authority appointed by the Authority on terms and conditions to be determined by the Authority.
- 10.2 The Executive Officer will be responsible to the Board:
- 10.2.1 to ensure that the policies and lawful decisions of the Authority are implemented in a timely manner;
 - 10.2.2 for the efficient and effective management of the operations and affairs of the Authority;
 - 10.2.3 to provide advice and reports to the Board on the exercise and performance of the Authority's powers and functions; and
 - 10.2.4 to give effect to the principles of human resource management generally applicable within the local government industry.
- 10.3 The Executive Officer has such powers, functions and duties prescribed by this clause and as determined necessary by the Authority from time to time to ensure the efficient and effective management of the operations and affairs of the Authority.
- 10.4 The Authority may employ other officers and it may authorise the Executive Officer to employ such other officers on its behalf as are required for the efficient and effective management of the operations and affairs of the Authority.
- 10.5 The Authority may engage professional consultants and it may authorise the Executive Officer to engage professional consultants to provide services to the Authority to ensure the proper execution of its decisions, the efficient and effective management of the operations and affairs of the Authority and for giving effect to the general management objectives and principles of personal management prescribed by this Charter.

11. FINANCIAL CONTRIBUTIONS TO THE AUTHORITY

- 11.1 The contributions of the Constituent Councils shall be based on the percentage shares for capital works, maintenance of assets of the Authority and operational costs of the Authority in accordance with Schedule 1.

Where the capital and/or maintenance cost exceeds \$1 Million in any given year, Clause 11.7 shall apply.

- 11.2 The Authority will be responsible to provide the Constituent Councils with sufficient information for each of them to ascertain the level of and understand the reasons behind the funding required each financial year. This will be achieved via the business plan and the annual budget.
- 11.3 The Authority will determine annually the funds required by the Authority to enable it to function. The Constituent Councils shall contribute the funds requested by the Authority, in the annual budget and approved by the Constituent Councils, and any additional funds that are required for the continuing function of the Authority and approved by the Constituent Council. The Authority must provide full details regarding the need for additional funds to the Constituent Councils.
- 11.4 The annual contribution will be paid by each Constituent Council in advance by six monthly instalments.
- 11.5 Additional contributions (of any) will be paid by each Constituent Council in the manner and at the time determined by the Authority.
- 11.6 The Authority is accountable to each Constituent Council to ensure that the Authority functions in accordance with its business plan and approved budgets.
- 11.7 The Authority may enter into separate funding arrangements with Constituent Councils and with any State or Federal Government or their agencies in respect of any project undertaken or to be undertaken by or on behalf of the Authority.
- 11.8 Where a Constituent Council or Constituent Councils enter into an agreement with the Authority under Clauses 3.2 and 3.3 of this Charter the subscriptions payable under that agreement shall be additional to the subscriptions payable under this Clause.

12. BUDGET AND ANNUAL BUSINESS PLAN**12.1 Budget**

- 12.1.1 The Authority must prepare a budget for each financial year.

- 12.1.2 The Budget must:

- 12.1.2.1 deal with each principal activity of the Authority on a separate basis;

- 12.1.2.2 be consistent with and account for activities and circumstances referred to in the Authority's Annual Business Plan;
 - 12.1.2.3 be submitted in draft form to each Constituent Council before 31 March for approval;
 - 12.1.2.4 not be adopted by the Authority until after 31 May but before 30 September;
 - 12.1.2.5 identify the amount of and the reasons for the financial contributions to be made by each Constituent Council to the Authority.
- 12.1.3 The Budget may only be adopted where two thirds of the Board Members present vote in favour of the Budget.
 - 12.1.4 The Authority must provide a copy of the adopted Budget to each Constituent Council within five clear days after adoption.
 - 12.1.5 The Authority must reconsider its Budget in accordance with Regulation 9 of the Local Government (Financial Management) Regulations 2011.
 - 12.1.6 The Authority must submit to each Constituent Council for approval, any proposed amendment to the Budget.
 - 12.1.7 Where a Constituent Council has failed to approve a draft budget, or an amended budget, and has not served a notice on the Authority in accordance with Clause 21 within two months of the receipt of the draft budget, or amended budget by the Constituent Council, then the approval of the Constituent Council to the draft budget, or amended budget, will be deemed to have been given.

12.2 Annual Business Plan

- 12.2.1 The Authority shall have an Annual Business Plan in respect of the ensuing 12 months.
- 12.2.2 The Annual Business Plan must:
 - 12.2.2.1 state the services to be provided by the Authority;
 - 12.2.2.2 identify how the Authority intends to manage service delivery;
 - 12.2.2.3 identify the performance targets which the Authority is to pursue;
 - 12.2.2.4 provide a statement of financial and other resources and internal processes that will be required to achieve the performance targets and objectives of the Authority; and

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

13. **MANAGEMENT FRAMEWORK**

13.1 **Long Term Financial Plan**

- 13.1.1 The Authority must develop and adopt in consultation with the Constituent Councils a Long Term Financial Plan covering a period of at least ten (10) years in a form and including such matters which, as relevant, is consistent with Section 122 of the Act and the Local Government (Financial Management) Regulations 2011 as if the Authority were a council.
- 13.1.2 The Authority must review its Long Term Financial Plan in consultation with the Constituent Councils.
- 13.1.3 The Authority may at any time review the Long Term Financial Plan but must undertake a review of the Long Term Financial Plan as soon as practicable after the annual review of its Business Plan and concurrently with any review of its Strategic Plan.
- 13.1.4 In any event, the Authority must undertake a comprehensive review of its Long Term Financial Plan every four years.

13.2 **Strategic Plan**

- 13.2.1 The Authority must prepare and adopt in consultation with the Constituent Councils a Strategic Plan for the conduct of its business which will identify the Authority's objectives over the period of the Strategic Plan and the principal activities that the Authority intends to undertake to achieve its objectives.
- 13.2.2 The Authority must review its Strategic Plan in consultation with the Constituent Councils.
- 13.2.3 The Authority must undertake a comprehensive review of its Strategic Plan every four years.

13.3 **Asset Management Plan**

- 13.3.1 The Authority must prepare and adopt in consultation with the Constituent Councils an Asset Management Plan in a form and including such matters which, as relevant, is consistent with Section 122 of the Act as if the Authority were a council.
- 13.3.2 The Authority must review its Asset Management Plan in consultation with the Constituent Councils.
- 13.3.3 The Authority may at any time review its Asset Management Plan but must undertake a review of the Asset Management Plan as soon as

practicable after the annual review of its Business Plan and concurrently with any review of its Strategic Plan.

- 13.3.4 In any event, the Authority must undertake a comprehensive review of its Asset Management Plan every four years.

14. ACCOUNTING

- 14.1 The Authority must ensure that its accounting records, accounts and financial statements are prepared and maintained in accordance with all relevant Australian Accounting Standards and legislation including the Local Government (Financial Management) Regulations 2011.

15. AUDIT

- 15.1 The Authority must appoint an auditor.
- 15.2 The Audit Committee must approve the audit strategy submitted by the external auditor before submission to the Board.
- 15.3 The Authority must provide its audited financial statements to the Chief Executive Officer of each Constituent Council by 30 September.

16. FINANCE

- 16.1 The Authority may establish and maintain a bank account with such banking facilities and at a bank to be determined by the Authority.
- 16.2 All cheques to be authorised must be signed by two Board Members or one Board Member and the Executive Officer.
- 16.3 Any payments made by Electronic Funds Transfer must be made in accordance with procedures which have received the prior approval of the auditor and been adopted by the Authority.
- 16.4 The Executive Officer must act prudently in the handling of all financial transactions for the Authority and must provide quarterly financial and corporate reports to the Authority and if requested, the Constituent Councils.
- 16.5 The Authority will, at the end of each financial year prepare a schedule of assets and liabilities. In addition, the Authority must maintain a record to be known as the 'Schedule of Constituent Councils' Interests in Net Assets'.
- 16.6 The Schedule of Constituent Councils Interests in Net Assets will reflect the proportionate contribution each Constituent Council has made to capital, operations and maintenance costs incurred by the Authority having regard to the proportionate contribution by way of subscriptions for each function undertaken by the Authority. The Schedule when updated by the Authority at the end of each financial year will reflect the proportionate contribution of each Constituent Council since the establishment of the Authority and once accepted by each Constituent Council will be evidence of the agreed proportion of a Constituent Council's interests in the net assets as at 30 June in that year.

16.7 Where there is any dispute as to the Schedule, Clause 21 shall apply.

17. REPORTS AND INFORMATION

17.1 The Authority must submit an annual report on its work and operations including its audited financial statements, to each Constituent Council before 30 September.

17.2 The Authority shall report at any other time at the written request of a Constituent Council on matters being undertaken by the Authority. Any such report shall be provided to all Constituent Councils.

18. ALTERATION TO THE CHARTER

18.1 This charter may be amended by unanimous resolution of the Constituent Councils.

18.2 Before the Constituent Councils vote on a proposal to alter this Charter they must take into account any recommendations of the Authority.

19. WITHDRAWAL OF A CONSTITUENT COUNCIL

19.1 Subject to the approval of the Minister, a Constituent Council may withdraw from the Authority by giving not less than six months notice of its intention to do so to all other Constituent Councils and the Executive Officer.

19.2 In any event a withdrawal will not become effective until 30 June following the expiry of the six months notice as required by Clause 19.1 in the preceding sub-clause. Until a withdrawal becomes effective, the Constituent Council proposing withdrawal from the Authority will remain liable for all financial contributions whilst still a Constituent Council and will continue to be responsible for ensuring the proper conduct of the affairs of the Authority.

19.3 A withdrawing Constituent Council is not entitled to any refunds of any contributions made.

20. ADDITION OF NEW MEMBER

20.1 The Authority may consider the addition of a Council as a Constituent Council.

20.2 The Constituent Councils must resolve unanimously to approve the addition of a Council as a Constituent Council.

20.3 The Charter shall be amended in accordance with the provisions of this Charter to provide for a Council becoming a Constituent Council.

21. DISPUTES

21.1 In the event of any dispute or difference between the Constituent Councils or between one or more Constituent Councils and the Authority concerning this Charter or the Authority (**the Dispute**), a party may initiate the dispute process set out in this clause by serving a notice of dispute on all other Constituent

Councils with a contemporaneous copy being served on the Authority. The parties:

- 21.1.1 will attempt to settle the dispute or difference by negotiating in good faith;
- 21.1.2 if good faith negotiations do not settle the dispute within one month of the Dispute arising or such longer time as the parties to the Dispute may agree, then the Dispute shall be referred to an expert for determination. The expert shall be a person with the skills and expertise necessary to resolve the dispute and shall be nominated by the President of the Local Government Association of South Australia. The expert's determination shall be final and binding on the Constituent Councils. The costs of the expert will be apportioned and payable in accordance with the expert's determination;
- 21.1.3 if the Dispute is unable to be resolved by the expert within six months then any Constituent Council may request the Minister wind up the Authority; and
- 21.1.4 notwithstanding the existence of a Dispute, the Constituent Councils will continue to meet their obligations to the Authority.

22. **LIMIT OF LIABILITY**

- 22.1 Except insofar as Clause 3.2 applies the liability of a Constituent Council to the Authority is limited to those functions undertaken by the Authority and to which the Constituent Council has made a financial contribution. The liability of a Constituent Council is proportional to the interest of that Council in the net assets of the Authority as determined under Clause 16 of this Charter.
- 22.2 The liability of a Constituent Council to the Authority for any function undertaken by the Authority under Clause 3.2 is limited to the requesting Constituent Council or Constituent Councils and as reflected in the agreement entered into with the Authority for those purposes.

23. **DISSOLUTION OF THE AUTHORITY**

- 23.1 The Authority may be dissolved by the Minister in the circumstances envisaged by Clause 33, Part 2 of Schedule 2 of the Act.
- 23.2 In the event of there being net assets upon the dissolution and after realisation of all assets and meeting all liabilities, the net assets will be distributed to the then Constituent Councils on the basis of their current interest in the net assets of the Authority as determined by Clause 16.
- 23.3 In the event of there being an insolvency of the Authority at the time of dissolution, the then Constituent Councils will be responsible jointly and severally to pay the liabilities of the Authority and between themselves in the proportion of their interest in the net assets last determined under Clause 16.

24. NON-DEROGATION AND DIRECTION BY CONSTITUENT COUNCILS

- 24.1 The establishment of the Authority does not derogate from the power of any of the Constituent Councils to act independently in relation to a matter within the jurisdiction of the Authority.
- 24.2 Provided that the Constituent Councils have all first agreed as to the action to be taken, the Constituent Councils may jointly direct and control the Authority.
- 24.3 Where the Authority is required pursuant to the Act or this Charter to obtain the approval of one or more of the Constituent Councils, that approval must only be granted and must be evidenced by a resolution passed by either or each of the Constituent Councils granting such approval.
- 24.4 Unless otherwise stated in this Charter, where the Authority is required to obtain the consent or approval of the Constituent Councils this means the consent or approval of both the Constituent Councils expressed in the same or similar terms.
- 24.5 For the purpose of this Clause 24, any direction given by the Constituent Councils must be communicated by notice in writing provided to the Executive Officer of the Authority together with a copy of the relevant resolutions of the Constituent Councils.

SCHEDULE 1 – FINANCIAL CONTRIBUTIONS

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

Capital Works are defined as building and engineering works that create an asset and the renewal of existing assets that has reached the end of its useful life.

Maintenance is defined as recurrent expenditure to ensure that existing assets function as designed and are kept in good condition.

Operational Costs are defined as recurrent expenditure incurred to ensure that the Authority can conduct day to day functions. Depreciation falls within the scope of the Authority's operational costs.

15.3 FIRST BUDGET UPDATE 2023/2024

Record Number: D23/51128

Author: Director Finance

Authoriser: Chief Executive Officer

- Attachments:**
1. **Operating Projects Progress Report – July - November 2023** [↓](#) 
 2. **Capital Projects Progress Report – July - November 2023** [↓](#) 
 3. **First Budget Update – 2023-2024 – Financial Statements** [↓](#) 

EXECUTIVE SUMMARY

- The purpose of this report is to provide the Council with a summary of the updated budget position for the year ending 30 June 2024 following the First Budget Update.
- Council’s 2023/2024 Adopted Budget forecast an operating deficit of \$0.846m.
- Following the First Budget Update, an operating deficit of \$1.836m has been estimated for 2023/2024 Financial Year primarily due to combined impacts of;
 - Changes to the Operating Projects Program (net of grants) of \$1.252m as a result of projects carried forward from last financial year;
 - Increase in grant income from Supplementary Local Road Funding and Financial Assistance Grant by \$0.293m; and
 - Recurrent budget changes of \$0.032m.
- Accordingly, budget changes proposed in the First Budget Update can be summarises as follows (\$’Mn).

Description	Amount
Operating Deficit as per budget Adopted on 24 July 2023	(0.846)
Add: Unfavourable Recurrent Budget Changes (Table 1)	(0.032)
Less: Favourable Recurrent Budget Changes (Table 2)	0.293
Add: Net Operating Project Budget Changes (Table 2)	(1.252)
Revised Operating Deficit following the First Budget Update	(1.836)

- In addition, proposed changes (**Table 3**) to Capital Project budget is \$0.011m (net of capital grant income) due to projects carried forward from last financial year.
- Council had outstanding short-term borrowings of \$9.265m as of 15 November 2023.

RECOMMENDATION

“that Council, having considered Item 15.3 – *First Budget Update 2023/2024*, dated 27 November 2023, receives and notes the report and in doing so: -

- 1. Receives and notes the project progress reports contained in Attachment 1 and 2 to this report;**
- 2. Pursuant to regulation 9 (1)(a) of the *Local Government (Financial Management) Regulations 2011*, adopts the revised 2023/2024 Budgeted Financial Statements as contained within Attachment 3 that has been updated following the First Budget Review changes identified in Table 1, Table 2 and Table 3: and**
- 3. Instructs Chief Executive Officer to reallocate savings made from the project budget to other projects in Attachments 1 and 2 where necessary up to the overall project budget of \$10.517m as summarised in Table 4.”**

BUDGET IMPACT

Estimated Cost:	\$ An Operating Deficit of \$1.836m
Future ongoing operating costs:	Not applicable
Is this Budgeted?	Not applicable

RISK ASSESSMENT

Nil

DETAILED REPORT

Purpose

The purpose of this report is to provide the Council with a summary of the updated budget position for the year ending 30 June 2024 following the First Budget Update based on year-to-date September 2023 actual performance and other known information that will have an impact for the remainder of the financial year.

Background

Pursuant to Section 123 (13) of the *Local Government Act 1999*, the Council must, as required by the regulations reconsider its Annual Business Plan or its budget during the course of a financial year and, if necessary or appropriate, make any revisions.

The Budget Reporting Framework, set out in Regulation 9 of the *Local Government (Financial Management) Regulations 2011* (the Regulations), comprises two (2) types of reports: -

1. Budget Update; and
2. Mid-year Budget Review.

Budget Update

The Budget Update report sets out a revised forecast of the Council's Operating and Capital investment activities compared with the estimates for those activities set out in the Adopted Budget. The Budget Update is required to be presented in a manner consistent with the note in the Model Financial Statements titled *Uniform Presentation of Finances*.

The Budget Update report must be considered by the Council at least twice per year between 30 September and 31 May (both dates inclusive) in the relevant financial year, with at least one (1) Budget Update report being considered by the Council prior to consideration of the Mid-Year Budget Review report.

The Regulations require a Budget Update report to include a revised forecast of the Council's operating and capital investment activities compared with the estimates set out in the Adopted Budget. The Local Government Association recommends that the Budget Update report should also include, at a summary level:

- the year-to-date result;
- any variances sought to the Adopted Budget or the most recent Revised Budget for the financial year; and
- a revised end of year forecast for the financial year.

Mid-Year Review

The Mid-Year Budget Review must be considered by the Council between 30 November and 15 March (both dates inclusive) in the relevant financial year. The Mid-Year Budget Review report sets out a revised forecast of each item shown in its Budgeted Financial Statements compared with the estimates set out in the Adopted Budget presented in a manner consistent with the Model Financial Statements. This report must also include revised forecasts for the relevant financial year of the

council's operating Deficit ratio, net financial liabilities ratio and asset sustainability ratio compared with estimates set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators.

The Mid-year Budget Review is a comprehensive review of the Council's Budget and includes the four principal financial statements, as required by the Model Financial Statement, detailing:

- the year-to-date result;
- any variances sought to the Adopted Budget; and
- a revised full year forecast of each item in the budgeted financial statements compared with estimates set out in the Adopted budget.

The Mid-year Budget Review report should also include information detailing the revised forecasts of financial indicators compared with targets established in the Adopted Budget and a summary report of operating and capital activities consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances. The requirements of the Mid-Year review are consistent with budget review requirements previously required by the Regulation 7 of the *Local Government (Financial Management) Regulations 1999*.

Discussion

Statement of Comprehensive Income

Council's Statement of Comprehensive Income or Profit & Loss account has two parts:

1. Recurrent Budget Deficit of \$0.334m;
2. Operating Project Budget expenditure of \$0.512m;

resulting an operating deficit of \$0.846m for the 2023/2024 Financial Year which was adopted on 24 July 2023.

As a result of the First Budget Update, it is estimated that the recurrent budget deficit will reduce to \$0.073m (a positive variance of \$0.261 as summarised in **Table 1**).

In addition, operating project expenditure budget (net of grants) is expected to increase to \$1.764m (a negative variance of \$1.252m as summarised in **Table 2**) for 2023/2024 Financial Year.

Therefore, overall operating deficit for the 2023/2024 Financial Year following First Budget Review is estimated at \$1.836m.

Table 1: Recurrent Budget Variances (\$)

Recurrent Budget Variances	Amount
<i>Unfavourable</i>	
• Costs to engage a contractor to resolve a fungi issue at the Two Wells and Mallala ovals	9,000
• Additional costs associated with an increase in Library School Holiday Programs/events	8,000
• Digitisation of cemetery burials books and internment rights books	5,500
• Budget for mandatory training for Elected Members have been underestimated	5,000
• Income from property leases have been overestimated	2,000
• Other minor unfavourable budget variances	2,212
Total Unfavourable Recurrent Budget Variances	31,712
<i>Favourable</i>	
• Actual 2023/2024 Financial Assistance Grant is higher than budgeted	(289,450)
• Actual 2023/2024 Supplementary Local Road Funding is higher than budgeted	(3,614)
Total Favourable Recurrent Budget Variances	(293,064)
Net Favourable Recurrent Budget Variances	(261,352)

Following table summarises the changes to the Operating Project Program post-first budget review.

Table 2: Operating Project Budget Variances (\$)

Operating Project Variances	Amount
<i>Changes proposed to the Operating Project Program approved by the Council on 24 July 2023</i>	
• Community Hub Investigations - Phase 2 - Increases in costs compared to the quote that the Council received 12 months ago due to change of scope to include procurement of a valuer and cost consultant and impact of inflation	(4,700)
<i>Projects carried forward from 2022/2023</i>	
• Installation of single lane roundabout (\$439,500 will be funded by a grant)	(500,000)
• Undergrounding of Power Lines at Old Port Wakefield Road, Two Wells	(720,902)
• Delivery of Strategic Projects (Undertake Heritage Study - Part 2, Dublin - Township Growth & Tourism Master Plan, Open Space & Recreation Strategy, Two Wells Oval - Master Plan, Social & Community Infrastructure Plan)	(200,000)
• Coastal Settlement Adaptation Study Review	(60,000)
• Open Space & Recreation Strategy	(60,000)
• Establish a horse float parking area in Parham	(50,000)
• Breeder Education and Compliance Program	(39,879)
• Update of Council signs	(18,313)
• Engaging consultants to deliver community waste education	(15,000)
• Donaldson Road - Design (Reserve corridor)	(10,000)
• Network Shared Drive Migration Strategy (Shared Folders)	(9,000)
• Parham - Old Playground Block (Public Consultation on whether to sell or develop Site)	(5,000)
• Parham Campground - Formalise Land	(4,700)
<i>Operating Project Income Budget Carried Forward from 2022/2023</i>	

• - Grant for Two Wells Roundabout	439,500
• - Balance of grant for Coastal Settlement Adaptation Study Review	6,000
<i>New Projects added to 2023/2024 Operating Project Program (cost neutral due to grant funding)</i>	
• Mosquito Management Initiatives in APC during 2023/2024	(10,000)
• Two Wells CWMS - Concept Design - Council Resolution 2023/239	(155,000)
• Local Roads and Community Infrastructure Program Phase 4, Part B	(199,268)
• Grant from SA Health for the Mosquito Management Initiatives	10,000
• LGA CWMS Program grant for Two Wells CWMS	155,000
• Local Roads and Community Infrastructure Program Phase 4, Part B	199,268
Total Operating Project Budget Variances	(1,251,994)

Attachment 1 contains the progress of annual operating project program inclusive of carried forward projects.

Table 3 below shows the proposed movement in Capital Project Program.

Table 3: Capital Project Budget Variances (\$)

Capital Project Expenses Changes	Amount
<i>Projects carried forward from 2022/2023</i>	
• Two Wells Stormwater Levee	(1,566,373)
• Sealing of Middle Beach Road	(1,025,515)
• Undergrounding of Power Lines at Old Port Wakefield Road, Two Wells	(315,503)
• Kerbing - Balaklava Rd-Lisieux St to Aerodrome Rd	(240,000)
• Wasleys Bridge - Repairs	(199,771)
• Stage 1 - Hart Reserve Masterplan - Implementation	(70,000)
• New/Upgrade - Council Boundary Signs	(60,000)
• Longview Rd and Gameau Rd-Traffic calming devices	(60,000)
• Various locations - Signage - wayfinding and information	(35,000)
• Renewal of Lighting & Paths and Bike Racks Various	(25,686)
• Middle Beach - Tidal Drainage System	(14,973)
<i>Capital Project Grant Income Budget Carried Forward from 2022/2023</i>	
• Receivable under Local Government Infrastructure Partnership Program	2,106,000
• Grant receivable for the two Wells Levee	1,323,300
• Receivable under Local Roads and Community Infrastructure Program - Round 3	172,729
Total Capital Budget Changes following First Budget Update	(10,792)

Attachment 2 contains the progress of annual capital project program inclusive of carried forward projects.

Total Projects Budget

Number of Operating and Capital Projects adopted for current financial year is 44 with a total investment of \$4.842m. Following the First Budget Update, number of projects have increased to 73 projects with the total investment of \$10.517m as summarised in the below **Table 4**.

Table 4: Total Projects Budget

	Adopted Budget	Carried Forward	New Expenditure	Q1 Budget
Capital Projects (Nos)	36	11	0	47
Operating Projects (Nos)	8	15	3	26
Total	44	26	3	73

	Adopted Budget	Carried Forward	New Expenditure	Q1 Budget
Capital Projects (\$'Mn)	3.986	3.613	0.000	7.599
Operating Projects (\$'Mn)	0.856	1.693	0.369	2.918
Total	4.842	5.306	0.369	10.517

As the budgets were estimated in early 2023 based on best available information at that time, obviously there will be budget under/over spend when delivering those projects throughout the 2023/2024 Financial Year.

Therefore, it is recommended that the Chief Executive Officer be authorised to reallocate funds within the overall projects budget of \$10.517m in order to achieve operational efficiency.

Financial Performance for the July-September Period

Following Table shows Council’s actual financial performance for the first three (3) months of the financial year compared to the Adopted Budget.

Accordingly, Council is on track to achieve its income and expenditure forecasts adopted for 2023/2024 Financial Year and proposed First Budget Update changes as summarised in **Table 1 to Table 3** above.

Table 6: Statement of Comprehensive Income for the month ending 30 September 2023 (\$'Mn)

Description	2023/2024 Adopted Budget	YTD September 2023 Actual	Actual as a % of Adopted Budget
Income			
Rates	13,714	13,637	99
Statutory charges	520	162	31
User charges	229	63	27
Grants, subsidies and contributions	2,585	372	14
Investment Income	3	1	43
Reimbursements	139	60	43
Other Income	48	12	26
Total Income	17,237	14,306	83
Expenses			
Employee Costs	7,164	1,435	20
Materials, contracts and other services	6,503	1,557	24
<i>Including legal expenditure</i>	<i>150</i>	<i>27</i>	<i>18</i>
Depreciation	3,517	879	25
Interest Costs	820	120	15
Share of loss from GRFMA	79	-	-
Total Expenses	18,083	3,992	22
Operating Surplus/(Deficit)	(846)	10,315	

New short-term borrowings

In the 2023/2024 Adopted Budget, Council approved new borrowings of \$1.002m (Council resolution 2023/201). However, in order to deliver the revised operating and capital budget, Council may be required to borrow additional (some of these additional borrowings were approved in prior years but Council didn't borrow money as projects were carried over) short-term funding up to \$1.001m resulting total maximum short-term new borrowings of \$2.003m in the 2023/2024 Financial year.

However, actual timing of the borrowings will be known depending on the progress of operating and capital project program during the year. Council currently has a short-term borrowing facility of \$14.973m with Local Government Financing Authority. As of 15 November 2023, Council have outstanding short-term borrowings of \$9.265m at an interest rate ranging from 5.40% to 6.15%.

Updated Financial Statements

The budgeted Financial Statements as required by Regulation 9 (1) (b) and (2), detailing the revised forecast as a result of the First Budget Update is contained in **Attachment 3**.

Conclusion

The First Budget Update for the 2023/2024 financial year provides the opportunity to amend the 2023/2024 Adopted Budget, to reflect any changes in budget estimates based on;

- most recent information available;
 - audited results to 30 Jun 2023; and
 - the first quarter results to 30 September 2023.
-

ReferencesLegislation

Regulation 9 of the Local Government (Financial Management) Regulations 2011

Section 123 (13) of the Local Government Act 1999

Council Policies/Plans

Budget Management Policy

Funding Policy

Treasury Management Policy

2023/2024 Operating Projects: Progress Report – July-November

	Project Name	Adopted Budget	Carried forward from 2023	Q1 Budget Change	Total Budget Following Q1 Budget	November Actual Spend/Commitment	Available to Spend	Project Commenced (Y/N)	If not commenced, when will be commenced?	Project Completed (Y/N)	If not completed, when will be completed?	Comment
1	Update of Council signs	-	18,313	-	18,313	-	18,313	Yes	N/A	Yes	Jun-24	In progress
2	Installation of single lane roundabout	-	500,000	-	500,000	439,500	60,500	Yes	N/A	No	Dec-23	Construction is underway and is likely to be completed early in the 2023/24 financial year.
3	Establish a horse float parking area in Parham	-	50,000	-	50,000	-	50,000	To be confirmed	To be confirmed	To be confirmed	To be confirmed	Project are being delivered by Strategic Projects Officer with the assistance from external consultants
4	Delivery of Strategic Projects - Undertake Heritage Study - Part 2	-	-	-	-	-	-	Yes	N/A	No	To be confirmed	Discussions continuing with Planning and Land Use Services
5	- Dublin - Township Growth & Tourism Master Plan	-	-	-	-	-	-	Yes	N/A	No	To be confirmed	Draft Dublin Background Paper prepared and placed on hold pending availability of Dublin related submissions to the State Planning Commission about the Greater Adelaide Regional Plan Discussion Paper. Context work for Parham and Thompson Beach intended to be reported to Council in late 2023.
6	- Two Wells Oval - Master Plan - Design/Costing/Cons	-	100,000	-	100,000	59,710	40,290	Yes	N/A	No	Jun-24	Consultants commenced background work and initial consultation to inform preparing a draft Master Plan.
7	- Social & Community Infrastructure Plan	-	100,000	-	100,000	-	100,000	No	To be confirmed	N/A	To be confirmed	Draft project brief has been prepared and officer discussions continuing.
8	- Open Space & Recreation Strategy	-	60,000	-	60,000	-	60,000	Yes	N/A	No	To be confirmed	Draft project brief has been prepared and officer discussions continuing.
9	Crown Land - Two Wells Land Development	35,000	-	-	35,000	35,000	-	Yes	N/A	No	To be confirmed	
10	Parham - Old Playground Block (Public Consultation on whether to sell or develop Site)	-	5,000	-	5,000	-	5,000	Yes	To be confirmed	No	Jun-24	The old playground land is pending a further consultation with the community and hosted by the Council's Strategic Projects Officer to determine what the community would like to see utilised on this land.
11	Donaldson Road - Design (Reserve corridor)	-	10,000	-	10,000	-	10,000	Yes	N/A	No	Jun-23	
12	Parham Campground - Formalise Land	-	4,700	-	4,700	-	4,700	Yes	N/A	No	Jun-24	In progress to complete the headlease with DEW (then formulate the sublease with the Mallala and District Lions Club). This is pending Councils completion of a Fire Management Plan requirement by DEW as part of the headlease
13	Network Shared Drive Migration Strategy (Shared Folders)	-	9,000	-	9,000	7,166	1,834	Yes	N/A	No	Jun-24	In progress
14	Engaging consultants to deliver community waste education	-	15,000	-	15,000	-	15,000	No	To be confirmed	No	Jun-23	
15	Coastal Settlement Adaptation Study Review for Parham, Webb Beach, Thompson Beach & Middle Beach)	-	60,000	-	60,000	-	60,000	No	To be confirmed	No	Jun-24	100% funded by a government grant. Awaiting the conclusion of Emergency Management Plan. \$54,000 received in 21/22 FY, remaining \$6,000 to be received by the Council on completion of the project (Deadline to complete the project as per grant agreement is 2024)
16	Breeder Education and Compliance	-	39,879	-	39,879	13,767	26,112	Yes	N/A	No	Jun-24	100% funded by a grant from Dog & Cat Administration Board. \$60,000 was received in 21/22. We have been formally offered an extension to 30 June 2024
17	Undergrounding of Power Lines at Old Port Wakefield Road,	600,000	720,902	-	1,320,902	1,011	1,319,891	Yes	N/A	No	May-24	To be completed by mid-2024.
18	Street/Verge Tree Planting	30,000	-	-	30,000	1,810	28,190	Yes	N/A	No	Nov-23	
19	GRFMA Business Case	52,000	-	-	52,000	52,000	(0)	Yes	N/A	Yes	N/A	Completed
20	Community Hub Investigations - Phase 2	25,000	-	4,700	29,700	16,910	12,790				Nov-23	
21	Donaldson Road - WSUD and Open Space Elements	10,000	-	-	10,000	-	10,000	Yes	N/A	No	Jun-24	
22	Parham Foreshore Master Plan	15,000	-	-	15,000	-	15,000	Yes	N/A	No	To be confirmed	Consultant appointed to work with staff and local community. Intended to commence as part of consultation about a range of proposals for the future of Parham and Thompson Beach settlements. A report to Council intended for late 2023 to seek endorsement for consultation.
23	Mosquito Management Plan 2023-2024	-	-	10,000	10,000	164	9,836	Yes	N/A	No	Jun-24	100% funded by a grant from SA Health
24	TW CWMS - Concept Design	-	-	155,000	155,000	-	155,000	No	Nov-23	No	Jun-24	100% funded by the LGA CWMS Program
25	LRICIP Round 4 & Part B	-	-	199,268	199,268	-	199,268	No	Nov-23	No	Jun-24	100% funded by the Federal Government
26	1 x Corporate Services Staff member	89,409	-	-	89,409	10,418	78,991	No	To be confirmed	No	To be confirmed	
		856,409	1,692,794	368,968	2,918,171	637,456	2,280,715					

2023/2024 Capital Projects: Progress Report – July-November Updated)

Project Name	Adopted Budget	Carried Forward from 22/23	Q1 Budget Change	Total Budget Following Q1 Budget	YTD November Actual Spend	Available to Spend	Project Commenced (Y/N)	If not commenced, when will be commenced?	Project Completed (Y/N)	If not completed, when will be completed?	Comment
1 Sealing of Middle Beach Road	-	1,025,515	-	1,025,515	955,411	70,104	Yes	N/A	Yes	Dec-23	50% funded under LGIPP. To be completed in Dec 2023.
2 Various locations - Signage - wayfinding and information	-	35,000	-	35,000	-	35,000	Yes	N/A	No	Jun-24	
3 Kerbing - Balaklava Rd-Lisieux St to Aerodrome Rd	-	240,000	-	240,000	-	240,000	Yes	N/A	No	To be confirmed	Awaiting DIT to fix pot holes before Council undertake kerbing renewal.
4 New/Upgrade - Council Boundary Signs	-	60,000	-	60,000	-	60,000	Yes	N/A	No	Jun-24	In progress
5 Stage 1 - Hart Reserve Masterplan - Implementation	-	70,000	-	70,000	23,565	46,435	Yes	N/A	No	Feb-24	Carry over funds are required to complete relevant work already being undertaken by consultants. The original project scope has been placed on hold to consider Two Wells Town Center development proposal.
6 Renewal of Lighting & Paths and Bike Racks Various	-	25,686	-	25,686	-	25,686	Yes	N/A	No	Jun-24	In progress
7 Middle Beach - Tidal Drainage System	-	14,973	-	14,973	-	14,973	Yes	N/A	No	Feb-24	
8 Wasleys Bridge - Repairs	-	199,771	-	199,771	-	199,771	Yes	N/A	No	Jun-24	Pending the outcome of grant funding application
9 Longview Rd and Gameau Rd-Traffic calming devices	-	60,000	-	60,000	-	60,000	Yes	N/A	No	Jun-24	
10 Undergrounding of Power Lines at Old Port Wakefield Road, Two Wells	-	315,503	-	315,503	12,485	303,018	Yes	N/A	No	Jun-24	In progress
11 Two Wells Stormwater Levee	-	1,566,373	-	1,566,373	9,652	1,556,721	Yes	N/A	No	Jun-24	In progress. 100% funded by Government grant
12 Resealing - Dublin Rd - Hill Rd to Earl Rd	80,000	-	-	80,000	-	80,000	Yes	N/A	Yes	N/A	Completed. Costing to be finalised
13 Resealing - Bailey Rd East - OPW Rd to End	91,000	-	-	91,000	119	90,881	Yes	N/A	Yes	N/A	Costing to be finalised
14 Resealing - Baker Rd – Gawler River Rd to River	87,000	-	-	87,000	6,339	80,661	Yes	N/A	Yes	N/A	Completed. Costing to be finalised
15 Resealing - Boundary Rd - Hayman Rd to Dawkins Rd	65,000	-	-	65,000	-	65,000	Yes	N/A	Yes	N/A	Completed. Costing to be finalised
16 Resealing - Garden Ave - Artesian Rd to South End	85,000	-	-	85,000	-	85,000	Yes	N/A	Yes	N/A	Completed. Costing to be finalised
17 Resealing - Germantown Rd – Gawler Rd to Dawkins (R2R)	142,000	-	-	142,000	-	142,000	Yes	N/A	Yes	N/A	Completed. Costing to be finalised
18 Resealing - Jenkin Court - Butler Road to End	77,000	-	-	77,000	-	77,000	Yes	N/A	Yes	N/A	Completed. Costing to be finalised
19 Resealing - Seventh St – South Ter - Fifth St	69,000	-	-	69,000	-	69,000	Yes	N/A	Yes	N/A	Completed. Costing to be finalised
20 Resealing - Third St (Dublin) - Sixth St to End	23,000	-	-	23,000	-	23,000	Yes	N/A	Yes	N/A	Completed. Costing to be finalised
21 Resealing - Williams Rd – Dawkins Rd - Hayman Rd	82,000	-	-	82,000	-	82,000	Yes	N/A	Yes	N/A	Completed. Costing to be finalised
22 New St.Scape - Irish St - Butler St to Redbanks Rd	31,000	-	-	31,000	4,364	26,636	Yes	N/A	No	Apr-24	In progress
23 New St.Scape - Rowe Crs - Drew St to Applebee Rd	16,000	-	-	16,000	4,000	12,000	Yes	N/A	No	Apr-24	In progress
24 New St.Scape - Chivell St - Mary St to End	38,000	-	-	38,000	-	38,000	Yes	N/A	No	Apr-24	
25 Renew Footpath - Tangari Reserve	24,000	-	-	24,000	-	24,000	Yes	N/A	No	Apr-24	
26 Resheet - Bakers Road - Slant Rd to Ridley Rd	104,000	-	-	104,000	89,516	14,484	Yes	N/A	Yes	N/A	Completed
27 Resheet - Gallipoli Rd - Curnow Rd to Jarmyn R	78,000	-	-	78,000	40,722	37,278	Yes	N/A	No	Nov-23	In progress
28 Resheet - Germantown Rd - Verner Rd to Seal (R2R)	134,000	-	-	134,000	41,913	92,087	Yes	N/A	Yes	N/A	Completed
29 Resheet - Harris Rd - Schlodder Rd to Bubner Road	19,000	-	-	19,000	19,961	(961)	Yes	N/A	Yes	N/A	Completed
30 Resheet - Hart Road - PW Road to Smith Rd	140,000	-	-	140,000	-	140,000	No	Sep-23	No	Jun-24	
31 Resheet - N Parham Rd - Lowey Rd to Gilberts Road	75,000	-	-	75,000	56,840	18,160	Yes	N/A	Yes	N/A	Completed
32 Resheet - Owen Rd - March Rd to Woods Rd	121,000	-	-	121,000	1,851	119,149	Yes	N/A	No	Dec-23	In progress
33 Resheet - Paddys B Rd - Mallala - Two Well Rd	287,000	-	-	287,000	181	286,819	Yes	N/A	No	Mar-24	In progress
34 Resheet - Schlodder Rd - Clonan Rd to Schut Rd	39,000	-	-	39,000	28,683	10,317	Yes	N/A	Yes	N/A	Completed
35 Resheet - Wasleys Rd - Cheek Rd to Woolsheds Road	263,000	-	-	263,000	8,682	254,318	Yes	N/A	No	Jun-24	In progress
36 Site Improv - Renew St & Reserves/Parks Furniture	20,000	-	-	20,000	14,333	5,667	Yes	N/A	No	May-24	In progress
37 Site Improv - Site Improvements Renewal	200,000	-	-	200,000	6,807	193,193	Yes	N/A	No	May-24	In progress
38 Site Improv - Fuel supply upgrade	45,000	-	-	45,000	34,627	10,373	Yes	N/A	Yes	N/A	Completed
39 Site Improv - New/Upgrade St & Reserves/Parks Furniture	20,000	-	-	20,000	6,039	13,962	Yes	N/A	No	May-24	In progress
40 Site Improv - Streetscape and WSUD - New/Upgrade	50,000	-	-	50,000	-	50,000	No	Jan-24	No	Jun-24	
41 Site Improv - New Lewiston Dog Park Shelters	20,000	-	-	20,000	15,460	4,540	Yes	N/A	No	May-24	In progress
42 CWMS - Mallala - Replacement of Property Pumps	15,000	-	-	15,000	11,406	3,594	Yes	N/A	No	Apr-24	In progress
43 Stormwater - Mallala Oval stormwater & road upgrade	60,000	-	-	60,000	-	60,000	No	Nov-23	No	Apr-24	
44 Two Wells - Pedestrian Refuges - New	195,000	-	-	195,000	482	194,518	No	Jan-24	No	Jun-24	In progress
45 Pram Ramp Renewal to DDA Compliant	10,000	-	-	10,000	5,854	4,146	No	Jan-24	No	Jun-24	In progress
46 Building Renewal - Dublin Oval - Toilet Block	70,000	-	-	70,000	40,689	29,311	Yes	N/A	No	Jun-24	In progress
47 Plant & Machinery - Capital Purchases	1,111,000	-	-	1,111,000	919,884	191,116	Yes	N/A	No	Jun-24	In progress
	3,986,000	3,612,821	-	7,598,821	2,359,863	5,238,958					

Attachment 3

ADELAIDE PLAINS COUNCIL
BUDGETED STATEMENT OF COMPREHENSIVE INCOME (\$'000)
FOR THE YEAR ENDED 30 JUNE 2024

	ADOPTED BUDGET	FIRST BUDGET UPDATE		REVISED BUDGET AFTER FIRST BUDGET UPDATE
		PROJECTS	RECURRENT	
INCOME				
Rates	13,714	-	-	13,714
Statutory charges	520	-	-	520
User charges	229	-	(5)	224
Grants, subsidies and contributions	2,240	-	(1,017)	1,223
Investment Income	3	-	-	3
Reimbursements	139	-	-	139
Other Income	48	-	-	48
Operating Project Income	345	2,120	-	2,465
Total Revenues	17,237	2,120	(1,022)	18,335
EXPENSES				
Employee Costs	7,074	-	-	7,074
Materials, contracts and other services	5,736	-	27	5,763
Depreciation, Amortisation & Impairment	3,517	-	-	3,517
Finance Costs	820	-	-	820
Share of loss - joint ventures & associates	79	-	-	79
Operating Project Expenses	856	2,062	-	2,918
Total Expenses	18,082	2,062	27	20,171
OPERATING SURPLUS / (DEFICIT)	(845)	58	(1,048)	(1,836)
Asset Disposal & Fair Value Adjustments	257	-	-	257
Amounts specifically for new or upgraded assets	-	3,602	-	3,602
Physical resources received free of charge	5,000	-	-	5,000
NET SURPLUS (DEFICIT)	4,412	3,660	(1,048)	7,023
Other Comprehensive Income				
Changes in revaluation Surplus	2,500	-	-	2,500
Share of Other comprehensive Income - joint ventures	(55)	-	-	(55)
TOTAL OTHER COMPREHENSIVE INCOME	2,445	-	-	2,445
TOTAL COMPREHENSIVE INCOME	6,857	3,660	(1,048)	9,468

Attachment 3

ADELAIDE PLAINS COUNCIL
BUDGETED BALANCE SHEET (\$'000)
AS AT 30 JUNE 2024

	ADOPTED BUDGET	FIRST BUDGET UPDATE		REVISED BUDGET AFTER FIRST BUDGET UPDATE
		PROJECTS	RECURRENT	
ASSETS				
Current Assets				
Cash and cash equivalents	415	-	-	415
Trade & other receivables	1,031	-	-	1,031
Inventories	154	-	-	154
Total Current Assets	1,600	-	-	1,600
Non-current Assets				
Equity accounted investments in Council businesses	5,661	-	-	5,661
Infrastructure, Property, Plant & Equipment	157,730	3,613	-	161,343
Other Non-current Assets	15	-	-	15
Total Non-current Assets	163,406	3,613	-	167,019
Total Assets	165,006	3,613	-	168,619
LIABILITIES				
Current Liabilities				
Trade & Other Payables	1,353	-	-	1,353
Borrowings	13,639	(47)	1,048	14,641
Provisions	1,009	-	-	1,009
Total Current Liabilities	16,001	(47)	1,048	17,003
Non-current Liabilities				
Long-term Borrowings	1,717	-	-	1,717
Long-term Provisions	220	-	-	220
Total Non-current Liabilities	1,937	-	-	1,937
Total Liabilities	17,938	(47)	1,048	18,940
NET ASSETS	147,068	3,660	(1,048)	149,679
EQUITY				
Accumulated Surplus	58,654	3,660	(1,048)	61,265
Asset Revaluation Reserve	86,410	-	-	86,410
Other Reserves	2,004	-	-	2,004
TOTAL EQUITY	147,068	3,660	(1,048)	149,679

Attachment 3

ADELAIDE PLAINS COUNCIL
BUDGETED STATEMENT OF CHANGES IN EQUITY (\$'000)
FOR THE YEAR ENDED 30 JUNE 2024

	ADOPTED BUDGET	FIRST BUDGET UPDATE		REVISED BUDGET AFTER FIRST BUDGET UPDATE
		PROJECTS	RECURRENT	
ACCUMULATED SURPLUS				
Balance at end of previous reporting period	52,242	-	-	52,242
Net Result for Year	4,412	3,660	(1,048)	7,023
Balance at end of period	56,654	3,660	(1,048)	59,265
ASSET REVALUATION RESERVE				
Balance at end of previous reporting period	83,910	-	-	83,910
Gain on revaluation of infrastructure, property, plant & equipment	2,500	-	-	2,500
Balance at end of period	86,410	-	-	86,410
OTHER RESERVES				
Balance at end of previous reporting period	2,059	-	-	2,059
Share of other comprehensive income - GRFMA	(55)	-	-	(55)
Balance at end of period	2,004	-	-	2,004
TOTAL EQUITY AT END OF REPORTING PERIOD	145,068	3,660	(1,048)	147,679

Attachment 3

ADELAIDE PLAINS COUNCIL
BUDGETED CASH FLOW STATEMENT (\$'000)
FOR THE YEAR ENDED 30 JUNE 2024

	ADOPTED BUDGET	FIRST BUDGET UPDATE		REVISED BUDGET AFTER FIRST BUDGET UPDATE
		PROJECTS	RECURRENT	
CASH FLOWS FROM OPERATING ACTIVITIES				
<u>Receipts</u>				
Rates	13,714	-	-	13,714
Statutory charges	520	-	-	520
User charges	229	-	(5)	224
Grants, subsidies and contributions	3	2,120	-	2,122
Investment Income	2,585	-	(1,017)	1,568
Reimbursements	139	-	-	139
Other Income	48	-	-	48
<u>Payments</u>				
Employee Costs	(7,164)	-	-	(7,164)
Materials, contracts and other services	(6,502)	(2,062)	(27)	(8,591)
Finance payments	(820)	-	-	(820)
Net Cash provided by (or used in) Operating Activities	2,751	58	(1,048)	1,760
CASH FLOWS FROM INVESTING ACTIVITIES				
<u>Receipts</u>				
Grants specifically for new or upgraded assets	-	3,602	-	3,602
Sale of replaced assets	257	-	-	257
<u>Payments</u>				
Expenditure on renewal/replacement of assets	(3,523)	(225)	-	(3,748)
Expenditure on new/upgraded assets	(463)	(3,387)	-	(3,850)
Net Cash provided by (or used in) Investing Activities	(3,729)	(11)	-	(3,740)
CASH FLOWS FROM FINANCING ACTIVITIES				
<u>Receipts</u>				
Proceeds from Borrowings	1,002	(47)	1,048	2,003
<u>Payments</u>				
Repayments of Borrowings	(24)	-	-	(24)
Net Cash provided by (or used in) Financing Activities	977	(47)	1,048	1,979
Net Increase (Decrease) in cash held	(1)	-	-	(0)
Cash & cash equivalents at beginning of period	416	-	-	416
Cash & cash equivalents at end of period	415	-	-	416

Attachment 3


ADELAIDE PLAINS COUNCIL
BUDGETED UNIFORM PRESENTATION OF FINANCES (\$'000)
FOR THE YEAR ENDED 30 JUNE 2024

	ADOPTED BUDGET	FIRST BUDGET UPDATE		REVISED BUDGET AFTER FIRST BUDGET UPDATE
		PROJECTS	RECURRENT	
Income				
Rates	13,714	-	-	13,714
Statutory charges	520	-	-	520
User charges	229	-	(5)	224
Grants, subsidies and contributions	2,585	2,120	(1,017)	3,688
Investment Income	3	-	-	3
Reimbursements	139	-	-	139
Other Income	48	-	-	48
	17,237	2,120	(1,022)	18,335
Expenses				
Employee costs	7,163	-	-	7,163
Materials, contracts & other expenses	6,503	2,062	27	8,592
Depreciation, amortisation & impairment	3,517	-	-	3,517
Finance costs	820	-	-	820
Net loss - equity accounted Council businesses	79	-	-	79
	18,082	2,062	27	20,171
Operating Surplus / (Deficit)	(845)	58	(1,048)	(1,836)
Timing adjustment for grant revenue	-	-	-	-
Adjusted Operating Surplus (Deficit)	(845)	58	(1,048)	(1,836)
less Net Outlays on Existing Assets				
Capital Expenditure on renewal and replacement of Existing Assets	3,523	225	-	3,748
less Depreciation, Amortisation and Impairment	(3,517)	-	-	(3,517)
less Proceeds from Sale of Replaced Assets	(257)	-	-	(257)
	(251)	225	-	(25)
less Net Outlays on New and Upgraded Assets				
Capital Expenditure on New and Upgraded Assets (including investment property & real estate developments)	463	3,387	-	3,850
less Amounts received specifically for New and Upgraded Assets	-	(3,602)	-	(3,602)
	463	(215)	-	248
Annual Net Impact to Financing Activities (surplus/(deficit))	(1,058)	47	(1,048)	(2,059)

Attachment 3

**ADELAIDE PLAINS COUNCIL
BUDGETED FINANCIAL INDICATORS
FOR THE YEAR ENDED 30 JUNE 2024**

	ADOPTED BUDGET	FIRST BUDGET UPDATE		REVISED BUDGET AFTER FIRST BUDGET UPDATE
		PROJECTS	RECURRENT	
<i>Financial Indicators calculated in accordance with Information Paper 9 - Local Government Financial Indicators prepared as part of the LGA Financial Sustainability Program</i>				
Operating Surplus Ratio				
Operating Surplus	(5)			(10)
Total Operating Revenue				
This ratio expresses the operating surplus as a percentage of total operating revenue. <i>Target : 0% average over long term</i>				
Net Financial Liabilities Ratio				
Net Financial Liabilities	98			95
Total Operating Revenue				
Net Financial Liabilities are defined as total liabilities less financial assets. These are expressed as a percentage of total operating revenue. <i>Target : Greater than 0% but no more than 100% on average over long term</i>				
Asset Renewal Funding Ratio				
Net Asset Renewals	106			113
Infrastructure & Asset Management Plan required expenditure				
Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new acquisition of additional assets. <i>Target : Greater than 90% but less than 110% on average over long term</i>				

15.4 AUDIT COMMITTEE – TERMS OF REFERENCE REVIEW**Record Number:** D23/50691**Author:** Director Finance**Authoriser:** Chief Executive Officer**Attachments:** 1. **Marked-up version of the Audit and Risk Committee Terms of Reference**
[↓](#) **EXECUTIVE SUMMARY**

- The purpose of this report is to provide Elected Members with the updated Terms of Reference (ToR) of the Council’s Audit Committee for review and adoption to ensure compliance with the legislative changes taking effect from 30 November 2023.
- Pursuant to section 126(1) of the *Local Government Act 1999* (the Act), Council must have an audit committee. The mandatory functions of an audit committee are set out within section 126(2) of the Act and in full within the body of this report.
- From 30 November 2023, the requirements of the Act will change such that councils will be required to have an ‘audit and risk’ committee rather than an ‘audit committee’. This is explained in more detail within the body of this report. In addition, the primary areas of change relate to: -
 - Membership (majority of members must be persons who are not members of Council);
 - Functions;
 - Meetings; and
 - Reporting
- The Committee’s ToR were last reviewed by Council on 28 June 2021. Noting the Committee is mandatory under the Act, and indeed its functions are legislated, it is recommended Council adopt the updated ToR as presented at **Attachment 1** to this report.

RECOMMENDATION

“that Council, having considered Item 15.4 – *Audit Committee – Terms of Reference Review*, dated 27 November 2023, receives and notes the report and in doing so adopts the updated Audit and Risk Committee Terms of Reference (to take effect on 30 November 2023) as presented in Attachment 1 to this report.”

BUDGET IMPACT

Estimated Cost:	Sitting fee.	Independent Chair	\$1,075
		Independent Member	\$ 645
Future ongoing operating costs:	Sitting fee only		
Is this Budgeted?	Yes		

RISK ASSESSMENT

The Audit Committee is a mandatory committee under section 126(1) of the Act. With legislative changes (primarily regarding the Committee’s membership composition, functions, meetings and reporting,) coming into effect on 30 November 2023, it is necessary for Council to adopt the updated ToR to ensure legislative compliance.

DETAILED REPORT

Purpose

The purpose of this report is to provide Elected Members with the updated Terms of Reference (ToR) of the Council's Audit Committee for review and adoption to ensure compliance with the legislative changes taking effect from 30 November 2023.

Background

Pursuant to section 126(1) of the *Local Government Act 1999* (the Act), Council must have an audit committee. Accordingly, Council's Audit Committee has been established under section 41 of the Act. The principal objective of the Audit Committee is to add value to and improve Council's operations, by assisting Council to meet its legislative and probity requirements as required by the Act and other relevant legislation, standards and codes.

Section 126 of the Act has been extensively updated as a key component of financial and governance accountability changes commencing on 30 November 2023. The updated section 126 of the Act reads as follows: -

126—Audit and risk committee

(a1) This section applies to a council that has not established a regional audit and risk committee under section 126A.

(1) A council to which this section applies must have an audit and risk committee.

(1a) The purpose of an audit and risk committee established by a council is to provide independent assurance and advice to the council on accounting, financial management, internal controls, risk management and governance matters.

(2) The following provisions apply to the membership of a council audit and risk committee:

(a) the majority of the members of the committee must be persons who are not members of any council;

(b) the members of the committee (when considered as a whole) must have skills, knowledge and experience relevant to the functions of the committee, including in financial management, risk management, governance and any other prescribed matter;

(c) the membership of the committee—

(i) may not include an employee of the council (although an employee may attend a meeting of the committee if appropriate); and

(ii) may include, or be comprised of, members of another council audit and risk committee or a regional audit and risk committee; and

(iii) must otherwise be determined in accordance with the requirements of the regulations.

(4) The functions of a council audit and risk committee include—

(a) reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; and

(b) proposing, and providing information relevant to, a review of the council's strategic management plans or annual business plan; and

(c) monitoring the responsiveness of the council to recommendations for improvement based on previous audits and risk assessments, including those raised by a council's auditor; and

(d) proposing, and reviewing, the exercise of powers under section 130A; and

(e) liaising with the council's auditor in accordance with any requirements prescribed by the regulations; and

(f) reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis; and

(g) —

(i) if the council has an internal audit function—

A. providing oversight of planning and scoping of the internal audit work plan; and

B. reviewing and commenting on reports provided by the person primarily responsible for the internal audit function at least on a quarterly basis; or

(ii) if the council does not have an internal audit function, reviewing and commenting on an annual report provided by the chief executive officer in relation to the policies and processes adopted by the council to evaluate and improve the effectiveness of its internal control practices and procedures; and

(h) reviewing and evaluating the effectiveness of policies, systems and procedures established and maintained for the identification, assessment, monitoring, management and review of strategic, financial and operational risks on a regular basis; and

(i) reviewing any report obtained by the council under section 48(1); and

(j) performing any other function determined by the council or prescribed by the regulations.

(5) There must be at least 1 meeting of a council audit and risk committee in each quarter.

(6) Subject to this Act, the procedure to be observed at a meeting of a council audit and risk committee will be—

(a) as prescribed by regulation; or

(b) insofar as the procedure is not prescribed by regulation—as determined by the committee.

(7) Without limiting subsection (6)(a), regulations under that subsection may provide for circumstances in which the public may be excluded from attendance at a meeting of a council audit and risk committee.

(8) A council audit and risk committee must—

(a) provide a report to the council after each meeting summarising the work of the committee during the period preceding the meeting and the outcomes of the meeting; and

(b) provide an annual report to the council on the work of the committee during the period to which the report relates.

(9) A council must ensure that the annual report of its audit and risk committee is included in its annual report.

Discussion**Local Government Reform – ‘Audit and Risk’ Committees**

The Local Government Reform Program commenced in early 2019 and the *Statutes Amendment (Local Government Review) Act 2021* (the Review Act) commenced on 20 September 2021. Various changes to the Act and associated regulations have taken effect periodically since 2021.

The relevant amendments to the Act that are set to commence on 30 November 2023 will include:

- Extending the work of council audit committees to audit and risk committees (the Committee) to provide independent assurance and advice to Council on accounting, financial management, internal controls, risk management and governance matters;
- The Committee will be required to consist of a majority of independent members (persons who are not members of the Council) and councils will have the ability to form regional audit and risk committees;
- The Committee must meet at least quarterly and such meetings are able to be held using electronic means;
- The Committee must provide a report to the Council after each meeting summarising the work undertaken during the period preceding the meeting and the outcomes of the meeting. (This new obligation is in addition to the presentation of the Committee’s meeting minutes to the Council and would ideally be informed by the Committee’s Annual Work Plan);
- The Committee will also have an annual reporting obligation to Council on the work of the Committee during the period to which the report relates. The Council is then required to publish the Committee’s annual report in the annual report of Council;
- Council, and the CEO will also have new requirements with respect to identification, assessment, monitoring, management and annual review of strategic, financial and operational risks;
- The CEO is also required to provide an annual report to the Committee in relation to the policies and processes adopted by the Council to evaluate and improve the effectiveness of its internal control practices and procedures and the Committee is required to review and comment on such report; and
- Council’s CEO will also have an internal audit function to consult with the audit and risk committee before appointing a person to be primarily responsible for the internal audit function.

Accordingly, from 30 November 2023 all councils will be required to have an ‘Audit and Risk Committee’ (instead of an ‘audit committee’).

Relevantly, regulation 14 of the *Local Government (Transitional Provisions) Regulations* commenced on 6 January 2022 and authorises any existing members of council audit committees to remain on the new audit and risk committee until the expiration of their current term of office.

Model LGA Terms of Reference

Council is awaiting further guidance material from the Local Government Association (LGA) to assist with the review of the ToR. Whilst we are aware that a 'model' ToR document is currently being prepared by the LGA (and undergoing legal review), at the time of this report being written, this document was not yet released. Therefore, Council staff have undertaken a review of the ToR based on the upcoming changes to the Act (effective from 30 November 2023), which are summarised below. Once the LGA Model (and any associated advice/information) is released, it is anticipated that a further report and updated ToR will be presented to Council to ensure the ToR of Council's Audit and Risk Committee meets legislative requirements as well as industry best practices.

Review of Current Terms of Reference

A review of the Audit Committee ToR has been conducted recently by Council staff and accordingly, the following changes are proposed:

- 1) Change name of Committee to "Audit and Risk Committee";
- 2) The meeting frequency must be at least quarterly;
- 3) Additional "functions" to include:
 - Review and comment on an annual report provided by the CEO (Clause 2.2.5)
 - Review of Strategic Management and Annual Business Plans (Clause 2.5);
 - Value and Efficiency Review (Clause 2.6);
 - Review Major Infrastructure Projects (Clause 2.7);
 - Prudential Reports (Clause 2.8); and
 - Regional Subsidiaries (Clause 2.9).
- 4) Clause 3.1 has been updated so that the Audit and Risk Committee will consist of a majority of independent members. i.e., three (3) independent members and two (2) Council members. However, this change will not take effect until 30 November 2023 as outlined above;
- 5) Clause 4.1 has been added to explain the role of the Chairperson of the Committee;
- 6) Clause 4.3 has been added with regard to the deliberate vote by the Chairperson;
- 7) Reporting obligations by the Committee (Clauses 7.3 & 7.4)
- 8) minor formatting changes;
- 9) changes to position titles based on current organisational structure.

The revised ToR is provided for at **Attachment 1** to this report.

Term of the current Audit Committee Members

With regard to the independent Chairperson and independent member of the Audit Committee, at the April 2022 Council meeting, Elected Members resolved to extend the appointments until 30 November 2024.

At the Council meeting held on 28 November 2022, Council resolved to appoint Mayor Wasley, Deputy Mayor Strudwicke and Councillor Panella as Council Members of the Audit Committee until

30 November 2023 to coincide with the transition from 'Audit Committee' to 'Audit and Risk Committee' under the Act.

Separate reports have been provided as part of the agenda of this meeting to make following appointments to the Audit and Risk Committee: -

- two (2) Council members for the period of 1 December 2023 until the end of the current term of Council; and
- third (3rd) independent member for the period 1 December 2023 to 30 November 2025.

Sitting Fees

Council most recently reviewed Independent Member sitting fees at its Ordinary Meeting on 26 April 2022 setting the Independent Chair at \$1,075.00 per meeting and Independent Member (non-Chairperson) at \$645.00 per meeting. At this time, no further revisions of the sitting fee for Independent Chair or Independent Member are recommended.

Conclusion

The ToR of the Audit and Risk Committee has been reviewed to provide an updated framework for the members of the Audit and Risk Committee to work on in discharging their duties and responsibilities. It is recommended that Council adopt the revised ToR for the Audit and Risk Committee to ensure compliance with the legislative changes taking effect from 30 November 2023.

References

Legislation

Section 126 (Audit committee) of the Local Government Act 1999

Section 128 (Auditor) of the Local Government Act 1999

Section 129 (conduct of audit) of the Local Government Act 1999

Section 130A (Other Investigations) of the Local Government Act 1999

Statutes Amendment (Local Government Review) Act 2021


Local Government (Procedures at Meetings) Regulations 2013

Council Policies/Plans

Internal Financial Controls Policy

Audit Committee Annual Work Program 2023-2024

Current Audit Committee Terms of Reference

 <p>Adelaide Plains Council</p>	Audit and Risk Committee	
	Terms of Reference	
	Adoption by Council:	<u>28 June 2021</u> TBC
	Resolution Number:	<u>2021/220</u> TBC
	Administered by:	<u>General Manager—Finance and Business Director - Finance</u>
	Last Review Date:	<u>2021</u> <u>2023</u>
	Next Review Date:	<u>2022</u> <u>2025</u>
DOCUMENT NO:	<u>D21/24237</u> <u>D23/53103</u>	Strategic Objective: Proactive Leadership Strategies: Strategic and sustainable financial management

1. Establishment

- 1.1 Pursuant to sSection 41 of the *Local Government Act 1999* (**the Act**) and the Regulations thereunder, for the purposes of Section section 126 of the Act, the Council maintains a Committee to be known as the Audit and Risk Committee (**the Committee**).
- 1.2 The purpose of the Committee ~~will be~~ is to provide independent assurance and advice to Council on accounting, financial management, internal controls, risk management and governance matters.¹ ~~monitor and assist Council in the effective implementation and conduct of its responsibilities for financial reporting, management of risk and maintaining a reliable system of internal controls.~~ The Committee will enquire into and report to Council in respect of those matters conferred upon it, and as set out in these Terms of Reference.

2. Functions

Subject to compliance with all legislation, policies, plans and procedures of the Council, the functions of the Committee are as follows:

2.1 Financial Reporting

~~2.1.1 The primary objective of the Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk and maintaining a reliable system of internal controls.~~

~~2.1.2~~ 2.1.1 The Committee shall monitor the integrity of the financial statements of the Council, including its annual report, reviewing significant financial reporting issues and judgments which they contain.

~~2.1.3~~ 2.1.2 The Committee shall review and challenge where necessary:

¹ Local Government Act 1999, section 126(1a).

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~~2.1.3.12.1.2.1~~ the consistency of, and/or any changes to, accounting policies;

~~2.1.3.22.1.2.2~~ the methods used to account for significant or unusual transactions where different approaches are possible;

~~2.1.3.32.1.2.3~~ whether the Council has followed appropriate accounting standards and made appropriate estimates and judgments, taking into account the views of the external auditor;

~~2.1.3.42.1.2.4~~ the clarity of disclosure in the Council's financial reports and the context in which statements are made; and

~~2.1.3.52.1.2.5~~ all material information presented with the financial statements, such as the operating and financial review and the corporate governance statement (insofar as it relates to the audit and risk management).

2.2 Governance, Internal Controls and Risk Management Systems

The Committee shall:

2.2.1 ensure Council's compliance with legislative requirements, as well as use of best practice and Governance principles and guidelines;

2.2.2 keep under review the effectiveness of Council's internal controls and risk management framework;

2.2.3 review and recommend the approval, where appropriate, of statements to be included in the annual report concerning internal controls and risk management; ~~and~~

~~2.2.4~~ understand the business of the Council to appreciate the risks it manages on a daily basis and to ensure that there are appropriate management plans to manage and mitigate identified business risks. This will include insurance matters, financial reporting, legal and regulatory compliance, business continuity, and statutory compliance. This can be facilitated by discussions with the Committee and external auditors and by presentations by management on how business risks are identified and managed; ~~and~~

~~2.2.42.2.5~~ review and comment on an annual report provided by the CEO in relation to the policies and processes adopted by the Council to evaluate and improve the effectiveness of its internal control practices and procedures, including Council's internal audit processes.²

2.3 Public Interest Disclosures

2.3.1 The Committee shall review Council's arrangements for its employees to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters. The Committee shall ensure these arrangements allow independent investigation of such matters and appropriate follow-up action.

² Local Government Act, section 99(1)(ib).

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2.4 External Audit

The Committee shall:

- 2.4.1 develop and implement a policy on the supply of non-audit services by the external auditor, taking into account any relevant ethical guidance on the matter;
- 2.4.2 consider and make recommendations to the Council, in relation to the appointment, re-appointment and removal of the Council's external auditor;
- 2.4.3 oversee Council's relationship with the external auditor including, but not limited to:
 - 2.4.3.1 reviewing the approval of the external auditor's remuneration, whether fees for audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
 - 2.4.3.2 reviewing the approval of the external auditor's terms of engagement, including any engagement letter issued at the commencement of each audit and the scope of the audit;
 - 2.4.3.3 assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services;
 - 2.4.3.4 satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business);
 - 2.4.3.5 monitoring the external auditor's compliance with legislative requirements on the rotation of audit partners; and
 - 2.4.3.6 assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall include a report from the external auditor on the audit committee's own internal quality procedures).
- 2.4.4 meet with the external auditor as required. The Committee shall meet the external auditor at least once a year, with or without management being present; to discuss the external auditor's report and any issues arising from the audit;
- 2.4.5 review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement;
- 2.4.6 review the findings of the audit with the external auditor. This shall include, but not be limited to, the following:
 - 2.4.6.1 a discussion of any major issues which arose during the external audit;
 - 2.4.6.2 any accounting and audit judgments; and
 - 2.4.6.3 levels of errors identified during the external audit.

The Committee shall also:

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- 2.4.7 review the effectiveness of the external audit.
- 2.4.8 review any representation letter(s) requested by the external auditor.
- 2.4.9 review the management letter and management's response to the external auditor's findings and recommendations.

2.5 Review of Strategic Management and Annual Business Plans

Having regard to the challenges and implications arising from the continuing significant population growth in the Council area the Committee shall:

2.5.1 Review and provide advice on Council's strategic management plans (at the time of their preparation and scheduled review), which include the:

- Key principles and assumptions of the consolidated Council Long Term Financial Plan;
- Annual Business Plan and Budget; and
- Asset Management Plans.

2.5.2 The review and provision of advice by the Committee on such plans shall include the consideration of future community needs, risks and opportunities so as to assist Council with the identification and implementation of required strategies and policies to enable the delivery of short, medium and long term objectives in relation to financial sustainability, infrastructure and services.

2.6 Value and Efficiency Review

The Committee shall, when necessary, review Council's program and service delivery reviews in the context of efficient and effective delivery of the strategic plan and annual business plan.

2.7 Review Major Infrastructure Projects

The Committee shall review and provide advice on the proposed capital and recurrent funding strategies, timing, risk and due diligence, procurement strategies, governance and public engagement for infrastructure projects of major significance and the estimated cost of which triggers the requirement for a prudential report.

2.8 Prudential Reports

The Committee shall review the findings of any prudential reports prepared for Council and provide advice to Council. The amount that triggers a prudential report is as specified in the *Local Government Act 1999*.

2.9 Regional Subsidiaries

The Committee shall annually review and provide advice to Council on the management of risks and the adequacy of performance reporting associated with regional subsidiaries

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of which Council is a constituent Council.

3. Membership

3.1 Members of the Committee are appointed by the Council.

~~3.1~~ From 30 November 2023, ~~t~~The Committee shall consist of five (5) members of which at least . The Committee shall consist of two (2)three (3) are independent members and with three (3)two (2) members from the Elected Members of Council – consistent with any r.Regulations ofand the Act.

3.2 Independent member(s) of the Committee ~~shall~~must have skills, knowledge and experience relevant to the functions of the Committee, including in financial management, risk management, governance and any other prescribed matter~~recent and relevant financial and / or risk management, internal audit etc. experience.~~³

~~3.23~~3The Chairperson of the Council shall be a member of the Committee.

~~3.33~~4Only members of the Committee are entitled to vote in Committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the Committee for decision. However other individuals such as the Chief Executive Officer, ~~General—Managers~~Directors and other staff with relevant responsibilities may attend any meeting as observers or be responsible for preparing reports for the Committee. In accordance with the principles of open, transparent and informed decision making, Committee meetings must be conducted in a place open to the public. The agenda and minutes of the Committee meetings, subject to any items that are discussed in confidence under ~~Section~~section 90 of the Act and subsequently retained as confidential under ~~Section~~section 91 of the Act, are also required to be made available to the public.

~~3.43~~5Council's external auditors may be invited to attend meetings of the Committee.

~~3.53~~6Appointment Membership of a independent member on ~~to~~ the Committee shall be for an initial period of two (2) years with an option for further two (2) year renewal. ~~period of up to four years (4), or until the end of the term of the Council. An independent member~~ Appointees may be further reappointed by resolution of the Council.

~~3.63~~7The Council shall appoint the Chairperson of the Committee.

~~3.73~~8The evaluation of potential independent members of the Audit and Risk Committee will be undertaken by the Mayor and Chief Executive Officer and ~~two (2)~~ one (1) Elected Members appointed to the Audit and Risk Committee, taking account of the experience and qualifications of candidates and their likely ability to apply appropriate analytical and strategic management skills, and a recommendation for appointment put to Council.

~~3.83~~9Expressions of Interest from prospective Independent Members shall be sought by the Council by way of a public advertisement.

~~3.93~~10Remuneration will be paid to each Independent Member of the Committee (based on a set fee per meeting attended).

³ Local Government Act 1999, section 126(2)(b).

3.103.11 Membership of ~~the~~ Council members on the Audit and Risk Committee continues for that Council member's ~~the~~ term of the Committee, office unless a Member resigns from the Committee or is removed earlier by resolution of Council.

3.113.12 If the Council proposes to remove a Member of the Committee, it must give written notice to the Member of its intention to do so and provide that Member with the opportunity to be heard at a Council meeting which is open to the public, if that Member so requests.

4. Chairperson

4.1 The role of the Chairperson is to:

- Oversee the orderly conduct of meetings in accordance with the *Local Government Act 1999*, the *Local Government (Procedures at Meetings) Regulations 2013* and the *Council's Code of Practice – for Meeting Procedures*
- Ensure that the Guiding Principles at Regulation 4 of the *Local Government (Procedures at Meetings) Regulations 2013* are observed and that all Committee Members have an opportunity to participate in discussions in an open and responsible manner; and
- Liaise with Council administration between meetings regarding the preparation of the Committee's agenda and reporting to Council.

4.2 When the Chairperson is absent from a meeting the Committee Members may appoint a person from those present to act as Chairperson for the duration of the meeting

4.14.3 The Chairperson has a deliberative vote and does not have a casting vote.

5. Quorum

5.1 The quorum necessary for the transaction of business shall be three (3) members of the Committee, including at least ~~one two (2)~~ independent members. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

6. Meetings

6.1 Voting

6.1.1 All decisions of the Committee shall be made on the basis of a majority decision of the members present.

6.1.2 Members present must vote on all resolutions of the Committee. Proxy votes are not permitted.

6.2 Meeting Frequency

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

- 6.2.1 The Committee ~~shall~~must meet at least ~~four (4) times annually~~quarterly at appropriate times in the reporting and audit cycle and otherwise as required.⁴
- 6.2.2 Ordinary meetings of the Committee will be held at times and places determined by Council or, subject to a decision of Council, the Committee. A special meeting of the Committee may be called in accordance with the Act.
- 6.2.3 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and observers, no later than three (3) clear days before the date of the meeting. Supporting papers shall be sent to Committee members (and to other attendees as appropriate) at the same time.
- 6.2.4 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance are minuted and that the minutes otherwise comply with the requirements of the *Local Government (Procedures at Meetings) Regulations 2000*~~2013~~.
- 6.2.5 Minutes of Committee meetings shall be circulated within five (5) days after a meeting to all members of the Committee and to all members of the Council and will (as appropriate) be available to the public.

6.3 Delegations

- 6.3.1 Pursuant to ~~Section~~section 44 of the *Local Government Act 1999*, the Audit and Risk Committee does not enjoy the delegation of any powers, functions and duties of the Council. All decisions of the Committee will, therefore, constitute only recommendations to the Council.

6.4 Meeting Procedures

- 6.4.1 Procedures at meetings will be in accordance with Council's Code of Practice – Meeting Procedures and the requirements of the *Local Government (Procedures at Meetings) Regulations 2000*~~2013~~.
- ~~6.4.1~~6.4.2 Meetings are able to be held using electronic means, subject to the requirements of the Act.⁵

6.5 Administrative Resources

- 6.5.1 The Chief Executive Officer shall provide sufficient administrative resources to the Committee to enable it to adequately carry out its functions. The Committee shall:
- 6.5.1.1 have access to reasonable resources in order to carry out its duties; subject to any budget allocation approved by Council;

⁴ *Local Government Act 1999, section 126(5)*.

⁵ *Local Government Act 1999, section 90(7a)*

- 6.5.1.2 be provided with appropriate and timely training, both in the form of an induction program for new members and on an ongoing basis for all members;
- 6.5.1.3 give due consideration to laws and regulations of the Act;
- 6.5.1.4 make recommendations on co-ordination of the internal and external auditors;
- 6.5.1.5 oversee any investigation of activities which are within its Terms of Reference;
- 6.5.1.6 oversee action to follow up on matters raised by the external auditors; and
- 6.5.1.7 at least once a year, review its own performance and Terms of Reference to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.

7. Reporting Responsibilities

- 7.1 Pursuant to ~~Section~~ section 41(8) of the Act, the Committee is responsible to and reports direct to Council.
- 7.2 The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 7.3 Provide a report to the Council after each meeting summarising the work of the Committee during the period preceding the meeting and the outcomes of the meeting.⁶
- ~~7.2~~7.4 Provide an annual report to the Council on the work of the committee during the period to which the report relates, which must be included in Councils annual report.⁷

8. Review

These terms of reference will be subject to review by the Council on a two (2) year basis, or as determined by Council.

⁶ Local Government Act 1999, section 126(8)(a).

⁷ Local Government Act 1999, sections 126(8)(b), (9).

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

15.5 AUDIT AND RISK COMMITTEE – APPOINTMENT OF TWO COUNCIL MEMBERS

Record Number: D23/50692
Author: Director Finance
Authoriser: Chief Executive Officer
Attachments: Nil

EXECUTIVE SUMMARY

- The purpose of this report is for Council to make the necessary membership appointments to the Audit and Risk Committee (the Committee), being two (2) Council Members in accordance with Clause 3.1 of the Terms of Reference for the period of 1 December 2023 until the end of the current term of Council;
- Pursuant to section 126(1) of the *Local Government Act 1999* (the Act), Council must have as Audit and Risk Committee. The mandatory functions of the Committee are set out within section 126(2) of the Act and in full within the body of this report.
- The current Terms of Reference provide that the Committee shall consist of five (5) members appointed by the Council – being two (2) independent members and three (3) members from the Elected Members of Council. However as of 30 November 2023 must comprise of two (2) Council members and three (3) independent members.
- Current Terms of Reference of the Audit Committee states that *‘The Chairperson of the Council shall be a member of the Committee’*.
- From 30 November 2023, the requirements of the Act will change such that councils will be required to have an ‘audit and risk’ committee rather than an audit committee.

RECOMMENDATION

“that Council, having considered Item 15.5 – *Audit and Risk Committee – Appointment of Two Council Members*, dated 27 November 2023, receives and notes the report and in doing so appoints the following Council Members to the Audit and Risk Committee for the period of 1 December 2023 until the end of the current term of Council:

- Mayor Mark Wasley; and
- .”

BUDGET IMPACT

Estimated Cost:	Not applicable.
	The Committee must meet at least quarterly
Future ongoing operating costs:	Not applicable
Is this Budgeted?	Not applicable

RISK ASSESSMENT

The Audit and Risk Committee is a mandatory committee under section 126(1) of the Act. It is therefore necessary for Council to make the relevant appointments to ensure legislative compliance and indeed that Council continues to have the necessary oversight from a finance, risk management, governance and audit perspectives.

DETAILED REPORT**Purpose**

The purpose of this report is for Council to make the necessary membership appointments to the Audit and Risk Committee, being two (2) Council Members in accordance with Clause 3.1 of the Terms of Reference for the period of 1 December 2023 until the end of the current term of Council.

Background

In addition to requiring a council to have an Audit and Risk Committee, section 126 of the *Local Government Act 1999* (the Act) sets out (The Act has not yet been updated to reflect changes that are effective from 30 November 2023) certain requirements regarding membership, and the functions, of same as follows:

126—Audit committee

(1) A council must have an audit committee.

(2) The membership of an audit committee—

(a) may include persons who are not members of the council; and

(b) may not include an employee of the council (although an employee may attend a meeting of the committee if appropriate); and

(c) may include, or be comprised of, members of an audit committee for another council; and

(d) must otherwise be determined in accordance with the requirements of the regulations.

(4) The functions of an audit committee include—

(a) reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; and

(ab) proposing, and providing information relevant to, a review of the council's strategic management plans or annual business plan; and

(ac) proposing, and reviewing, the exercise of powers under section 130A; and

(b) liaising with the council's auditor; and

(c) reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis.

At the Council Meeting held on 28 November 2022, Council resolved as follows with regard to the Council members on the Audit Committee.

RESOLUTION 2022/1

Moved: Councillor Boon

Seconded: Councillor Bombardieri

“that Council, having considered Item 14.7 – Audit Committee – Terms of Reference and Membership, dated 28 November 2022, appoints the following three (3) Council Members as Members of the Audit Committee until 30 November 2023 to coincide with the transition from ‘Audit Committee’ to ‘Audit and Risk Committee’ under the Local Government Act 1999:

- 1. Mayor Wasley**
- 2. Deputy Mayor Strudwicke and**
- 3. Councillor Panella.”**

CARRIED UNANIMOUSLY

Discussion

Local Government Reform – ‘Audit and Risk’ Committees

The Local Government Reform Program commenced in early 2019 and the *Statutes Amendment (Local Government Review) Act 2021* commenced on 20 September 2021. Various changes to the Act and associated regulations have taken effect periodically since 2021.

The relevant amendments to the Act are set to commence on 30 November 2023 and will include:

- Extending the work of council audit committees to audit and risk committees to provide independent assurance and advice to councils on accounting, financial management, internal controls, risk management and governance matters.
- Audit and risk committees will be required to consist of a majority of independent members and councils will have the ability to form regional audit and risk committees.

Accordingly, from 30 November 2023 all councils will be required to have a ‘audit and risk committee’ instead of an ‘audit committee’.

Relevantly, Regulation 14 of the *Local Government (Transitional Provisions) Regulations* commenced on 6 January 2022 and authorises any existing members of council audit committees to remain on the new audit and risk committee until the expiration of their current term of office.

As the term of the current Council members on the Audit Committee expires on 30 November 2023, Council management recommend that two (2) members are appointed for the period of 1 December 2023 until the end of the current term of Council.

Clause 3.3 of the current Terms of Reference of the Audit Committee states that *‘The Chairperson of the Council shall be a member of the Committee’*. Therefore, Council management recommends that Mayor Wasley and one Area Councillor are appointed as Council members of the Audit and Risk Committee.

Conclusion

Pursuant to section 126(1) of the Act, Council must have an audit committee which will transition to an Audit and Risk Committee from 30 November 2023 with maximum of two (2) Council Members. Therefore, it is recommended that Council appoint Mayor Wasley and one Area Councillor to the Audit and Risk Committee for the period of 1 December 2023 until the end of the current term of Council.

ReferencesLegislation

Local Government Act 1999

Local Government (Transitional Provisions) Regulations

Statutes Amendment (Local Government Review) Act 2021

Council Policies/Plans

Strategic Plan 2021-2024 Proactive Leadership

Audit and Risk Committee Terms of Reference

15.6 THOMPSON BEACH & PARHAM - WEBB BEACH DISCUSSION PAPER FOR CONSULTATION

Record Number: D23/27355

Author: Strategic Project Officer

Authoriser: Group Manager - Development and Community

Attachments: 1. Discussion Paper - Thompson Beach and Parham - Webb Beach [↓](#) 

EXECUTIVE SUMMARY

- Council's proposed Dublin Township Growth and Master Plan is intended to outline a vision for a larger Dublin and with an augmented visitor role. Council's Growth Strategy also flags investigating Dublin's growth.
- To inform a Dublin Plan, discussions have been undertaken with targeted stakeholders in Dublin, Thompson Beach, Parham-Webb Beach, Windsor, IWS and associated with the Adelaide International Bird Sanctuary National Park - Winaityinaityi Pangkara (AIBSNP-WP).
- These discussions have enabled improved understanding about long term aspirations for each town and the region. The Dublin Engagement Forum held in July also provided input.
- The Greater Adelaide Regional Plan (GARP) Discussion Paper was released by the State Planning Commission (Commission) in August. The Discussion Paper states Dublin '... may expand locally to support township function and viability.' Council's submission to the Commission seeks the draft GARP to provide spatial and timing clarity for growth at Dublin.
- Officers have advised the Commission of the desirability of understanding submissions received about Dublin. As these submissions are likely to influence Dublin's growth, further Council initiated investigations are paused.
- In the meantime, the discussions and investigations about Thompson Beach and Parham – Webb Beach are sufficiently advanced to enable formal consultation informed by a Discussion Paper (**Attachment 1**).
- The 'Discussion Paper - Thompson Beach and Parham - Webb Beach' provides background information and draft proposals for each settlement.
- It is proposed to consult in order to get community input about the proposals in the Discussion Paper and also to enable discussion about opportunities identified by community and stakeholders during the consultation. Draft Questions for Consultation for each settlement are within the Discussion Paper.
- Following consultation, it is proposed to document the proposals about which there appears to be a sound rationale as actions within Plans for both settlements. These Plans would be presented to Council for endorsement. Template Plans for both settlements form appendices to the Discussion Paper.
- The main proposals and approach to consultation have been discussed with representatives of Thompson Beach Progress Association (TBPA) and Parham and Districts Action Group (PADAG). The representatives support progressing with formal consultation.

- It is proposed to consult over four to six weeks. This enables an ordered approach to workshops and residents, businesses and other stakeholders time to consider the background and proposals, and to discuss further proposals that may not be in the Discussion Paper.
- A structured approach to the Questions for Consultation using a comments form, survey monkey and workshops enables input received to be considered in an ordered way. Consultation will be coordinated with TBPA and PADAG, as well as National Parks and Wildlife Service and Friends of Adelaide International Bird Sanctuary.
- Preparing the Plans offers clarity about the future of each settlement. This provides confidence for further work; be it grant applications or policy related.
- Thompson Beach has undeveloped private lots enabling the population to increase from around 200 to some 400 over time. Visitors come to fish, crab and experience birds. Thompson Beach has limited land for facilities. Proposals involve:
 - A whole of settlement approach to recreation and shared trails linking to AIBSNP-WP.
 - The concept of a foreshore park precinct near Ruskin Road/Esplanade
 - Envisaging alterations and outdoor areas at The Shed, and using land near The Shed for bus parking to support visitor activity
 - Consulting about the need for a dog off leash park, and if so, where (near The Shed being the main option)
 - Fostering trail connections to and within Thompsons Beach, including traversing Bakers Creek
 - To enable greater walking/cycling safety accessing the foreshore and residential areas, consulting about traffic calming options which could inform future sealing of the Esplanade.
- Parham – Webb Beach has limited growth potential and land for facilities. Visitors come to fish, crab, ride horses, and experience birds. Proposals involve:
 - A whole of settlement approach to recreation and shared trails linking to AIBSNP-WP.
 - The foreshore upgrade (concept plan endorsed in principle by Council). Consulting informs preparation of a detailed concept plan. Landscape architects have been appointed to assist.
 - Consulting about whether there is a need for a dog off leash park, and if so, where. Land to the west of the Social Club is one option
 - Considering the future of the Old Playground Block (42 Esplanade) as a park, whether to keep, for what purpose, or dispose of. Consulting about this has been part of Council's business plan.
 - Improving shared paths south of the Social Club to enable improved recreation opportunities as well as butterfly interpretation.

RECOMMENDATION

“that Council, having considered Item 15.6 – *Thompson Beach & Parham - Webb Beach Discussion Paper for Consultation*, dated 27 November 2023, receives and notes the report and in doing so:

- 1. Endorses in principle the Discussion Paper - Thompson Beach and Parham - Webb Beach, as presented as Attachment 1 to this report, to be released for the purposes of undertaking consultation as envisaged in the Consultation Policy; and**
- 2. Delegates authority to the Chief Executive Officer to undertake editorial but not policy changes to enable the Discussion Paper to be suitable for consultation.”**

BUDGET IMPACT

Estimated Cost:	\$ 0
Future ongoing operating costs:	\$ 0
Is this Budgeted?	Yes

RISK ASSESSMENT

Consulting on draft Plans informed by Background presents no particular risks to Council. The input received enables Council to be in a more informed position about each town and the particular proposals.

DETAILED REPORT

Purpose

To enable Council Members to consider a Discussion Paper about the future of Thompson Beach and Parham – Webb Beach for the purpose of undertaking consultation.

Background

Dublin Township Growth and Tourism Plan

Council's proposed Dublin Township Growth and Master Plan is intended to outline a vision for a larger Dublin and with an augmented visitor role. Council's Growth Strategy also flags investigating Dublin's growth.

To inform a Dublin Plan, discussions have been undertaken with targeted stakeholders in Dublin, Thompson Beach, Parham-Webb Beach, Windsor, IWS and associated with the Adelaide International Bird Sanctuary National Park - Winaityinaityi Pangkara (AIBSNP-WP). Discussion notes form an appendix to the Discussion Paper (**Attachment**).

These discussions have enabled improved understanding about long term aspirations for each town and the region, and enabled more informed proposals to be prepared.

The Greater Adelaide Regional Plan (GARP) Discussion Paper was released by the State Planning Commission (Commission) in August. The Discussion Paper states Dublin '... may expand locally to support township function and viability.' Council's submission to the Commission seeks the draft GARP to provide spatial and timing clarity for growth at Dublin.

Officers have advised the Commission of the desirability of understanding submissions received about Dublin. As these submissions are likely to influence Dublin's growth, further Council initiated investigations are paused. Pausing these investigations was noted in the report to Council in October about the Windsor Institute.

Discussion Paper – Thompson Beach and Parham – Webb Beach

In the meantime, the discussions and investigations about Thompson Beach and Parham – Webb Beach are sufficiently advanced to enable formal consultation informed by a Discussion Paper (**Attachment 1**).

The 'Discussion Paper - Thompson Beach and Parham - Webb Beach' provides context information and proposals about each settlement as a whole, covering Strategic Plan themes of enviable lifestyle, emerging economy, remarkable landscapes and proactive leadership:

- Population
- Business and Tourism
- Cultural Heritage
- Parks and Recreation
- Energy Infrastructure
- Transport
- Climate Trends and Hazards
- Proactive Leadership
- Planning Context.

Along with input from stakeholder discussions, the Discussion Paper has been informed by:

- desktop research
- officer discussions
- The Dublin July Engagement Forum.

The following topics about which Council has an interest are included in the Discussion Paper

Topic	Source of interest	How Included
Visitor attraction proposals e.g., coastal walk, improved facilities, esplanade sealing and wayfinding.	Tourism and Economic Development Strategy	Various proposals to Consult
Consulting about whether to keep/sell the former playground lot at 42 Esplanade Parham	Business Plan	For Consultation about the site's future
Concept Upgrade of the Parham Foreshore Precinct	Endorsed by Infrastructure and Environment Committee 16 March 2023. The \$15k in 2023/24 Business Plan is to progress the design detail.	For consultation to refine the Concept Upgrade
'Continue to investigate the approach to dog management – including options for dog parks - associated with settlements near to areas of high conservation value, including coastal settlements and the Adelaide International Bird Sanctuary.'	Dog and Cat Management Plan 2022 - 2027	For consultation about proposed locations adjacent The Shed and west of the Parham Social Club
Foreshore vehicle access seasonal closure at Thompson Beach	April 2023 Council Decision	Included as context for Thompson Beach. Separate consultation based on a Discussion Paper is pending

Proposals

Work to date identifies various proposals worth exploring through a structured consultation process. It is anticipated an open consultation process will enable other opportunities and challenges to be flagged further to those within the Discussion Paper. Draft Questions for Consultation for each settlement are within the Discussion Paper.

The settlements are situated in a sensitive coastal environment. The Discussion Paper touches on demographic, land, infrastructure, policy, financial and legal factors that arise from the coastal environment. Opportunities and their potential are influenced by these.

A factor influencing coastal settlements is to plan for visitors to enable visitation but with a level of impact consistent with shorebird and coastal conservation outcomes. Drawing on the AIBSNP-WP Management Plan, an approach of 'tread lightly visiting' is envisaged.

Thompson Beach has undeveloped private lots enabling the population to increase from around 200 to 400 over time. Visitors come for recreation such as bird watching, walking, fishing, crabbing, kayaking, and camping. Thompson Beach has limited land for facilities. Proposals involve:

- A whole of settlement approach to recreation and shared trails linking to AIBSNP-WP.
- The concept of a foreshore park precinct near Ruskin Road/Esplanade, envisaging alterations and outdoor areas at The Shed, and using land near The Shed for bus parking to support visitor activity. Discussions with TBPA representatives highlight the possible focus of the Shed precinct more for, but not exclusively, residents, and the foreshore park precinct more for, but not exclusively, visitors.
- Consulting about the need for a dog off leash park, and if so, where (near The Shed being the main option).
- Fostering trail connections to and within Thompsons Beach, including traversing Bakers Creek.
- To enable greater walking/cycling safety accessing the foreshore and residential areas, consulting about traffic calming options which could inform future sealing of the Esplanade.

Parham – Webb Beach has limited growth potential and land for facilities. Visitors come for recreation such as bird watching, walking, fishing, crabbing, kayaking, camping and horse riding. Proposals involve:

- A whole of settlement approach to recreation and shared trails linking to AIBSNP-WP.
- The foreshore upgrade (concept plan endorsed in principle by Council). Consulting informs preparation of a detailed concept plan. Landscape architects are appointed.
- Consulting about whether there is a need for a dog off leash park, and if so, where. Land to the west of the Social Club is one option.
- Considering the future of the Old Playground Block (42 Esplanade) as a park, whether to keep, for what purpose, or dispose of. Consulting about this is part of Council's business plan.
- Improving shared paths south of the Social Club to enable improved recreation opportunities as well as butterfly interpretation.

Proposed Consultation

It is proposed to consult to enable community and stakeholder input about the proposals in the Discussion Paper and to also enable discussion about opportunities identified by community and stakeholders during the consultation.

The main proposals and approach to consultation have been discussed with representatives of Thompson Beach Progress Association (TBPA) and Parham and Districts Action Group (PADAG). The representatives support progressing with formal consultation.

It is proposed to consult over four to six weeks. This enables an ordered approach to workshops and residents, businesses and other stakeholders time to consider the background and proposals, and to discuss further proposals that may not be in the Discussion Paper.

A structured approach to the questions for consultation using a comments form, survey monkey and workshops enables input received to be considered in an ordered way. Consultation will be coordinated with TBPA and PADAG, as well as National Parks and Wildlife Service and Friends of

Adelaide International Bird Sanctuary. As the consultation is also about dogs, Council is able to consult owners of registered dogs using the DACO database.

Next Steps

Following consultation, it is proposed to document the proposals about which there appears to be a sound rationale as actions within Plans for both settlements. These Plans would be presented to Council for endorsement. Template Plans for both settlements form appendices to the Discussion Paper.

It is anticipated the actions would be high level directions, for example, 'progress upgrade of Parham Foreshore precinct', 'progress upgrading The Esplanade at Thompson Beach with traffic calming at key locations.'

It is not anticipated to undertake further specific consultation on the two settlement Plans themselves that arise from this consultation. It is anticipated that further tailored consultation would be associated with each action.

These settlement plans could be wholistically reviewed in several years' time. Minor updates could be undertaken as needed, for instance as part of updating the Council's Growth Strategy following the Greater Adelaide Regional Plan being finalised in 2025.

Discussion

Consulting informed by a Discussion Paper, draft proposals, and enabling local input enables improved understanding about how to approach each settlement as a whole. This works to improve each settlement for residents and visitors, aligning with various strategic level plans.

This improved understanding about the future of each settlement is intended to be documented in settlement plans that reflect a shared approach by Council, TBPA PADAG, and other key stakeholders, notably NPWS. This provides confidence for further work lead by Council; be it grant applications, further infrastructure investigations, or policy related. This also provides confidence for TBPA and PADAG.

Conclusion

The Discussion Paper is in a form suitable for endorsement for consultation. If endorsed for consultation, editorial changes to make it suitable for use in consultation would be undertaken.

Endorsing this next step enables local discussions to occur to assist plan ahead for the future of two key settlements for coastal living and visiting.

References

Legislation

Local Government Act 1999

Council Policies/Plans

Public Consultation Policy

Growth Strategy and Action Plan

Tourism and Economic Development Strategy

DISCUSSION PAPER - THOMPSON BEACH AND PARHAM - WEBB BEACH FOR CONSULTATION



November 2023

PURPOSE

This paper summarises economic, social and environmental factors and puts forward various proposals for Thompson Beach and Parham - Webb Beach.

People interested in the future of the settlements are invited to consider these proposals and to also, put forward their own thoughts about what should be considered.

To assist residents, visitors, organisations and governments comment, questions on specific proposals and open-ended questions are posed.

Following consideration of input from consultation, directions for each settlement will be documented in Plans for Thompson Beach and Parham - Webb Beach. Draft directions will be discussed with representatives of TBPA and PADAG prior to formal Council consideration.

Targeted consultation as relevant will be undertaken for each action in the Plans.

Template Plans are attached to outline what the Plans are intended to look like.

Date	Version
November 2023	Draft

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

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THOMPSON BEACH**OBSERVATIONS**

1. Thompson Beach is envisaged to grow to around 400 residents in the long term.
2. Planning Thompson Beach to be a key gateway to the Adelaide International Bird Sanctuary National Park - Winaityinaityi Pangkara (AIBSNP-WP) is a priority.
3. Residents and visitors enjoy activities such as bird watching, crabbing, fishing and walking. For residents and visitors, these are special areas to be experienced carefully.
4. Trail heads at the northern and southern ends of Thompson Beach, and several trails to the east provide direct access to AIBSNP-WP.
5. Trails exist on public land and within AIBS. Investigations could identify opportunities for improvement, be it more connections, removal, or minor modifications to improve safety and ease of use. Subject to investigation, this could include the levee to the east.
6. Interest in a connected north south trail network suggests considering the need for improved trails – possibly carefully sited and designed board walk - around Bakers Creek.
7. Upgrading the Ruskin Road Foreshore Precinct through developing a park, and formalised parking would serve visitors and be centrally located for growing numbers of residents.
8. Dogs must be on leash in public areas. It is not known if there is a need for a dog off leash park. If a dog off leash park is to be developed, noting limited land available, one option is near The Shed. The Shed is centrally located and a hub for residents and visitors. A footpath connecting the Foreshore with Social Club could improve accessibility for visitors and residents.
9. Large vehicle and bus parking could be accommodated near The Shed. This parking if and when needed could be expanded.
10. Thomson Beach does not have mains water. Council is investigating sealing the Esplanade, one benefit being less dust. Options for walkers and cyclists safety through traffic calming need consideration.
11. Sealing the Esplanade needs to consider pedestrian movement, east west and north south, as part of a shared path network connecting with AIBSNP-WP. Targeted traffic calming options need consideration

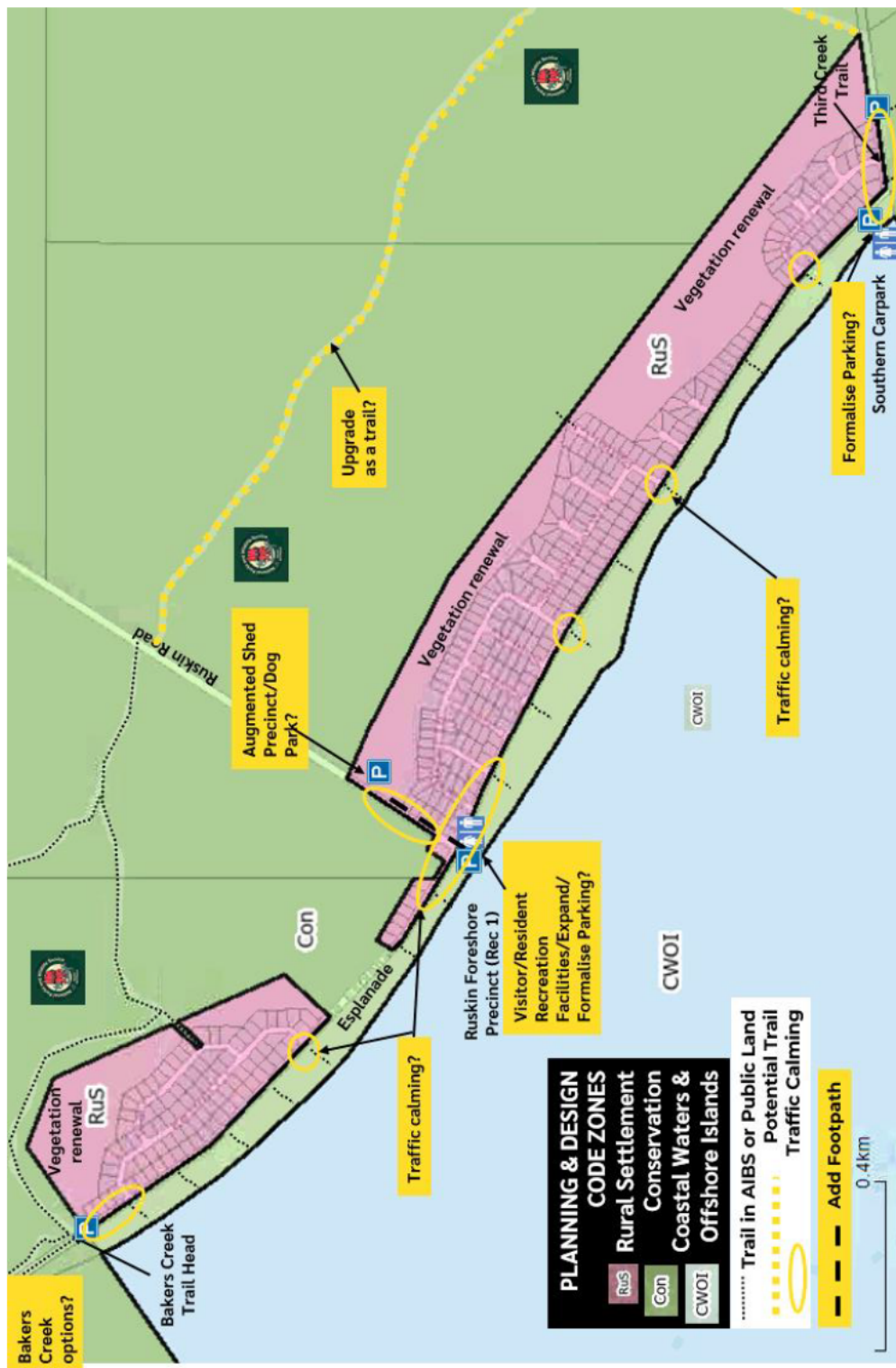


Figure 1 Potential Opportunities at Thompson Beach

QUESTIONS FOR CONSULTATION

Overall

Thompson Beach has around 200 residents and the number of residents is growing. Visitors come to fish, crab and experience birds

1. What do you like about living at Thompson Beach?
2. What would you like to see changed?

Facilities for Residents and Visitors

Thompson Beach has a limited range of facilities for residents and visitors. For example, it has no playground, physical exercise equipment, basketball ring, BBQ or picnic tables, or facilities for holding events, like outdoor cinema. These are examples only. There could be more. Buses and vehicles with visitors can also be expected. Rec 2 parking is intended to be formalised.

1. The Shed is the main place for residents to gather and for some visitor services.
 - a. What facilities do you think should be at or near the Shed?
 - b. Please explain
2. The Ruskin Foreshore Precinct (Rec 1) is used by visitors and residents. The Precinct is central within Thompson Beach. A footpath could be built from The Shed to the Foreshore Precinct. Vegetation can also be altered. If the Precinct is to be altered
 - a. What facilities do you think should be at the Foreshore Precinct?
 - b. Please explain?
3. Any other comments about facilities for residents and visitors?

Dogs

Dogs are required by a By-Law to be on leash in public areas of Thompson Beach. This arises from Thompson Beach being part of year-round shorebird migration and breeding.

4. Do you support the requirement for dogs to be on leash?
 - a. Y N
 - b. Please explain?
5. Do you think there is a need for a dog off leash park?
 - a. Y N
 - b. Please explain?
6. If a dog off leash park were to be established, how often do you think you and your dog would use it?
 - a. 2 – 3 times a week
 - b. 2 – 3 times a month
 - c. 2 – 3 times a year
7. If a dog off leash park is to be established, preliminary investigations have identified that, it could be established near 'The Shed'. Do you support this idea?
 - a. Y N
 - b. Please explain?
8. Any other comments about dogs?

Vehicles Walking Cycling

The Esplanade provides access for traffic, walking and cycling for the length of Thompson Beach. The Esplanade provides access to AIBS at the north and south. The Esplanade is signed for 40 km/hr speed. Informal feedback indicates some safety concerns for people of different abilities walking. Council is investigating bituminising The Esplanade. If there is to be north south trail network through AIBS connecting from Parham – Webb Beach to Thompson Beach and going south, visitors walking should be able to get to The Shed/Ruskin Road Precinct.

1. What do you value about The Esplanade
2. What would you like to see changed?
3. Council could look to calm traffic
 - a. On the Esplanade at locations where side streets provide direct access to a walkway to the foreshore. Do you support this idea?
 - i. Y N
 - ii. Please explain
 - b. On the Esplanade near the Third Creek Trail and Bakers Creek Trail Head. Do you support this idea?
 - i. Y N
 - ii. Please explain
 - c. On the Esplanade near the Ruskin Foreshore Precinct and on Ruskin Road from the Shed to the Esplanade. Do you support this idea?
 - i. Y N
 - ii. Please explain
4. Various trails exist between Thompson Beach to Bakers Creek. Noting these trails are in important coastal conservation areas within AIBS, do you think any location or aspect of these trails needs improving?
5. To enable trails in the Bakers Creek area connecting Thompson Beach and Parham – Webb, Council intends to work with National Parks and Wildlife Service and Friends of Adelaide International Bird Sanctuary to consider options, such as board walk or different routes. Do you have any comments?
6. Any other comments about transport related matters?

Various

1. Do you have any other comments about what should be looked at for the future of Thompson Beach?

Population


	<p>2021 Census</p> <p>Thompson Beach Population 219 (up from 201 in 2016) Speaks Language Other Than English at Home Private Dwellings - Occupied 112 - Unoccupied 71 Has long term health condition 95</p>
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Figure 2 Around 170 lots remain for future urban development

Around 174 lots are developed for housing, around 170 lots remain for future urban development. If developed for housing and occupied at the same rate as existing settlement, Thompson Beach could be expected to grow in the long term to around 420 residents.

Business and Tourism

Visitors come for recreation such as bird watching, walking, fishing, crabbing, kayaking and camping. Hundreds of species of shorebirds and inland birds live in the area or use it as a stopover during migration. Thompson Beach is well known for its plentiful blue swimmer crabs during September to April.

The Thompson Beach Progress Association (TBPA) 'The Shed' with visitor information board is the main non-residential land use. TBPA¹ carries out projects of benefit to the community and represents the interests of residents. The Shed is a meeting place, hosting events for local and visiting groups. The TBPA lease from Council for the land that comprises the shed goes till 2026. A pocket of land is leased to NBN Co for the phone tower.



Figure 3 The Shed is Thompson Beach's main community facility

Trail heads with parking are at the north and south ends of Thompson Beach.

Developing the Northern Gateway to AIBSNP-WP² at Thompson Beach is a priority for the district. Council's Tourism and Economic Development Strategy (TEDS) envisages a coastal walk extending north wards to Parham and south to Middle Beach. TEDS also envisages improved visitor and community facilities centred around 'The Shed', improved signage and wayfinding, sealing the Esplanade, and exploring options for a coastal walk.

TEDS also states:

- 'Investigating models for retailing and visitor services. Dublin can be positioned to provide retailing and hospitality for Parham and Webb Beach visitors. Community clubs exist that could provide hospitality and facilities at Parham and Thompsons Beach.....'

¹ [Thompson Beach Progress Association - ThompsonBeach.sa.au](http://ThompsonBeachProgressAssociation-ThompsonBeach.sa.au)

² Adelaide Plains Council Tourism and Economic Development Strategy 2022

- 'Coastal Experiences - To promote our accessible fishing and crabbing day-trip locations, habitat for international migratory birds, nurseries for commercial fisheries and close-up nature tourism experiences.'

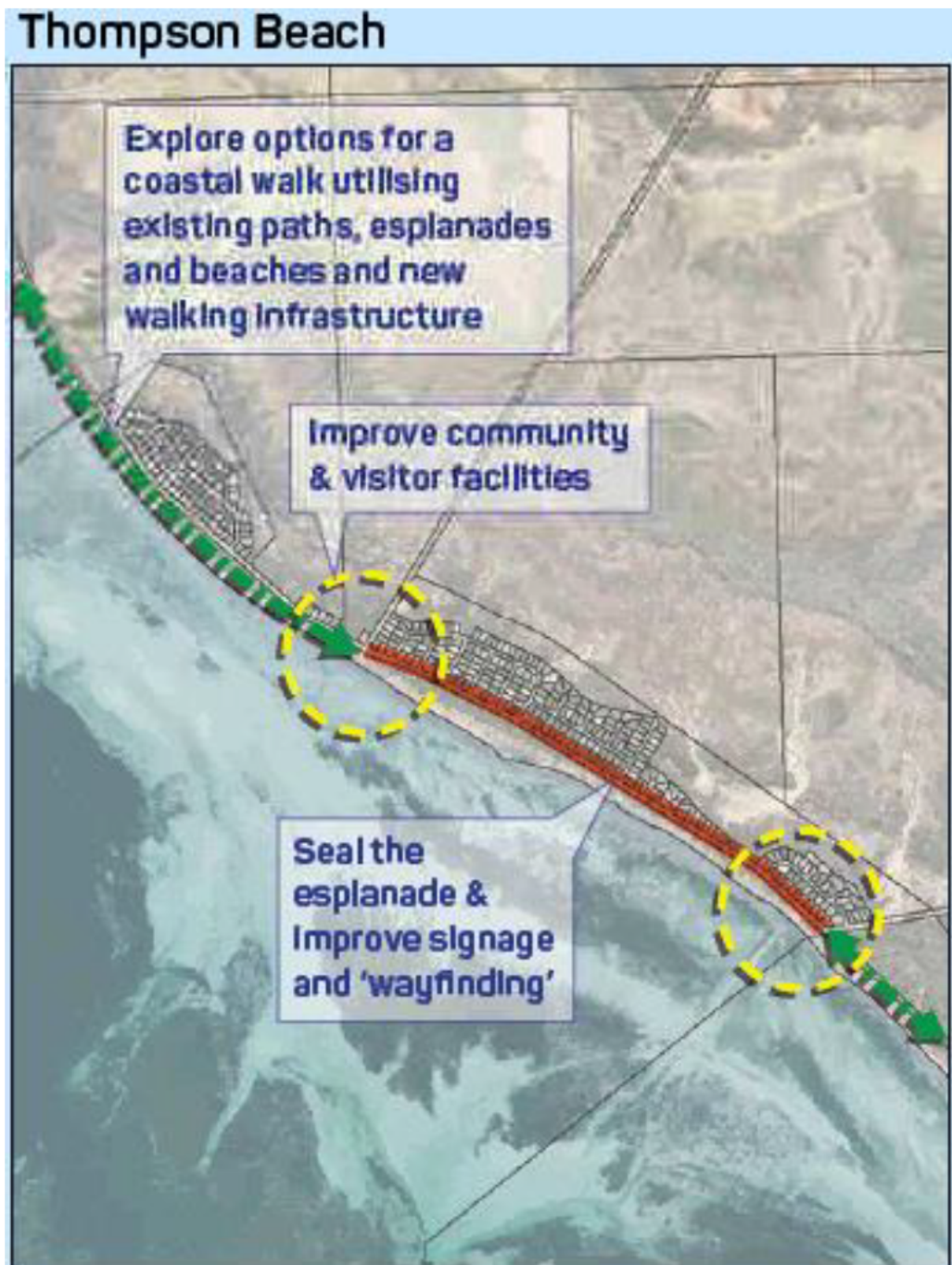


Figure 4 Various Actions are Proposed in Council's Tourism and Economic Development Strategy

Cultural Heritage

Adelaide Plains forms part of Kurna Country.

European settlement commenced as part of the European settlement of South Australia from 1836. Thompson Beach started as a sub-division in 1980 with boundaries being created in June 1997³. In 1983, a Heritage Survey of the Lower North did not identify any place of heritage value at Thompson Beach⁴.

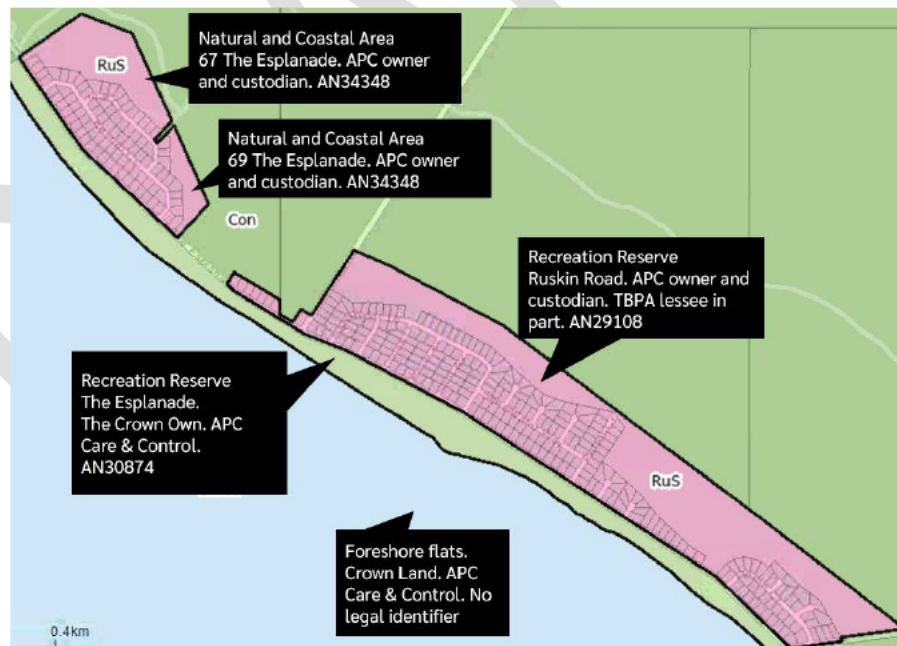
Parks and Recreation

Thompson Beach is enveloped by public land in the nature of the AIBSNP-WP and Council managed land, principally the foreshore.

These coastal areas are important for conservation and environmental reasons, in particular associated with local and migratory birds. Council managed land immediately east of Thompson Beach comprises remnant vegetation of significance.

Residents and visitors enjoy activities such as bird watching, crabbing, fishing and walking. For residents and visitors, these are special areas to be experienced carefully. Horse riding is not envisaged⁵.

*Figure 5
Five land areas
comprise the main
coastal and
recreation
reserves under
Council's
care and
control*



³ [Thompson Beach, South Australia - Wikipedia](https://en.wikipedia.org/wiki/Thompson_Beach,_South_Australia)

⁴ environment.sa.gov.au/topics/heritage/sa-heritage-register/heritage-surveys

⁵ See Equine Strategy and Background Paper apc.sa.gov.au/council-services/development/strategicprojects

Foreshore Vehicle Access Seasonal Closure

Thompson Beach was trialled for vehicle closure between October 2020 and May 2021 to support the bird breeding season. Council received various reports about the trial, including a report via the Infrastructure and Environment Committee of 15 June 2021 to Council on 26 July 2021 about what was learnt during the trial.

At its meeting on 27 February 2023, Council resolved to seek a report about public consultation on possible seasonal closure.

At its meeting on 24 April, Council resolved to:

- Endorse in principle undertaking public consultation about a seasonal vehicle closure of Thompson Beach to inform a Council resolution under the Local government Land By-Law 2019.
- Instruct the CEO to prepare the Thompson Beach Seasonal Vehicle Closure Discussion Paper and to bring it to Council for endorsement for use for public consultation.

This decision built on a decision of February 2023 seeking a report about public consultation, and

Upgrade Ruskin Foreshore Precinct

The Ruskin foreshore precinct is centrally located, with informal parking, septic based toilets, and a shelter. With population anticipated to eventually be around 400 residents as well as visitors, if the Thompson Beach to have further recreation facilities, a central location within the settlement adjacent the foreshore would best serve visitors and residents.

Expanding and formalising parking could serve a park and provide further options in the event of reducing ability for vehicles to drive and be parked on the foreshore itself in order to better serve shore bird breeding. Acknowledging, the dunes contain high value remnant vegetation, Council's Open Space and Environment officers advise the area flagged on the Figure is predominantly replanting and of lower vegetation value.

Recreation facilities could be, for example, tables, shelter, seating, paved trails, adult exercise equipment. Sufficient water capacity exists to consider installing a water fountain.

The option of installing accessible beach matting to enable beach access by people in wheel chairs could be considered.



Figure 6 Potential reimagined Ruskin Foreshore Precinct

Augmented Shed Precinct/Dog Park

The Shed is centrally located and a hub for residents and visitors. The mid 2023 TBPA Strategic Plan⁶ envisages an augmented Shed precinct, with a playground, extended parking, school bus shelter, and emergency assembly point.

Informal discussions with TBPA representatives canvassed the opportunity to alter the Shed itself to create more direct inside/outside relationships, including with a playground, as well as about verandas for shade.

Discussions with NPWS identify visitors in buses can be expected. It seems reasonable to plan for a place for buses to park. A Shed/Foreshore footpath would improve accessibility.



Figure 7 Various proposals to augment the visitor and resident function of the Shed Precinct

⁶ See 9 July 2023 TBPA Public Meeting Minutes

Dogs must be 'on leash' at Thompson Beach. This includes roads, footpaths and the foreshore area that are under Council's care and control. As Thompson Beach is within a nationally recognised wetland, under Council's Dog's Bylaw, dogs must be on leash. Dogs within AIBSNP-WP must also be 'on leash'. Around 110 dogs⁷ are registered at Thompson Beach.

Council's Dog and Cat Management Plan 2022 – 2027⁸ has an action to 'Continue to investigate the approach to dog management – including options for dog parks - associated with settlements near to areas of high conservation value, including coastal settlements and the Adelaide International Bird Sanctuary.'

It is not known whether residents and visitors need a dog off leash park. The TBPA mid 2023 strategic planning canvassed the approach to dogs.

Noting limited land available, if a dog park to be established, one option is near The Shed. Limited water influences the type of surface, with grass unlikely. Due to valuable vegetation in Thompson Beach generally, it is not known if there are other siting options.

Acknowledging the TBPA lease, a concept plan for upgrading the Shed precinct generally is needed that has general support by TBPA and the Council.

⁷ Based on registrations in Dogs and Cats Online.

⁸ apc.sa.gov.au/our-council/council-documents/councilplans

Southern Carpark

The southern car park with shelter and toilets provides a range of facilities at the southern end of Thompson Beach. Opportunity exists to increase the amount of parking by formalising the car park layout, possibly by installing rubber car end stops.



Figure 8 Opportunity exists to formalise the layout of the southern car park

Adelaide International Bird Sanctuary National Park - Winaityinaityi Pangkara

Informal trails extend between Thompson Beach and Parham and Webb Beach. Interest in a connected north south shared path network suggests considering the need for improved trail networks – possibly carefully sited and designed board walks – at Bakers Creek.



Figure 9 Are improved trail networks needed around Bakers Creek? What are the options? A boardwalk?

Energy Infrastructure

Thompson Beach has no mains water and grid-based electricity. Septic is via onsite treatment. A small pipe for CFS purposes only connects to Thompson Beach, this connecting to SA Water further east. Residents collect water from roofs or truck water in. Dust from roads impacts roof water quality.

Transport

Esplanade

The road network is Council maintained.



Figure 10 Council is investigating sealing the Esplanade

Council is investigating sealing the 3.3km long Esplanade. The Esplanade has vegetation on both sides, limiting the available width for vehicles and movement. The signed traffic speed is 40 km/hr.

Informal consultation identified potential safety risks for people walking along and across the Esplanade, such as traffic exceeding the signed limit, limited policing, the road surface materials difficult for walking. The mid 2023 TBPA Strategic Plan⁹ flags seal Esplanade speed reduction, safer walkways, bike trail and risks with truck speed on The Esplanade.

An overall approach to traffic and walking/cycling is needed, with investigations about the Esplanade sealing ongoing. Possible improvements could include:

- As part of sealing the Esplanade, consider traffic calming measures, be it pedestrian refuges, pedestrian signs, or other calming features:
 - near Ruskin Foreshore
 - near Third Creek and Bakers Creek Trail Heads
 - In locations where side roads connect to trails to the foreshore.
 - on Ruskin Road near the Shed
- Install a footpath from The Shed to the Ruskin Foreshore Precinct, enabling easier walking between these key destinations

⁹ See 9 July 2023 TBPA Public Meeting Minutes

- Investigating improve trails along the levee within AIBSNP-WP to the east of Thompson Beach, creating a trail network connecting Third Creek Trail Head to Bakers Creek Trail Head.

Helicopter

The mid 2023 TBPA Strategic Plan¹⁰ envisages a helicopter landing ability sought. Amongst aviation permits, a Council Development Approval is needed. Investigation of approvals associated with potential impact on shorebirds is needed.

Community Transport

The mid 2023 TBPA Strategic Plan¹¹ envisages Thompson Beach being added to the bus service accessing Elizabeth City Centre on the third Friday of each month. This requires investigation.

Access Road

The mid 2023 TBPA Strategic Plan¹² envisages another access road into Thompson Beach. Investigation into the rationale for this and the options is needed.

Climate Trends and Hazards

Fire, heat and drought are hazards.

Flood from the sea is a Hazard. The Thompson Beach Framework Report¹³ provides some background on sea flood hazard. Council is proposing an updated coastal adaptation strategy be prepared.

Proactive Leadership

The Thomson Beach Progress Association have The Shed. Informal discussion with TBPA and others (**Appendice**) informed this Paper.

¹⁰ See 9 July 2023 TBPA Public Meeting Minutes

¹¹ See 9 July 2023 TBPA Public Meeting Minutes

¹² See 9 July 2023 TBPA Public Meeting Minutes

¹³ apc.sa.gov.au/council-services/development/strategicprojects

Planning Context

Thompson Beach is in the Rural Settlement Zone. In the Planning and Design Code, the Rural Settlement Zone envisages:

- ‘A small mixed-use settlement supporting a limited range of residential development, tourist, recreation and community facilities grouped together to serve the local community and visitors.’
- ‘Development contributes to and enhances the local context and development pattern comprising the settlement.’



Figure 11 Thompson Beach is in a Rural Settlement Zone

Land uses that are explicitly envisaged in the Zone include carport, consulting room, detached dwelling, dwelling addition, light industry, office, outbuilding, shop, tourist accommodation, veranda and warehouse. Uses not listed, such as development of land for a car park, are assessed based on how they perform.

Retail, light industry and warehousing are provided for up to 50 – 80 square metres in area.

The Environment and Food Production Area (EFPA) does not cover land within the Rural Settlement Zone of Thompson Beach. Whilst this means the EFPA is not a barrier to land division for residential purposes, new allotments need to be large enough for on-site septic treatment (typically around 1200 sqm).

PARHAM - WEBB BEACH**OBSERVATIONS**

1. Parham - Webb Beach are surrounded by AIBSNP-WP, limiting growth options.
2. Around 220 people call Parham and Webb Beach home.
3. The Port Parham Sports and Social Club, and the Parham Camping Ground are the main non-residential land uses. Visitors come for recreation such as bird watching, walking, kayaking, fishing, crabbing, camping and horse riding.
4. Council is proposing to upgrade the Foreshore Playground Precinct based on a draft concept plan.
5. Council is looking to sell, or keep the former playground block (42 Esplanade). A clearer purpose for the land and its potential benefit for residents and visitors is needed.
6. Dogs must be on leash in public areas. It is not known if there is a need for a dog off leash park. If a dog off leash park is to be developed, whilst 42 Esplanade is an option, activity and noise impact on adjacent residences may preclude this.
7. Another option is west of the Social Club, where reasonable size is available and co-located with the Social Club and parking presents certain benefits.
8. A footpath connecting the Foreshore with Social Club could improve accessibility for visitors and residents of varying abilities.
9. Trails exist on public land and within AIBS. These should connect AIBS into Parham and Webb Beach, and enable safe use, such as walking or cycling. Investigations could identify opportunities for improvement, be it more connections, removal, or minor modifications to improve safety and ease of use. Better understanding the options for a trail network at Bakers Creek appears needed.
10. Land on which the Social Club sits with a lease extends to the south and presents opportunities for further activities. Augmenting the Social Club role with a greater range of activities offers potential benefits through co-location. Careful regard for vegetation will be important. One option is upgrading existing trails and adding, for example, Bitter-bush Blue Butterfly interpretation signage.



Figure 12 Potential Opportunities at Parham and Webb Beach

QUESTIONS FOR CONSULTATION

Overall

Parham and Webb Beach have around 220 residents. Visitors come to fish, crab, experience birds, and ride horses. Due to being established settlements and being surrounded by AIBS, little population growth is expected.

3. What do you like about living at Parham - Webb Beach?
4. What would you like to see changed?

Facilities for Residents and Visitors

Parham – Webb Beach has some facilities for residents and visitors, such as the Social Club, Campground, float parking. Council has endorsed a concept plan to upgrade the Foreshore Precinct. Council is considering whether to upgrade or sell the old playground at 42 Esplanade.

1. The Parham Foreshore Precinct is used by visitors and residents. The Precinct is central within Parham. Council has endorsed a concept plan to upgrade the Foreshore Precinct. A footpath could be built from The Social Club to the Foreshore Precinct. Do you like the proposed Concept Plan?
 - a. Y N
 - b. Please explain?
2. The old playground at 42 The Esplanade is a Council owned freehold lot and designated as 'community land'. Native vegetation is limited. Council's business plan flags to sell or upgrade it. If to be sold, formal consultation on lifting 'community land' status would be needed.
 - a. Noting the proposed foreshore precinct upgrade, if to be retained as open space, what recreation, sport or community purpose should the old playground lot have?
 - b. Please explain how this purpose benefits Parham?
 - c. If to be sold, what are your comments?
3. The vegetated area south of the Social Club comprises Coast Bitter-bush which is crucial habitat for the Bitter-bush Blue Butterfly. This area has grown in significance with Torrens Island Bitter-bush Blue Butterfly populations reducing. Do you like the idea of upgrading walking tracks and adding signage about the butterfly and vegetation?
 - a. Y N
 - b. Please explain?
4. The Social Club is the main place for residents to gather and for some visitor services. A footpath could be built from The Social Club to the Foreshore Precinct.
 - a. What facilities do you think should be at or near the Social Club?
 - b. Please explain?
5. Any other comments about facilities for residents and visitors?

Dogs

Dogs are required by a By-Law to be on leash in public areas of Parham – Webb Beach. This arises from Parham – Webb Beach being part of year-round shorebird migration and breeding.

6. Do you support the requirement for dogs to be on leash?
 - a. Y N
 - b. Please explain?
7. Do you think there is a need for a dog off leash park?
 - a. Y N
 - b. Please explain?
8. If a dog off leash park were to be established, how often do you think you and your dog would use it?
 - a. 2 – 3 times a week
 - b. 2 – 3 times a month
 - c. 2 – 3 times a year
9. If a dog off leash park is to be established, preliminary investigations have identified that, it could be established west of the Social Club/Jinker Interpretation near the corner of East Terrace. Do you support this idea?
 - a. Y N
 - b. Please explain?
10. Any other comments about dogs?

Vehicles Walking Cycling

7. Various trails exist between Parham and Webb Beach, and from Webb Beach to Bakers Creek. Noting these trails are in important coastal conservation areas and some are within AIBS, do you think any location or aspect of these trails needs improving?
8. To enable trails in the Bakers Creek area connecting Parham – Webb Beach and Thompson Beach, Council intends to work with National Parks and Wildlife Service and Friends of Adelaide International Bird Sanctuary to consider options, such as board walk or different routes. What are your comments?
9. Any other comments about transport related matters?

Various

2. Do you have any other comments about what should be looked at for the future of Parham – Webb Beach?

Population

	<p>2021 Census</p> <p>Parham Population 185 (down from 216 in 2016) Speaks Language Other Than English at Home 3 Private Dwellings - Occupied 101 - Unoccupied 71 Has long term health condition - 69</p>
	<p>Webb Beach Population 40 (down from 47 in 2016) Total Dwellings 48</p>

Land in private ownership along Driscoll Terrace appears underused, with part being a former quarry. This land is within a Conservation Zone, which presents limited options for development.

Business and Tourism

Visitors come for recreation such as bird watching, walking, fishing, crabbing, kayaking, camping and horse riding.

The Port Parham Sports and Social Club (PPSSC) and the Parham Camp Ground are the main non-residential land uses. The Campground has recently been upgraded. Webb Beach has a boat ramp with visitor information and toilets.



Figure 13 Campground upgraded in 2023

PPSSC and the associated Parham and Districts Action Group (PADAG) carry out projects of benefit to the community and represents the interests of residents. The PPSSC facility is a meeting place, hosting events for local and visiting groups. The PPSSC lease from Council goes till 2038.

Council's Tourism and Economic Development Strategy (TEDS) envisages a coastal walk extending south wards from Parham and Webb Beach to Thompson Beach.

TEDS also states:

- 'Investigating models for retailing and visitor services. Dublin can be positioned to provide retailing and hospitality for Parham and Webb Beach visitors. Community clubs exist that could provide hospitality and facilities at Parham and Thompsons Beach ...'
- 'Coastal Experiences - To promote our accessible fishing and crabbing day-trip locations, habitat for international migratory birds, nurseries for commercial fisheries and close-up nature tourism experiences.'

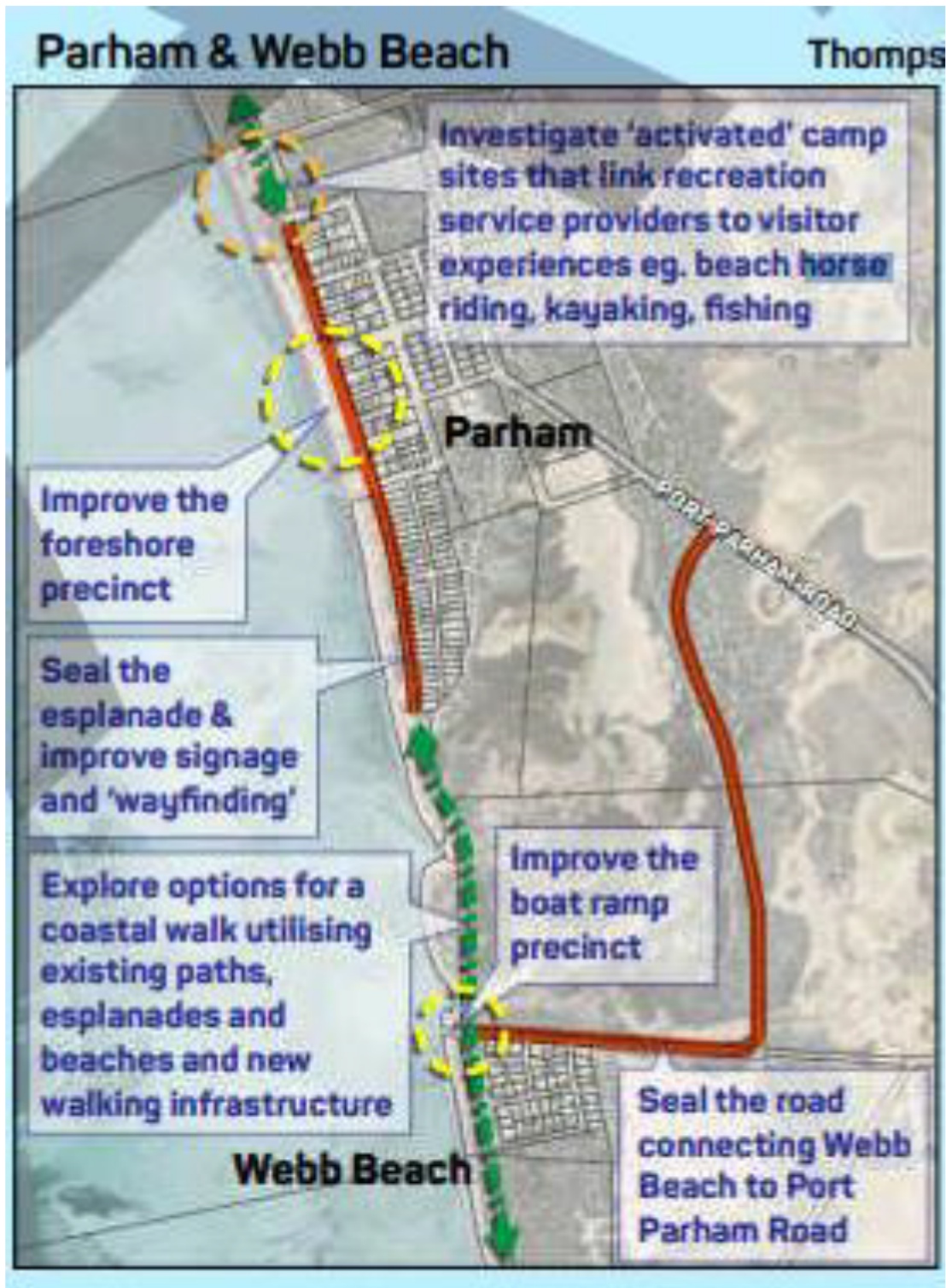


Figure 14 Various Actions are Proposed in Council's Tourism and Economic Development Strategy

Cultural Heritage

Adelaide Plains forms part of Kurna Country. European settlement commenced as part of the European settlement of South Australia from 1836. In 1983, a Heritage Survey of the Lower North included the coastal settlements¹⁴. One place was identified in the 1983 Survey, which has been demolished



¹⁴ environment.sa.gov.au/topics/heritage/sa-heritage-register/heritage-surveys

Parks and Recreation

Parham and Webb Beach are enveloped by public land in the nature of the AIBSNP-WP and Council managed land, principally the foreshore.

These coastal areas are important for conservation and environmental reasons, in particular associated with local and migratory birds.

Residents and visitors enjoy activities such as bird watching, crabbing, fishing, walking, and horse riding. For residents and visitors, these are special areas to be experienced carefully.

Proposed Foreshore Precinct Upgrade

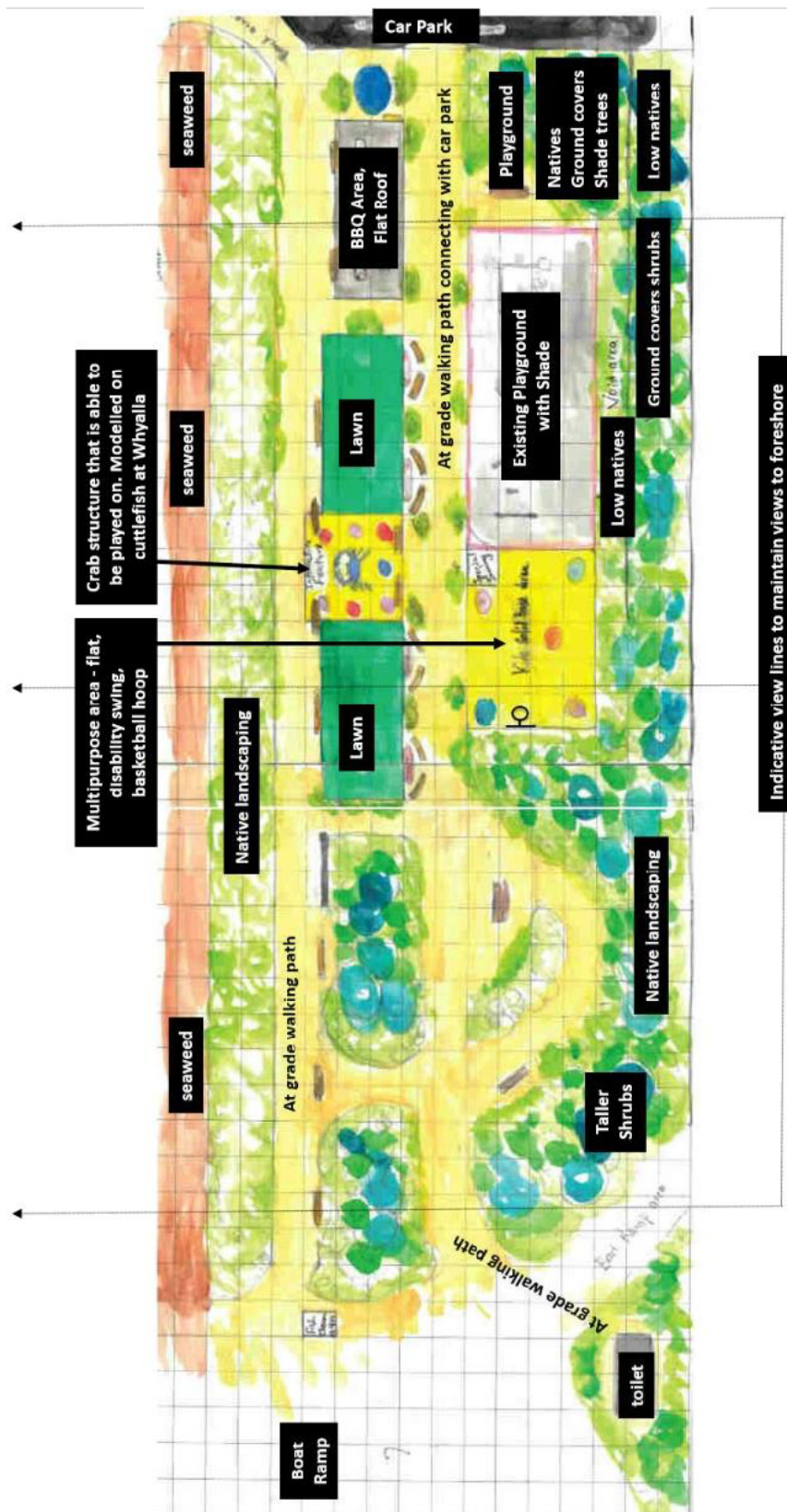
The foreshore precinct is a largely undeveloped public open space of 4,500m². The foreshore contains shelter and barbeque, playground and shade shelter, toilet and a small number of low value plantings with limited maintenance.



Figure 15 Playground early 2023

In early 2023, Council¹⁵ endorsed in principle an upgrade concept prepared by the Parham and District Action Group. Council's 2023/2024 budget allocates \$15k to prepare further concept plans.

¹⁵ The report considered by Council's Infrastructure and Environment Committee was dated 16 March 2023 apc.sa.gov.au/our-council/meetings-of-council/committees-and-panels-of-council/infrastructure-and-environment-committee



Indicative view lines to maintain views to foreshore

Figure 16
Proposed
Foreshore
Precinct
Concept Plan
and Indicative



- Carpobrotus rossii
 - Enchylaena tomentosa
 - Clematis microphylla
 - Dodonaea viscosa
 - Melaleuca lanceolata
 - Dianella sp
 - Pittosporum angustifolium
 - Goodenia varia
 - Kunzea pomifera
- also occurs by the foreshore



Figure 17 Proposed Foreshore Precinct Concept Plan and Indicative Imagery 2023

Dogs On Leash/Dog Park West of Social Club/42 The Esplanade

Dogs must be ‘on leash’ at Parham. This includes roads, footpaths and the foreshore area that are under Council’s care and control. As Parham is within a nationally recognised wetland, under Council’s Dog’s Bylaw, dogs must be on leash. Dogs within AIBSNP-WP must also be ‘on leash’. Around 70 dogs¹⁶ are registered at Parham.

Council’s Dog and Cat Management Plan 2022 – 2027¹⁷ has an action to ‘Continue to investigate the approach to dog management – including options for dog parks - associated with settlements near to areas of high conservation value, including coastal settlements and the Adelaide International Bird Sanctuary.’

It is not known whether residents and visitors need a dog off leash park. Noting limited land available at Parham, if a dog park to be established, two options are west of the Social Club or the old playground block at 42 The Esplanade.



Figure 18 West of the Social Club presents one option for a dog off leash park.

Land west of the Social Club presents one option of around 450 sqm for a dog off leash park. Native vegetation is minimal. Native Vegetation Branch officers are open to the land being used for a purpose like this. A planning consent is likely needed.

¹⁶ Based on registrations in Dogs and Cats Online.

¹⁷ apc.sa.gov.au/our-council/council-documents/councilplans

The old playground lot at 42 The Esplanade is Council owned freehold lot and designated as 'community land'. It's around 1050 sqm. Native vegetation is limited. Council's business plan flags to sell or upgrade it. Whilst large, potential impact on neighbouring dwellings is a factor against use as a dog park. The lot is located partway to the south of Parham



Figure 19 The old playground block at 42 Esplanade. Council's business plan flags selling or upgrading it. A clearer purpose with benefit for residents and visitors is needed.

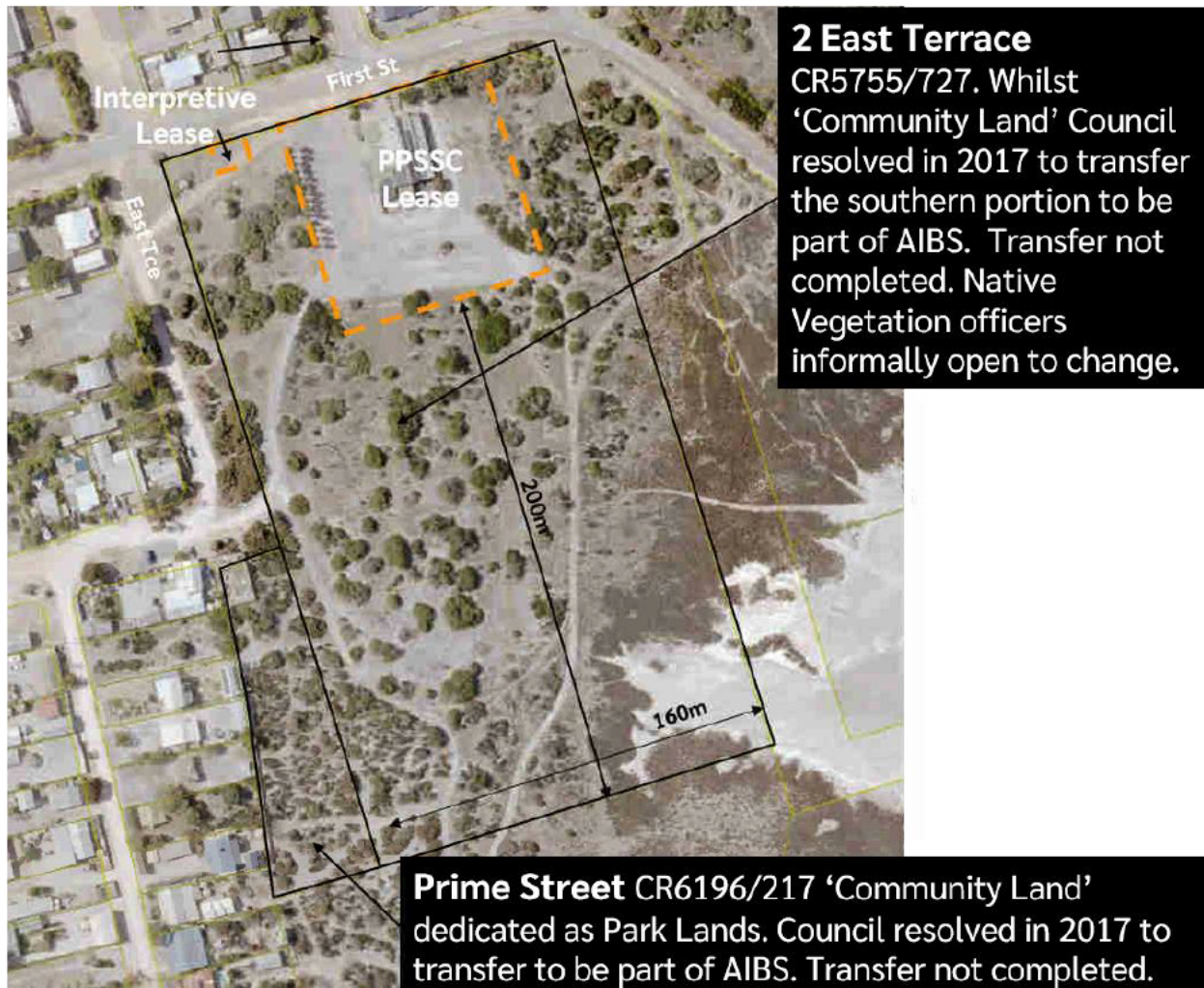


Figure 20 2 East Terrace and Prime Street land is under Council's care and control, noting a 2017 decision to transfer most of the land to AIBS

Land on which the Social Club sits with a lease extends to the south, and with 'community land' adjacent Prime Street.

Vegetation is significant. Important species *Adriana quadripartata* (Coast Bitter-bush) present which is crucial habitat for the Bitter-bush Blue Butterfly. This site has grown in significance with Torrens Island Bitter-bush Blue Butterfly populations reducing.

From an environmental/biodiversity perspective, activities within the two parcels would ideally be kept to trails or similar, with no/minimal vegetation removal/disturbance. One option could be upgrading the surface of existing trails to be flatter, more solid, and suiting people with a variety of walking abilities. Butterfly interpretation could be added.

Adelaide International Bird Sanctuary National Park - Winaityinaityi Pangkara

Informal trails extend between Thompson Beach and Parham and Webb Beach. Interest in a connected north south shared path network suggests considering the need for improved trail networks – possibly carefully sited and designed board walks – at Bakers Creek.

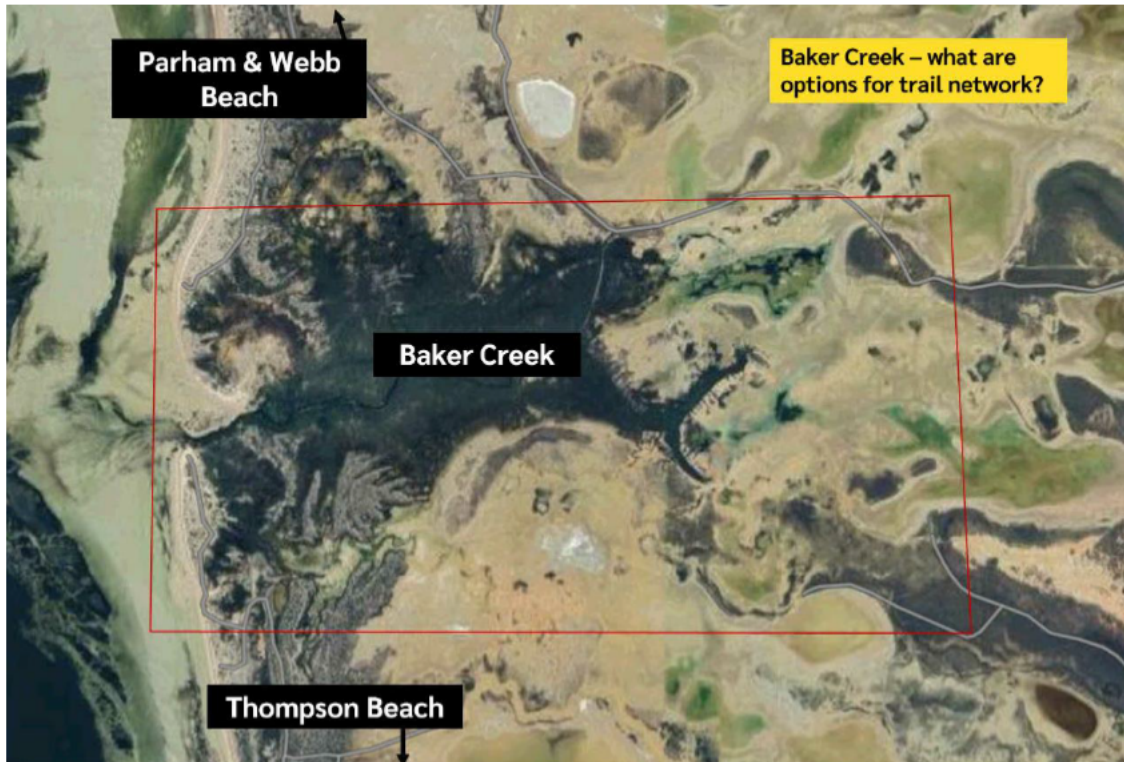


Figure 21 Are improved trail networks needed around Bakers Creek? What are the options? A boardwalk?

Private Natural Land at 106 The Esplanade

106 The Esplanade is a privately owned lot on the eastern corner of The Esplanade and North Terrace. The owners intend to return it to a natural state.



Figure 22 Figure 26 106 The Esplanade owners intend to revegetate it to its natural state

Energy Infrastructure

Parham and Webb Beach are supplied with mains water and grid-based electricity. Septic is via onsite treatment.

Transport

The road network is Council maintained. Council is investigating sealing Parham's Esplanade as well as minor civil works at the Float Park following engagement over 2022. The Tourism and Economic Development Strategy envisages sealing the road to Webb Beach, which will be further considered as part of a Coastal Adaptation Study Review. A council funded bus service provides a once a month service to Elizabeth Centre.



Figure 23 Council is investigating sealing The Esplanade as well as progressing minor civil works at the Float Park

Climate Trends and Hazards

Fire, heat and drought are hazards. Flood from the sea is a Hazard. The Parham and Webb Beach Community Emergency Management Plans¹⁸ of 2022 provide information about the nature of sea flood hazard and how it may impact Parham and Webb Beach. These documents assist residents be prepared by understanding the nature of flood hazard and also inform Council infrastructure works. An updated coastal adaptation strategy is intended to be prepared.

¹⁸ Available via apc.sa.gov.au/council-services/emergenciesanddisasters

Proactive Leadership

The Parham and District Action Group (PADAG)¹⁹ have the Port Parham and Webb Beach community plan that has informed this Background Paper, along with other informal discussions (Appendix). PADAG are auspiced by the Port Parham Sports and Social Club Inc.

Planning Context

Parham and Webb Beach are in the Rural Settlement Zone. In the Planning and Design Code, the Rural Settlement Zone envisages:

- ‘A small mixed-use settlement supporting a limited range of residential development, tourist, recreation and community facilities grouped together to serve the local community and visitors.’
- ‘Development contributes to and enhances the local context and development pattern comprising the settlement.’

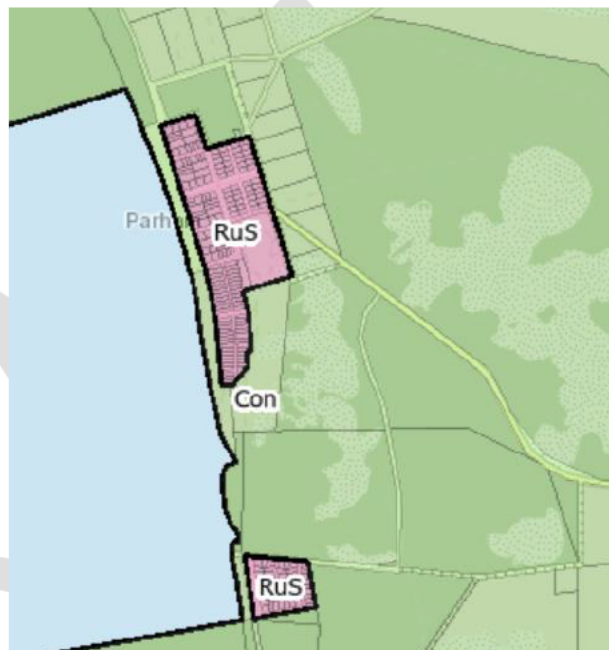


Figure 24 Parham and Webb Beach are in a Rural Settlement Zone

Land uses that are explicitly envisaged in the Zone include carport, consulting room, detached dwelling, dwelling addition, light industry, office, outbuilding, shop, tourist accommodation, veranda and warehouse. Uses not listed, such as development of land for a car park, are assessed based on how they perform.

Retail, light industry and warehousing are provided for up to 50 – 80 square metres in area.

The Environment and Food Production Area (EFPA) does not cover land within the Rural Settlement Zone of Parham and Webb Beach. Whilst this means the EFPA is not a barrier to land division for residential purposes, new allotments need to be large enough for on-site treatment (typically around 1200 sqm).

¹⁹ sacommunity.org/org/238089-Parham_and_District_Action_Group

REGION CONTEXT

Adelaide International Bird Sanctuary National Park - Winaityinaityi Pangkara

Adelaide International Bird Sanctuary National Park - Winaityinaityi Pangkara (AIBSNP-WP)²⁰ is under co-management with the Kaurna Nation. A 2016 management strategy guides decision making about the parks future. As shorebird conservation is the Park’s primary purpose, careful visitor planning is needed. .

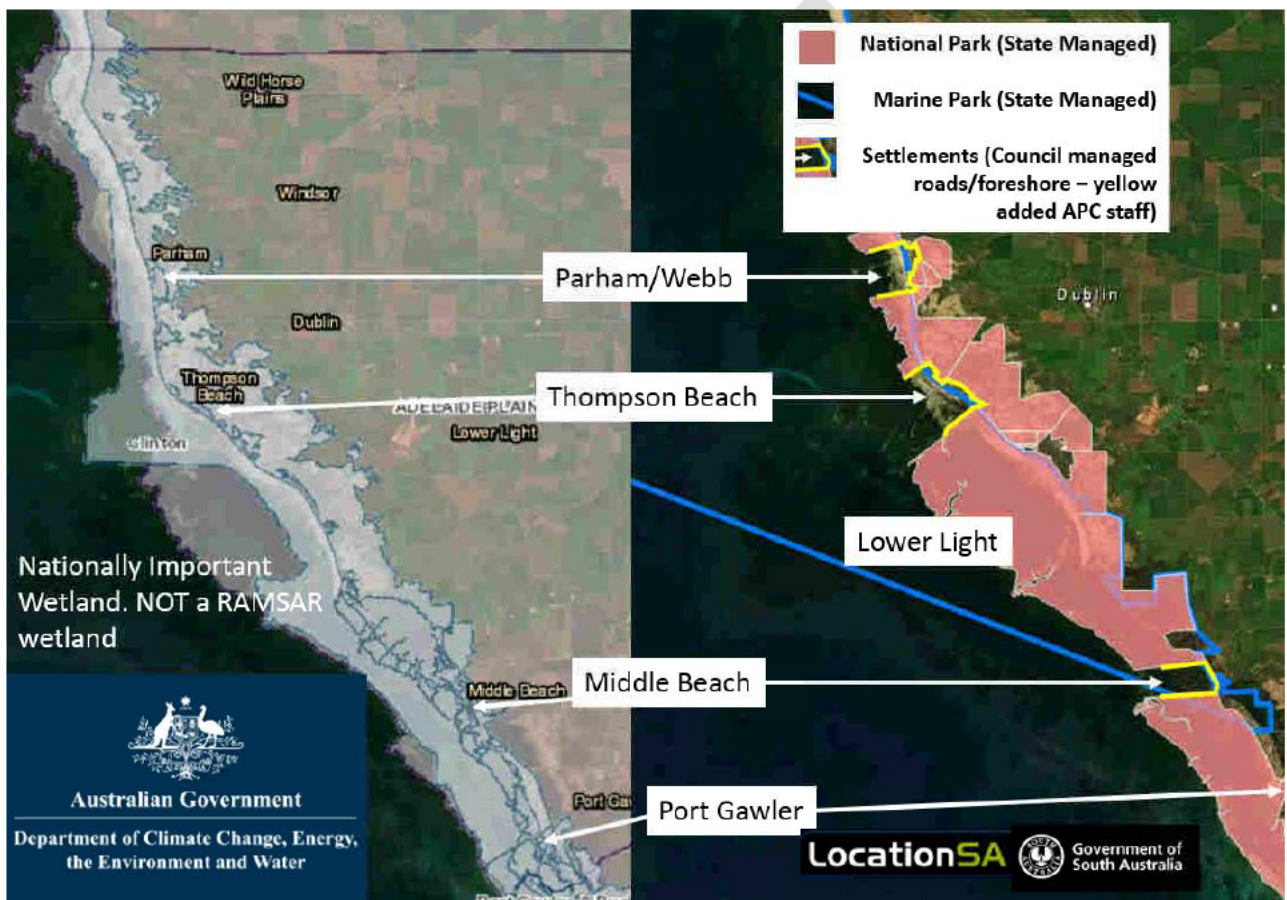


Figure 25 Thompson Beach and Parham - Webb Beach are sited within a nationally important wetland and are encompassed by the Adelaide International Bird Sanctuary National Park (Winaityinaityi Pangkara).

²⁰ [Adelaide... - National Parks and Wildlife Service South Australia](#)

Blue Carbon Coastal Restoration

In 2022, The Nature Conservancy Australia (TNC) announced land in the AIBSNP-WP is to be among the first blue carbon coastal wetland restoration projects registered in Australia. Delivered in partnership between TNC and the South Australian Government, this is a milestone blue carbon project that aims to restore and enhance 12,500 hectares of mangrove and saltmarsh habitats.

Blue carbon is carbon captured and sequestered by coastal wetlands (mangroves, saltmarshes and seagrasses). This carbon can remain in the sediment for thousands of years, making it one of the longest-term natural solutions to climate change. This project, which has been supported by the Australian Government, is an example of outcomes sought in the State Government’s Blue Carbon Strategy²¹.

The full list of project partners is Kaurna, Department for Environment and Water, Adelaide Plains Council, Flinders University, The University of Adelaide, Birds SA, Birdlife Australia, and the Northern and Yorke Landscape Board.

Dublin

Dublin is a key service centre for Thompson Beach and Parham – Webb Beach.

Dublin comprises retail and commercial uses near Port Wakefield Highway and a range of dwellings form the historic heart within the Parklands. Around the Park Lands are rural living and vacant lots.

	<p>2021 Census</p> <p>Dublin Population 405 Speaks Language Other Than English at Home 22 Private Dwellings - Occupied 160 - Unoccupied 17 Has long term health condition 162</p>
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Figure 26 Dublin has a population of just over 400.

Recognising Adelaide Plains is one of SA’s fastest growing councils, in 2023, Council adopted a Growth Strategy and Action Plan (GSAP).

²¹ environment.sa.gov.au/topics/climate-change/government-action-on-climate-change/climate-change-blue-carbon-strategy

The purpose of the GSAP is to identify strategies and actions to achieve the liveable population growth of Adelaide Plains. The GSAP has a long-term view to 2040 with targeted actions focused over the next 5 – 10 years.

The GSAP has an action - : ‘Dublin – scope future urban growth to the south and west, noting 2019 Council decision to support investigating Leinad land south of existing township. Consider near coastal tourism role, agriculture, proximity to established industries and Carslake Industrial Area, community and open space facilities, recreation and sport, water reuse and necessary infrastructure.’

Various submissions were received to the 2022 consultation for the GSAP. What various submissions sought is shown in ‘Image – One Growth Scenario for Dublin’.

Under this scenario, accounting for the variability of land owner’s intentions, if around 25% of sites are developed (rather than all sites), this entails Dublin could grow by 1000 to around 1400. If undertaken over 20 years to 2041, this rate of growth is 6% per annum, 1% higher than experienced at Two Wells from 2016 – 2021.

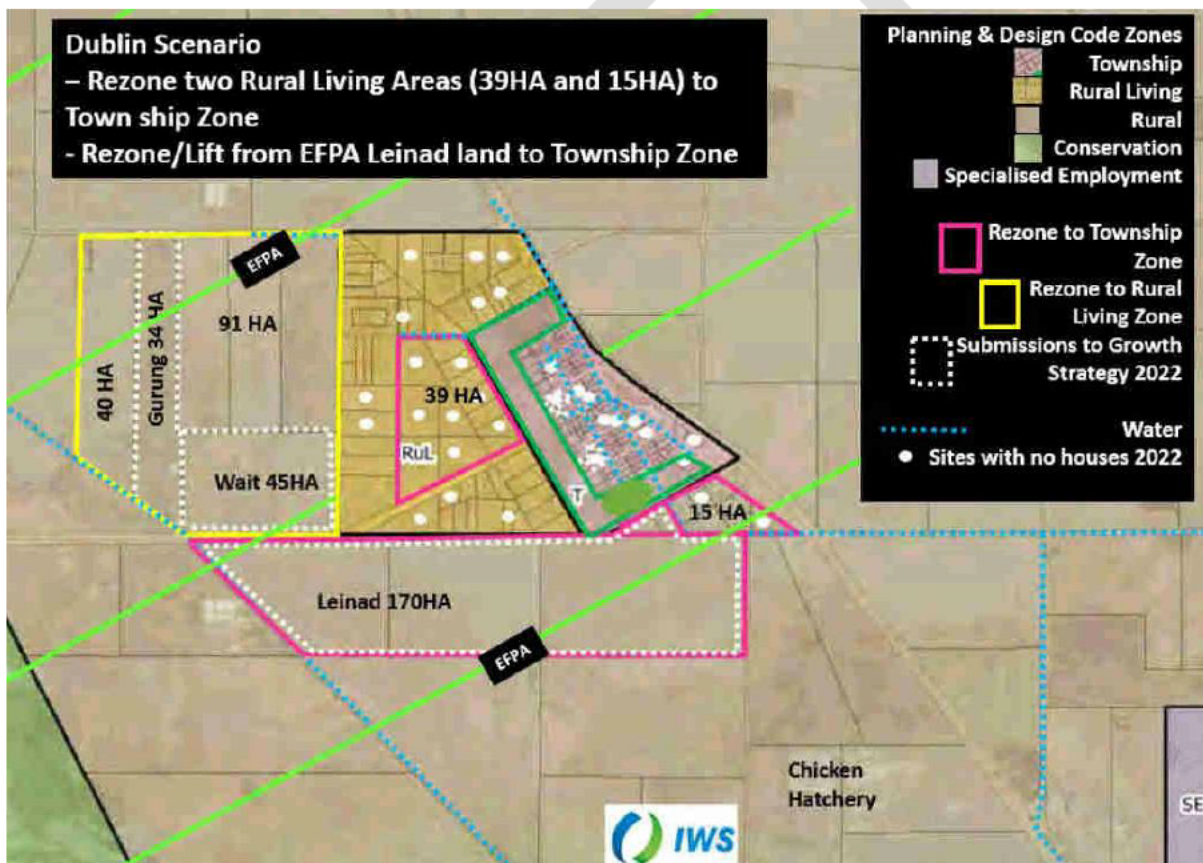


Figure 27 One Growth Scenario for Dublin

The Greater Adelaide Regional Plan Discussion Paper²² was released by the State Planning Commission in August with submissions being invited by early November.

Whilst not identifying Dublin as a growth investigation area, the Discussion Paper states Dublin ‘... may expand locally to support township function and viability’.

The consultation occurring on the Greater Adelaide Regional Plan Discussion Paper is likely to receive submissions about Dublin. Council officers have advised Planning and Land Use Services of the desirability of understanding submissions received by the Commission. As these submissions are likely to influence Dublin’s growth, it is proposed to pause further investigations and engagement about Dublin.

A draft Greater Adelaide Regional Plan is anticipated to be released for consultation in 2024. This should provide greater clarity about Dublin’s growth potential.

For the main street, Council’s 2022 Tourism and Economic Development Strategy proposes:

- Expanded service centre role in a consolidated location
- South and north entry statements
- Canopies, plantings and improvements to improve the environment for residents and visitors.

Campground and further low-density housing are envisaged.

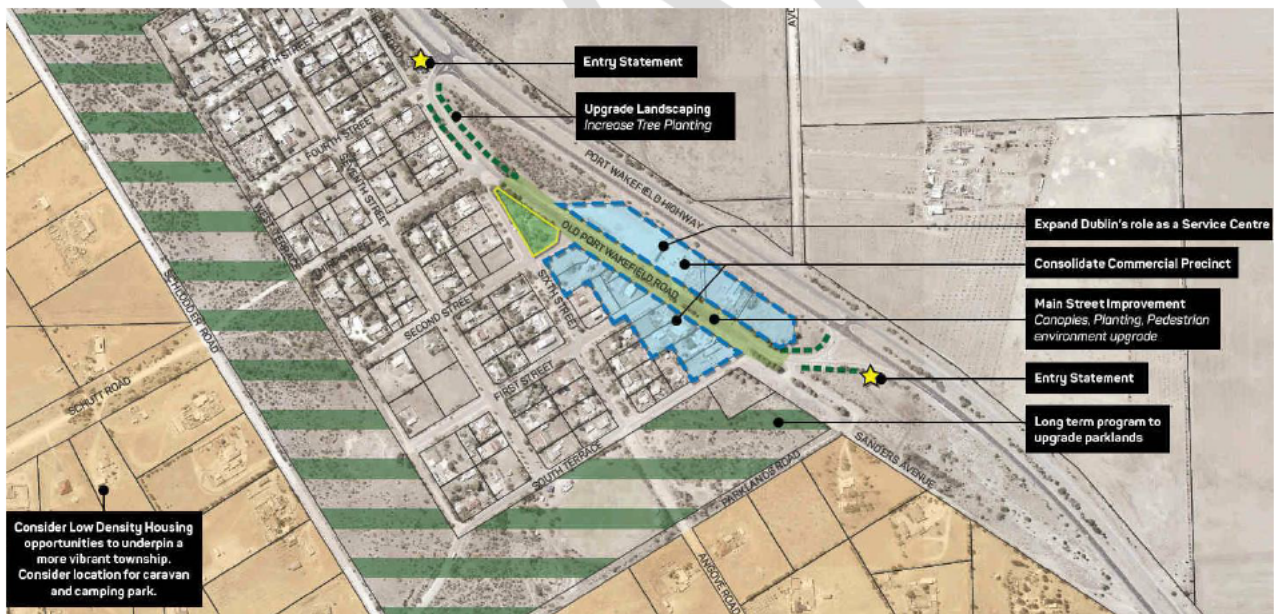


Figure 28 Various Actions are Proposed in Council's Tourism and Economic Development Strategy

²² [Regional Planning Program](#)

Appendice – Template Plans for Thompson Beach & Parham – Webb Beach



THOMPSON BEACH - WIDNINGA - PLAN

For Consultation - 2023



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COMPLETE AFTER CONSULTATION

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

Widninga is the Aboriginal name for Thompson Beach

Cover Photos – Thompson Beach is a coastal settlement based around shorebirds, seagrass and samphire. Adjoining the Adelaide International Bird Sanctuary National Park - Winaityinaityi Pangkara, Thompson Beach stretches along the Esplanade.

Date	Version
2023	Draft

PURPOSE

The purpose of the Thompson Beach Plan is to identify strategies and actions to:

- Augment the liveability and sustainability of Thompson Beach for residents and visitors
- Plan Thompson Beach to integrate and align with planning for Adelaide International Bird Sanctuary National Park - Winaityinaityi Pangkara.

This strategy involves some actions for APC to lead. Some actions are for others to deliver, including State Government, and development and community partners. APC will collaborate with others as appropriate on all the strategies and actions.

This Strategy draws on the Dublin – Thompson Beach – Parham & Webb Beach Background Paper.

This Strategy is prepared as a sub-strategy of the Council Wide Growth Strategy and Action Plan (GSAP) with the same structure and approach, and as a document that will be incorporated into the GSAP.

COMPLETE AFTER CONSULTATION

ROLE OF COUNCIL

This Strategy describes Council's roles as:

- Plan
- Advocate
- Deliver/facilitate.

VISION

Council's Strategic Plan 2020 – 2024²³ identifies the vision for the Council area.

These strategies include enviable lifestyle, emerging economy, remarkable landscapes and proactive leadership.

The Thompson Beach Plan supports achievement of the aspired Vision by identifying Strategies and Actions based on and structured around the Strategic Plan 2021 – 2024 outcome areas of:

- *Enviably Lifestyle*
- *Emerging Economy*
- *Remarkable Economy*
- *Proactive Leadership*

²³ apc.sa.gov.au/_data/assets/pdf_file/0023/355181/Adelaide-Plains-Council-Strategic-Plan-2021-2024

Vision

Adelaide Plains is:

Productive: A leading supplier of primary produce to local, national and international markets.

Proximity to markets and natural growing conditions provide competitive advantages for primary producers on the Adelaide Plains that has seen our economy emerge as a key contributor to the region's prosperity.

Diverse: A more diverse community with access to a greater mix of local opportunities.

Increased employment, services and education attracts and retains a diverse community that chooses to live and work in the region.

Location: A lifestyle location close to the Barossa, Coast and Adelaide.

Adelaide Plains is a community that offers residents time and space with easy access to the benefits of Greater Adelaide, the coast and the Barossa region.

We are proud. A proud, spirited and generous community.

This is a place that everyone belongs, where community connection and care is strong and someone is always available to help when a neighbour is in need.

Ambition: Advancing infrastructure and technology to foster a competitive local economy.

COMPLETE AFTER CONSULTATION

Modern practice, research and innovation, and efficient access to export centres and local markets builds an economic environment and reputation that rivals the State's major primary productions regions. With employment opportunities diversifying and new housing products in abundance, Adelaide Plains will become the place of choice for the Northern Adelaide Plains.

Leadership: A decisive and proactive Council.

Our Elected Members share a vision of prosperity founded on courage, robust deliberation, transparency and forward thinking and investing.

Attractive: A Place of choice for businesses, residents and visitors.

Our townships are inviting, well cared for, filled with character and provide a range of services, facilities and accommodation that caters for all people and our landscapes, events and infrastructure provide memorable experiences.

Tourism and Economic Development Strategy

Five Themes

- Town Centres and Main Streets
- Business Support and Growth
- Food and Primary Industries
- Coastal Experiences
- Marketing and Branding

SETTING THE SCENE

Thompson Beach Widninga²⁴ is in the north west of Adelaide Plains, a region centred around Dublin.

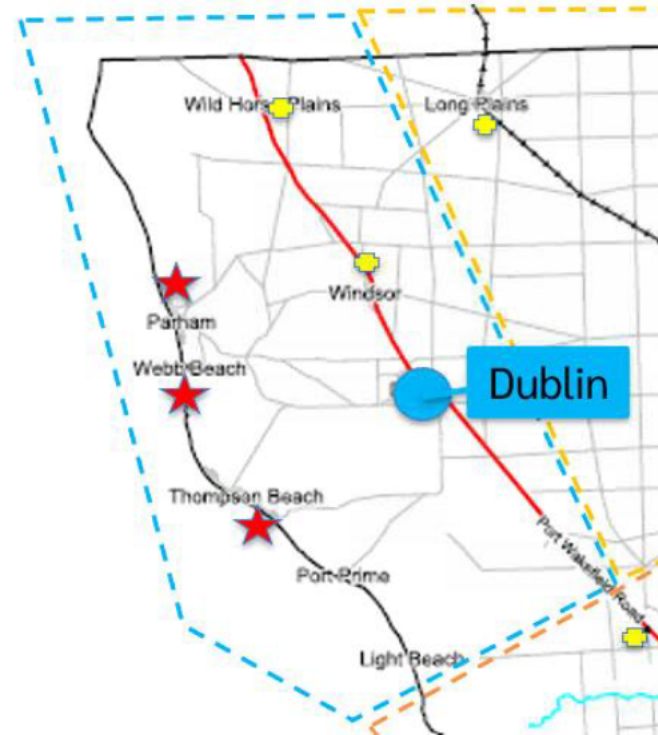
It takes 10 minutes to drive the 9.3km to Thompson Beach from Dublin.

The Adelaide International Bird Sanctuary National Park - Winaityinaityi Pangkara is the key coastal feature, entailing Thompson Beach with undeveloped lots can increase to around 400 residents and can play a key visitation role to coastal areas and AIBSNP-WP.

Dublin is the principal township, with opportunities to grow and diversify drawing on its location centrally in the region and on Port Wakefield Highway.

The Background Paper prepared through desktop investigations and engagement informs this strategy.

COMPLETE AFTER CONSULTATION



Thompson Beach – Parham/Webb Beach are in the north west of Adelaide Plains

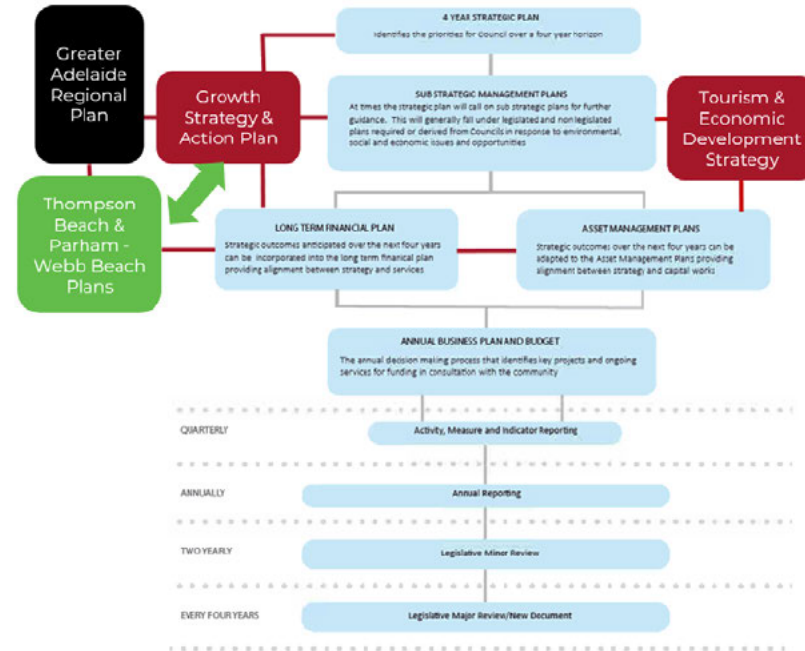
²⁴ Widninga is the Aboriginal name for Thompson Beach. See AIBSNP-WP Management Plan.

RELATIONSHIP WITH OTHER STRATEGIES

This Plan is prepared in the context of other strategies, in particular Council’s Growth Strategy and Tourism and Economic Development Strategy.

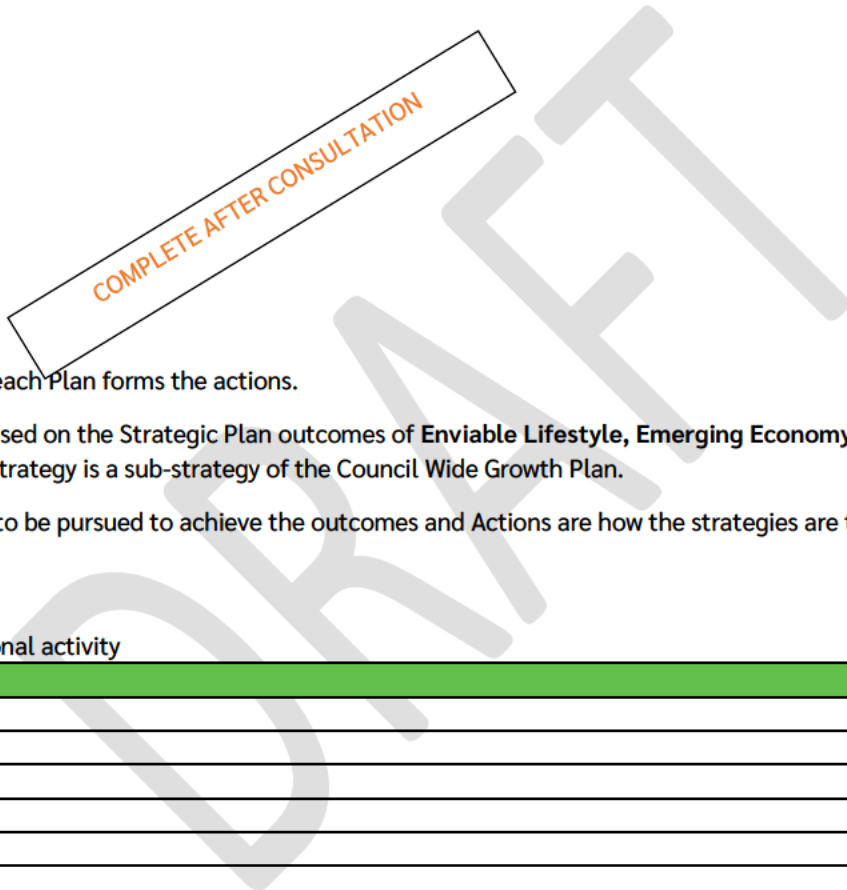
The Thompson Beach Plan is a sub strategic plan that is informed by and informing other strategic plans.

COMPLETE AFTER CONSULTATION



How the Thompson Beach and Parham - Webb Beach Plans relate to Council’s Other Plans

THOMPSON BEACH PLAN ON A PAGE



ACTIONS

This part of the Thompson Beach Plan forms the actions.

The actions are structured based on the Strategic Plan outcomes of **Enviably Lifestyle, Emerging Economy, Remarkable Landscapes and Proactive Leadership**. This Strategy is a sub-strategy of the Council Wide Growth Plan.

Strategies are the strategies to be pursued to achieve the outcomes and Actions are how the strategies are to be achieved.

- Short term
- Medium term
- Ongoing informs operational activity

	Actions	Next Steps
1.		
2.		
3.		
4.		
5.		



PARHAM & WEBB BEACH PLAN

For Consultation - 2023

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

Cover Photos – Parham & Webb Beach are coastal settlements based around the coastal lifestyle. Adjoining the Adelaide International Bird Sanctuary National Park - Winaityinaityi Pangkara, Parham is the larger settlement and home to the Social Club and several local facilities.

Date	Version
2023	Draft

PURPOSE

The purpose of the Parham and Webb Beach Plan is to identify strategies and actions to:

- Augment the liveability and sustainability of Parham & Webb Beach for residents and visitors
- Plan Parham & Webb Beach to integrate and plan for Adelaide International Bird Park - Winaityinaityi Pangkara (AIBP)

This strategy involves some actions for the Council. Some actions are for others to deliver, including State Government, and development and community partners. All actions are to be delivered in collaboration with others as appropriate on all the strategies and actions.

This Strategy draws on the Dublin – Thompson Beach – Parham/Webb Beach Background Paper.

This Strategy is prepared as a sub-strategy of the Council Wide Growth Strategy and Action Plan (GSAP). It uses the same structure and approach, and as a document, can potentially be incorporated into the GSAP.

ROLE OF COUNCIL

This Strategy describes Council’s roles as:

- Plan
- Advocate
- Deliver/facilitate.

VISION

Council’s Strategic Plan 2020 – 2024²⁵ identifies the vision for the Council area.

These strategies include enviable lifestyle, emerging economy, remarkable landscapes and proactive leadership.

The Parham & Webb Beach Plan supports achievement of the aspired Vision by identifying Strategies and Actions based on and structured around the Strategic Plan 2021 – 2024 outcome areas of:

- *Enviably Lifestyle*
- *Emerging Economy*
- *Remarkable Economy*
- *Proactive Leadership*

²⁵ apc.sa.gov.au/_data/assets/pdf_file/0023/355181/Adelaide-Plains-Council-Strategic-Plan-2021-2024

Vision

Adelaide Plains is:

Productive: A leading supplier of primary produce to local, national and international markets.

Proximity to markets and natural growing conditions are competitive advantages for primary producers in the Adelaide Plains that has seen our economy emerge as a major contributor to the region's prosperity.

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Ambition: Advancing infrastructure and technology to foster a competitive local economy.

COMPLETE AFTER CONSULTATION

Modern practice, research and innovation, and efficient access to export centres and local markets builds an economic environment and reputation that rivals the State's major primary productions regions. With employment opportunities diversifying and new housing products in abundance, Adelaide Plains will become the place of choice for the Northern Adelaide Plains.

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Tourism and Economic Development Strategy

Five Themes

- Town Centres and Main Streets
- Business Support and Growth
- Food and Primary Industries
- Coastal Experiences
- Marketing and Branding

SETTING THE SCENE

Parham and Webb Beach are in the north west of Adelaide Plains, a region centred around Dublin.

It takes 8 minutes to drive the 9.6km to Parham from Dublin.

The Adelaide International Bird Sanctuary National Park - Winaityinaityi Pangkara (AIBSNP-WP) is the key coastal feature, entailing Parham and Webb Beach- whilst having limited growth opportunities – plays an ongoing visitation role to coastal areas and AIBSNP-WP.

Dublin is the principal township, with opportunities to grow and diversify drawing on its location centrally in the region and on Port Wakefield Highway.

The Background Paper prepared through desktop investigation and engagement informs this strategy.

COMPLETE AFTER CONSULTATION



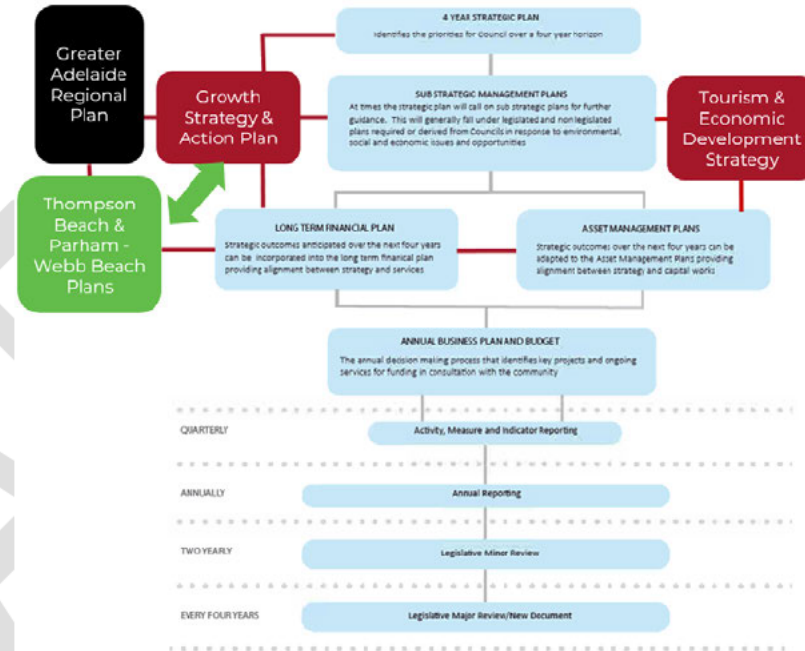
Parham/Webb Beach are in the north west of Adelaide Plains

RELATIONSHIP WITH OTHER STRATEGIES

This Plan is prepared in the context of other strategies, in particular Council’s Growth Strategy and Tourism and Economic Development Strategy.

The Parham - Webb Beach Plan is a sub strategic plans that is informed by and informing other strategic plan

COMPLETE AFTER CONSULTATION



How the Parham - Webb Beach Plan relate to Council’s Other Plans

PARHAM - WEBB BEACH PLAN ON A PAGE

COMPLETE AFTER CONSULTATION

ACTIONS

This part of the Parham - Webb Beach Plan forms the actions

The actions are structured based on the Strategic Plan outcomes of **Enviably Lifestyle, Emerging Economy, Remarkable Landscapes and Proactive Leadership**. This Strategy is a sub-strategy of the Council Wide Growth Plan.

Strategies are the strategies to be pursued to achieve the outcomes and Actions are how the strategies are to be achieved.

- Short term
- Medium term
- Ongoing informs operational activity

	Actions	Next Steps
6.		
7.		
8.		
9.		
10.		

Appendix – Informal Discussions – Dublin & Coast



Purpose of informal discussions was to hear from key stakeholders about their perspective on the future of their settlement/town in the context of the district.

Input received informs Background Paper and Plans for Dublin, Thompson Beach, Parham & Webb Beach.

These discussions emerge from the intent to prepare a Dublin Township Growth and Tourism Master Plan in Council's 2022/23 Business Plan.

People and groups referenced in the notes have consented to the notes.

Coalition of Coastal Communities - 7 December 2022

1. David outlined:
 - a. Population forecasts for coastal settlements
 - b. Dublin District planning starting
 - c. Equine strategy consultation recognising seeking horses at historic levels only at Parham and Pt Gawler
 - d. Float parking at Parham an ongoing matter.
2. Discussed CCC Strategic Plan proposals:
 - a. Promote 'Shorebird/Samphire Coast' – need for branding/signage affirmed
 - b. Develop Dublin as gateway – affirmed main priorities of camp ground, tourist information centre, and main street upgrade
 - c. Shorebird/samphire coast trail – affirmed. Discussed need for studies to identify route and visitor experience with least or acceptable impact on bird purpose. Trail establishment noted as significant cost in the millions and needing DEW support
 - d. Seal Esplanades at Parham/Thompson and Middle Beach Road – principally to reduce dust, improve amenity within townships, and improve visitation
 - e. Relocate Protest Statues – affirmed intent to locate within Dublin to augment town centre visitation
 - f. Establish Dublin Campground – noted various Council decisions
 - g. Enhanced Kayaking facilities – affirmed as a recreation activity with potential
 - h. Middle Beach – discussed remediation of Salt Creek and boat ramp involves removing sediment. Sealing Middle Beach Road on Council's works program for 2023. Samphire Trail/coast trail to connect to Middle Beach
 - i. Parham – Campground upgrade on hold noted. Discussed in general terms upgrading foreshore precinct
 - j. Webb Beach – Discussed enhancing boat ramp precinct. Noted CCC Strategic Plan seek sealing Webb Beach Road and George Street
 - k. Thompson Beach – Noted CCC Strategic Plan seeks Esplanade sealing, connection via coast trail, and improved community facilities. David outlined Thompson Beach Progress Association to be engaged with.

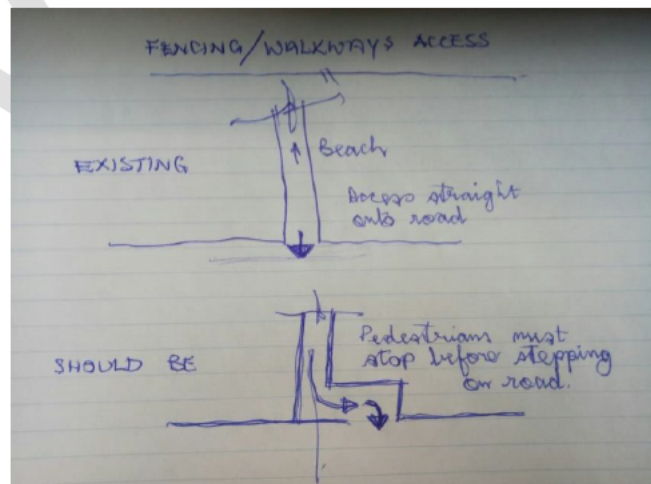
Thompson Beach Progress Association

27 October 2023

David B met with representatives of TBPA. Discussion reviewed preliminary thinking about Ruskin Foreshore and the Shed Precincts, with greater clarity about the role of The Shed for residents/families/children. Esplanade traffic calming concept canvassed. Representatives outlined mid 2023 TBPA strategic planning and noted similar intent for various locations. Representatives generally comfortable with further consultation occurring.

16 January 2023

1. David outlined:
 - a. Population forecasts for Thompson Beach
 - b. Dublin District planning starting
 - c. Background about TEDS. Needs to review TBPA submission to TEDS
 - d. APC managed land at Thompson Beach including the TBPA lease area
2. David outlined a range of discussion points which framed the conversation:
 - a. Tourists – pre-covid used to experience bus-loads of visitors, some international
 - b. Playground - possibly 30 ish children. No playground. Discussed
 - c. Needs to Change
 - i. Esplanade – seek to be sealed due to dust and vehicle/pedestrian safety risks. High Priority. Vehicle safety risk increasing in parallel with more residents and more visitors. Weekends in particular as well as over holiday weeks times. Risk associated with:
 1. traffic exceeding 40 km/hr
 2. limited sight lines for pedestrians crossing. One suggestion is offset exit points (see image)
 3. Children moving along or across Esplanade, often direct from beach
 4. no dedicated footpath
 5. road shoulder too rough for walking (grading exacerbates)
 6. Thompson Beach length (3.3km from north to south)
 7. Limited SAPOL policing
 8. Road materials exacerbating variable quality of surface
 9. Dust impacts roof based water supply and filtration systems
 - ii. Parking – Note DEW reform northern parks. Noted new parks at south. Central area needing upgrading



- iii. Toilets (Rec 1 Ruskin and Rec 2 south) – no water and poor quality for visitors. Seek north toilet. 20mm bore supply within 50m of central toilet and 2km of southern toilet. Disability access needed. DEW informally accept a toilet within 4 kilometres as sufficient
- iv. No mains water. 5km to nearest mains. Small council water feed to Ruskin Road CFS tank
- d. Opportunities for TBPA itself – possibly work as satellite service provider of main businesses/activities based in Dublin. David outlined Rural Settlement Zoning enables small commercial establishments to develop along with more housing. Discussed possible change of approval for ‘The Shed’ and potential for food or coffee vans.
- e. What Role see for Dublin – The main service centre, with Thompson Beach being satellite. Seek to support businesses at Dublin and if more business at Thompson Beach, prefer to be satellites of businesses based at Dublin.
- f. Animal Management
 - i. Dogs - seek laws equivalent to other places and not ‘on-leash’ at all times. David flagged idea of ‘off leash dog park’.
 - ii. Feral cats flagged as a problem
 - iii. Horses – observe very few horses visit. David outlined draft equine strategy pursuing continuing historic level of horse activity at Parham/Pt Gawler and by default, not growing horse activity at Thompsons. Seen as appropriate
- g. IWS – flagged concern at inadequate monitoring of environmental impacts and noted recent expansion. Discussed role of EPA
- h. Flood Hazard – observed 2016 event did not present particular risks
- i. Council – expressed discontent at limited past investment and planning ahead (including Long Term Financial Plan) for Thompson Beach noting rate revenue from Thompson growth and IWS. Limited past investment leading to challenges – such as traffic safety and toilets – growing as issues.

Anthea Ailmore, Long Term Resident of Windsor – 21 February 2023

1. Purpose was to understand a long-term locals perspective on Windsor’s future.
2. Discussed small population and existing houses sold between \$200 – 300k, a price point affordable to a lower socio-economic demographic.
3. From settlement, Windsor grew to be a populous and valued town, with several local businesses, school and church. In 2023, long term locals retain pride and belonging. More recent residents tend to be less involved with Windsor itself.
4. Institute - largely not used and with low capacity of locals to volunteer to run programs and to assist maintain/fundraise. Now open to Institute being sold by APC as owner (would not have held that view three decades back). If to be sold, historical documents and memorabilia needs to be appropriately managed.
5. Shop closed in in 2000 and Uniting Church in 2020. All uses either residential, home based business or farm-based business.
6. Growth – noted underway at Two Wells and Mallala, and Dublin has grown to its west. Aware of some developer interest in Dublin’s growth. Acknowledges both demand and suitable infrastructure needed to enable resident growth that is liveable.

7. Considers Windsor's growth several decades away. If the two hectares of Rural Settlement land between Loveday Road and Port Wakefield to be developed, should be rural living density.
8. Telecommunications – average phone reception.

Dr Mohammed Farooque – Owner of Land in Dublin Main Street – 3 March 2023

1. Dr Farooque owns land in the main street at 1 and 15 Old Port Wakefield, and a house in Dublin. Involved with Mallala Lions and Parham and District Action Group.
2. Long term seeks to develop commercial or mixed-use buildings on the Old Port Wakefield Road properties.
3. Passionate about fostering income and economic benefit in value adding to agricultural produce, be it wheat or fish. Has assisted individuals with this.
4. Recognises lack of a community waste water management system is a barrier to further small lot housing within the original Dublin township. Aware of land developer interest to grow Dublin. Open to seeing Dublin grow and change.
5. Discussed lack of infrastructure and tourist accommodation facilities for tourists seeking to visit Adelaide International Bird Sanctuary National Park - Winaityinaityi Pangkara (AIBSNP-WP). Discussed the importance of shorebird conservation and the need for tourist growth to be a 'tread lightly' impact. Noted majority of coastal land within AIBSNP-WP under Department of Environment and Water care and control.
6. Outlined interest for more people from Bangladesh to move to SA for business purposes.

Pat Thompson Dublin Community Projects 14 March 2023

1. Long-time resident. Early initiator of History Group (Incorporated around 2000), now more Community Projects (e.g. at Dublin Cemetery)
2. Values old buildings – many residential - around Dublin
3. Main Street/Tourism
 - a. 'Protest Statues' open to going into 'Highway Reserve'
 - b. Main Street a comfort stop for school buses from Yorke Peninsula going to Adelaide. Kids play, including on War Memorial.
 - c. Lions Park – years back had playground which was moved to Oval;
 - d. In past, has had discussions with land owners who were open to further plantings on their land
4. Dublin Community Projects a small group who undertake various improvement projects.

Dublin Stakeholders (Mick Cricket Club, Michael Trussell General Store, Phillip Brow History Group, Pat Thompson Community Projects, Alvin Jenkins PADAG) – 14 March 2023

1. Value:
 - a. Main street small businesses
 - b. History of town, stories e.g. old buildings

- c. Heritage park lands, existing informal trails
 - d. Oval Precinct and improvements underway supporting Club now and future growth
2. Main Street/Tourists
- a. Dublin on PW Hwy, central to Barossa, Clare Valley, Yorke Peninsula
 - b. Seek town entry statements
 - c. 'Protest Statues' - open to options of:
 - i. In DIT land adjacent PW Hwy/Sanders Ave. Land boggy
 - ii. Locate one on cnr OPW/Sanders, balance in a group co-located around historic bore ruins
 - iii. In DIT land adjacent PW Hwy/Lions Park
 - iv. Siting that has a PW Hwy visibility
 - v. Options need investigating around how to protect statues as assets, how visitors can easily view, and how siting can benefit Main Street/town visitation
 - vi. IWS own 1 of the 7 statues
 - d. Sanders Ave area – poor amenity needs improving; e.g. seats, picnic tables, more greening. Land control needs clarity.
 - e. Dump point exists at south of Lions Park; Existing laundry in Main Street. Bear in mind regarding what is included in any proposed camp ground. Intent is any activity at campground benefits business in main street/oval club and not duplicate
 - f. Hudson Howells 2022 Report – discussed at length. Noted high end campers reliant on more investment in AIBS. Most current demand likely to be more lower end (suit possible campground offering)
 - g. Heritage park lands - more shared pathways; add more bird boxes.
 - h. Create walking/cycling network from Dublin to Thompson Beach and Parham, possibly through AIBS, to make a triangle loop
 - i. Consider Main Street proposals in 2002 Hames Sharley report
3. Growth/Rezoning for Housing to South/West
- a. Open to future growth
 - b. If CWMS to come including for original town, needs to be at affordable price
 - c. Need to consider stormwater capacity
 - d. Open to new development being of a sustainable form

AIBSNP-WP – April McInerney- District Ranger – Yorke and Mid North region, National Parks and Wildlife Service – 18 April 2023

1. District Ranger for Adelaide International Bird Sanctuary National Park—Winaityinaityi Pangkara (AIBSNP-WP)
2. AIBSNP-WP:
 - a. Is principally about shorebird conservation
 - b. Has an established Management Plan
 - c. Has moved to co-management with Kaurna Nation which may lead to an updated Management Plan in the future.

3. Past efforts addressing legacy challenges that are beginning to be resolved. Looking to consider approach to visitor planning in next few years.
4. Beginning to explore what visitor data is available and needing to be gathered to inform a visitor strategy. Acknowledges value of integrated and aligned approach with the settlements and Council
5. Discussed potential visitor segments:
 - a. Schools
 - b. Varying abilities/disability
 - c. Via commercial operators
 - d. Via cultural heritage
 - e. Informal
6. Discussed what 'infrastructure' may need to be investigated for potential establishment in settlements of Parham, Thompson Beach, Middle Beach:
 - a. Toilets
 - b. Car parking
 - c. Bus parking
 - d. Bike parking
 - e. Bins
 - f. Information
 - g. Educational
 - h. Communal food sharing areas/picnics

15.7 COUNCIL ASSESSMENT PANEL - COUNCIL ASSESSMENT PANEL MEMBERSHIP**Record Number: D23/52423****Author: Manager - Development Assessment****Authoriser: Director Development and Community****Attachments: 1. Adelaide Plains Council Assessment Panel - Terms of Reference**  **EXECUTIVE SUMMARY**

- The purpose of this report is to provide Council with an overview of its Council Assessment Panel (the CAP) and its membership.
- The CAP is a mandatory relevant authority pursuant to the *Planning, Development and Infrastructure Act 2016* (the PDI Act) and is responsible for using the provisions of the Planning and Design Code to determine whether or not to grant consent to development applications.
- Council is required to consider whether or not to appoint a Council Member or Independent Member to the Council Assessment Panel (CAP) upon the notice of resignation of Council Member Margherita Panella from the CAP on 17 November 2023.

RECOMMENDATION 1

“that Council, having considered Item 15.7 – *Council Assessment Panel - Council Assessment Panel Membership*, dated 27 November 2023, receives and notes the report and in doing so notes the resignation of Councillor Panella from the Council Assessment Panel on 17 November 2023.”

RECOMMENDATION 2 – APPOINT COUNCIL MEMBER (OPTION 1)

“that Council, having considered Item 15.7 – *Council Assessment Panel - Council Assessment Panel Membership*, dated 27 November 2023, and in light of Councillor Panella’s resignation:

- 1. Appoints Cr to the Council Assessment Panel (CAP) pursuant to section 83(1)(b)(i) of the *Planning, Development and Infrastructure Act 2016* (PDI Act) for a term commencing 27 November 2023 and ending 30 June 2024; and**
- 2. Determines, in accordance with section 83(1)(b) of the PDI Act, that this appointment is subject to the Member’s compliance with, and acceptance of, the Terms of Reference for the CAP (adopted 3 March 2021).**

RECOMMENDATION 2 – APPOINT INDEPENDENT MEMBER (OPTION 2)

“that Council, having considered Item 15.7 – *Council Assessment Panel - Council Assessment Panel Membership*, dated 27 November 2023, resolves to call for independent expressions of interest for a new CAP Member, to be administered by the Manager – Development Assessment.

RECOMMENDATION 2 – NO REPLACEMENT APPOINTMENT (OPTION 3)

“that Council, having considered Item 15.7 – *Council Assessment Panel - Council Assessment Panel Membership*, dated 27 November 2023, resolves to not fill the vacancy in CAP Membership until the new term commences from 1 July 2024.”

BUDGET IMPACT

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

RISK ASSESSMENT

Whilst the Council Assessment Panel must be established pursuant to Sections 82 and 83 of the *Planning, Development and Infrastructure Act 2016* (the PDI Act), Council will not be exposed to any risk if it does not reappoint a Council Member for the remainder of the Term of Appointment (ending in June 2023).

DETAILED REPORT

Purpose

The purpose of this report is to provide Council with an overview of its Council Assessment Panel (the CAP) and for Council to:

- Consider the reappointment of a Council Member to the CAP.

Background

The CAP is a mandatory committee under the PDI Act and is responsible for determining, using the Planning and Design Code, whether or not to grant consent to various developments.

The key functions of the CAP are as follows:

- The assessment and determination of development applications using the Planning and Design Code, whether or not to grant consent to various kinds of development;
- Hearing representations from the public concerning applications that have been publicly notified;
- The consideration of proposals subject to appeal against the decision of Council's Assessment Manager; and
- The consideration of proposals subject to appeal to the Environment Resources and Development Court.

In accordance with the PDI Act, the CAP is responsible for adopting its own Terms of Reference. A copy of the Terms of Reference is provided for Council's information as **Attachment 1** to this Report.

Council is responsible for appointing Members to the CAP and last reviewed its membership at its meeting held on 28 November 2022, and resolved to appoint membership for all members until 30 June 2024, including that of Councillor Panella.

On 17 November 2023, Councillor Panella tendered her resignation from the CAP, effective immediately. This leaves the current CAP membership as follows:

- Nathan Cunningham (Presiding Independent Member)
- Aaron Curtis (Independent Member)
- Paul Mickan (Independent Member)
- Susan Giles (Independent Member)
- Ian O'Loan (Deputy Independent Member)

Discussion

In accordance with Clause 2.1 of the CAP Terms of Reference, the CAP shall comprise five (5) members, including one Member of Council, plus a Deputy Member.

Councillor Panella resigned from the CAP on 17 November 2023, which leaves four (4) Members and the Deputy Member.

Section 3 of the Terms of Reference covers vacancies in membership. Under this section, Council may appoint a person to be a CAP Member for the balance of the term of office. Clause 3.2 also provides the option of appointing the Deputy Member to fill the vacancy.

Clause 3.4 highlights that a vacancy in the membership of the CAP will not invalidate any decisions of the CAP, provided a quorum is maintained.

The above provides Council with various options for the remainder of the term of the CAP.

The first option is to appoint a Council Member to the CAP. This can be done by way of nominations and a formal vote. Should Council resolve to appoint a new Council Member, it is noted that the Clause 2.3 Terms of Reference include, *inter alia*, considerations around knowledge and experience in the operation of the PDI Act, any fields relevant to development applications and planning policy, local government, and qualifications.

The second option is to call for expressions of interest of a new independent Member. This would be administered by the Manager Development Assessment with interviews and a recommendation report being presented to Council. This option would likely see an appointment not occurring until February 2024 due to timing of the approaching holiday season.

The third option is to not replace the Member. The CAP will continue to operate with the option of calling upon the Deputy Member if required. It is estimated that there will be two meetings between the time of this report and 30 June 2024.

Conclusion

The previously appointed Council Member position is now vacant. In accordance with the CAP Terms of Reference, Council has three options for consideration.

References


Legislation

Planning, Development and Infrastructure Act 2016

Council Policies/Plans

Council Assessment Panel – Terms of Reference

Strategic Plan 2021-2024 Proactive Leadership

 Adelaide Plains Council	Council Assessment Panel Terms of Reference	
	Adoption by Council Assessment Panel :	3 March 2021
	Last Review Date:	March 2021
TRIM CON: CON18/759 TRIM DOC: D21/5721	Strategic Outcome: 4.5 Accountable and Sustainable Governance	

1. BACKGROUND

- 1.1 The Adelaide Plains Council Assessment Panel (**CAP**) was appointed as a relevant authority under Section 82 and 83 of the *Planning, Development and Infrastructure Act 2016 (Act)* by resolution of the Adelaide Plains (**the Council**) commencing 1 October 2017.
- 1.2 The CAP is a relevant authority under the Act and, during transition to the Act, will act as a delegate of the Council for the purpose of the *Development Act 1993*.

2. MEMBERSHIP OF CAP

Appointment of Members

- 2.1 The CAP will be constituted of five (5) Members (**CAP Members**), to be appointed by the Council, comprising:
 - 2.1.1 one Member of the Council (**Council Member**); and
 - 2.1.2 four (4) Independent Members (**Independent Members**), not being Members of the Council or State Parliament.
- 2.2 The Council may determine that the CAP will be constituted by a different number of members for different classes of development, in which case the relevant details will be specified by the Council.
- 2.3 When appointing CAP Members, the Council may have regard to the following:
 - 2.3.1 the candidate's knowledge of the operation and requirements of the Act and, during transition to the Act, the Development Act;
 - 2.3.2 in relation to Independent Members, the candidate's qualifications or experience in a field that is relevant to the activities of the CAP being the assessment of development applications against established planning policy;
 - 2.3.3 in relation to the Council Member, the candidate's experience in local government and the assessment of development applications;

- 2.3.4 that a balance of qualifications and experience among CAP Members is desirable;
- 2.3.5 that gender diversity among CAP Members is desirable; and
- 2.3.6 such other matters as the Council considers relevant.

Appointment of Deputy Members

- 2.4 The Council must appoint at least one Deputy Member to the CAP for the purpose of filling in for a CAP Member who is unable to attend a CAP meeting or part of a CAP meeting.
- 2.5 Subject to clause 2.6, a Deputy Member must not be a Member of the Council or State Parliament.
- 2.6 Where a Deputy Member appointed for the Council Member is also a member of the Council, that person may not act as a deputy for any other CAP Member (whereas a Deputy Member who is not a member of the Council may act as a deputy for any CAP Member).
- 2.7 Where more than one Deputy Member is appointed, the Council must specify the circumstances in which each Deputy Members (or any one or more of them) will be invited to attend a CAP meeting.
- 2.8 In appointing a Deputy Member, the Council may have regard to the matters in clause 2.3, as well as to the qualifications and experience of the CAP Member or CAP Members to whom the candidate will be a deputy.
- 2.9 Unless the context otherwise requires, a reference to a CAP Member in this document includes a Deputy Member.

Expression of Interest

- 2.10 The Council will call for expressions of interest for appointment of CAP Members.

Presiding Member and Acting Presiding Member

- 2.11 The Council will appoint an Independent Member to be the Presiding Member of the CAP for such term and on such conditions as determined by the Council.
- 2.12 The Presiding Member will preside at any CAP meeting at which he or she is present.
- 2.13 In the event that the Presiding Member is not present at a meeting (or part thereof) an Acting Presiding Member will be appointed by those CAP Members who are present at the meeting.
- 2.14 A Presiding Members is eligible to be reappointed as the Presiding Member at the expiry of his or her term of office as Presiding Member.

- 2.15 In the event that the Presiding Member resigns or is removed from office, the Council will appoint an Independent Member to be the Presiding Members for such term and on such conditions as determined by the Council.

Term of Appointment

- 2.16 Subject to clause 5, Independent Members will be appointed for a term of up to two (2) years and on such other conditions as determined by the Council.
- 2.17 Subject to clause 5, the Council Member will be appointed for a term of up to two (2) years and on such other conditions as determined by the Council.
- 2.18 Deputy Members will be appointed for a term of up to two (2) years and on such other conditions as determined by the Council.
- 2.19 A CAP Member is eligible for reappointment for a further term, or further terms, upon the expiry of his or her current term.
- 2.20 A CAP Member whose term of office has expired may nevertheless continue to act as a Member until the vacancy is filled or for a period of six months from the expiry of the Member's term of office, whichever occurs first.

3. VACANCY IN MEMBERSHIP

- 3.1 In the event of a vacancy arising in the office of a CAP Member, the Council may appoint a person to be a CAP Member for the balance of the original CAP Member's term of office as soon as is reasonably practicable in the same manner as the original CAP Member was appointed.
- 3.2 The CAP Member appointed to fill a vacancy may be a Deputy Member in which case that person will automatically cease to be a Deputy Member.
- 3.3 In appointing a CAP Member pursuant to clause 3.1, the Council may have regard to the matters in clause 2.2 or 2.8 as the case requires.
- 3.4 A vacancy in the membership of the CAP will not invalidate any decisions of the CAP, provided a quorum is maintained during meetings.

4. CONDITIONS OF APPOINTMENT

- 4.1 At all times, CAP Members must act honestly, lawfully, in good faith, and in accordance with any code of conduct applicable to CAP Members.
- 4.2 CAP Members may be remunerated as determined by the Council for the reasonable time and costs incurred by CAP Members in attending CAP meetings.
- 4.3 Different levels of remuneration may be fixed by the Council for Independent Members, the Council Member, the Presiding Member and Deputy Members.
- 4.4 Upon the commencement of Section 83(1)(c) of the Act:

- 4.4.1 CAP Members, excluding a Member who is a Member or former Member of the Council, must be accredited professionals under the Act; and
- 4.4.2 CAP Members who are Members or former Members of the Council must have sufficient experience in local government and the assessment of development applications to satisfy the Council that they are appropriately qualified to act as a Member of the CAP.

5. **REMOVAL FROM OFFICE**

- 5.1 A CAP Member will automatically lose office where:
 - 5.1.1 the CAP Member has become bankrupt or has applied to take the benefit of a law for the relief of insolvent debtors;
 - 5.1.2 the CAP Member has been convicted of an indictable offence punishable by imprisonment;
 - 5.1.3 in the case of a Council Member, the Member ceases to be a member of the Council.
- 5.2 Subject to Clause 5.4, the Council may by resolution remove a CAP Member from office where, in the opinion of the Council, the behaviour of the CAP Member amounts to:
 - 5.2.1 a breach of a condition of his or her appointment as a CAP Member;
 - 5.2.2 misconduct;
 - 5.2.3 a breach of any legislative obligation or duty of a CAP Member;
 - 5.2.4 neglect of duty in attending to role and responsibilities as a CAP Member;
 - 5.2.5 a failure to carry out satisfactorily the duties of his or her office;
 - 5.2.6 a breach of fiduciary duty that arises by virtue of his or her office;
 - 5.2.7 inability to carry out satisfactorily the duties of his or her office.
 - 5.2.8 except in relation to Deputy Members, a failure without reasonable excuse to attend three consecutive CAP meetings without the CAP previously having resolved to grant a leave of absence to the CAP Member; or
 - 5.2.9 in relation to a Deputy Member, a failure without reasonable excuse on three consecutive occasions to attend a meeting of the CAP when requested to do so; or
 - 5.2.10 for any other reason the Council considers appropriate.

- 5.3 The removal of the CAP Member pursuant to clause 5.2 will take effect upon the Council passing a resolution to remove the CAP Member from office (unless the Council resolves otherwise), and such resolution will be confirmed in writing to the CAP Member within 7 days of being passed.
- 5.4 Prior to resolving to remove a CAP Member from office pursuant to clause 5.2, the Council must:
- 5.4.1 give written notice to the CAP Member of:
 - 5.4.1.1 its intention to remove the CAP Member from office pursuant to clause 5.2; and
 - 5.4.1.2 the alleged behaviour of the CAP Member falling within clause 5.2.1 or reason the Council considers it appropriate to remove the CAP Member,not less than 7 days before the meeting of the Council at which the matter is to be considered;
 - 5.4.2 give the CAP Member an opportunity to make submissions to the Council on its intention to remove the CAP Member from office either orally at the Council meeting at which the matter is to be considered, or in writing by such date as the Council reasonably determines; and
 - 5.4.3 have due regard to the CAP Member's submission in determining whether to remove the CAP Member from office.

15.8 COMMUNITY GROUPS - CHRISTMAS PUBLIC EVENTS 2023**Record Number:** D23/52172**Author:** Manager Library and Community**Authoriser:** Director Development and Community**Attachments:** Nil**EXECUTIVE SUMMARY**

- The Manager Library and Community has received Event Application forms for her to consider and assess from the Plains Community Group (PCG) – both at Two Wells and Dublin, the Mallala and District Lions Club and the Two Wells Regional Action Team (TWRAT) regarding their Christmas community events being held on Council land.
- This year both the Mallala and District Lions Club and TWRAT are wanting to offer amusement rides/jumping castles and games.
- In past years, costs associated with Council supporting these Christmas community events has not been fully costed and it is recommended that additional funds are allocated in the mid-year budget review (January 2024) to support some elements associated with running these functions.

RECOMMENDATION

“that Council, having considered Item 15.8 – *Community Groups - Christmas public events 2023*, dated 27 November 2023, receives and notes the report and in doing so agrees to allocate an additional \$10,000 in the mid-year Budget Review to support Adelaide Plains Council’s approved Christmas community events as detailed in this report.”

BUDGET IMPACT

Estimated Cost: \$ 10,000

Future ongoing operating costs: \$ 10,000

Is this Budgeted? No

RISK ASSESSMENT

Council has responsibility (both morally and legally) to ensure that events held on its land are appropriately managed by the organiser, and potential risks are duly assessed and measures put in place to minimise these hazards. Furthermore, Christmas community events are targeting vulnerable persons, namely children.

DETAILED REPORT

Purpose

For Council to consider approving an adjustment to the mid-year budget review to reflect the costs of supporting Christmas community events.

Background

As per Council's Event Management Policy, community services staff currently have the responsibility to ensure that events are well managed to achieve successful outcomes for event organisers and provide guidance, including appropriate levels of due diligence, on local government land.

Community (and Council driven) events contribute to a sense of belonging and community pride and have many benefits including:

- build community spirit, increase local interest and participation;
- strengthen local values and tradition and encourage volunteering;
- provide opportunities for recreation, fun, entertainment, celebration and education;
- enhance the local economy by attracting and keeping visitors in the region longer;
- build on and profile local attractions, products, history, culture and the environment;
- increased tourism development and destination awareness;
- increased economic development and growth of local businesses;
- contribute to a positive image of the Adelaide Plains Council and its communities; and
- develop and promote initiatives that enhance the identity of individual communities and the district as a whole.

Discussion

In past years Council has supported Christmas events organised by community groups, by paying for temporary road closures (if required) and dry zones (including placement of advertisements in local papers and the Government Gazette) as well as taking out public liability insurance for 'low risk' stall holders. With TWRAT requesting carnival amusements to be included in a section of the 'Dog Park' (access – both exit and entry via Wells Road) and the Mallala and District Lions Club also wishing to add rides/jumping castles to their submitted event at the Mallala Oval Complex, Council lawyers were asked to provide advice to minimise risks associated with carnival rides.

In summary they advised the following conditions:

- the 'Clubs' takes out and maintains public liability insurance for the duration of the event – both TWRAT and the Mallala and District Lions Club do have a standard \$20 million public liability insurance but it is suggested that this additional insurance should be specific for the duration of the event. The Manager Library and Community is still waiting for a quote from Council's insurers at the time of writing this report. The estimated cost for Council to pay for this event insurance has been factored into the recommended budget review adjustment of \$10,000.
- ensuring the carnival operators have the requisite insurances (importantly, public liability insurance) and that evidence of such insurances is provided to Council before the event –

the Manager Library and Community has sighted these documents for both Christmas functions.

- An indemnity and release by TWRAT/Lions Club in favour of Council for any loss or damage suffered by the Council or any third parties.
- Additionally, Council lawyers have been engaged to review the Event Application form and make recommendations to ensure that the 'general conditions' does not expose Council to any future undue risks.

It is expected that the actual costs of Council supporting these December community events (including paying for event insurance) and legal advice is \$10,000.

The Manager Library and Community has held on site meetings with both TWRAT and Mallala and District Lions Club representatives with regard to ensuring that each amusement ride is individually (and as a whole) cordoned off, i.e., restricted area to limit the possibility of unsupervised children having access to the rides.

Conclusion

Council needs to decide whether funds are allocated in the mid-year budget review regarding the costs of supporting community led Christmas events.

References

Legislation

Local Government Act (SA) 1999

Council Policies/Plans

Event Management Policy







15.9 LIQUOR LICENCE APPLICATIONS

Record Number: D23/51080

Author: Manager Regulatory

Authoriser: Director Development and Community

Attachments:

1. **Approval Request - Thompson Beach Progress Association** [↓](#) 
2. **Approval Request - Mallala and Districts Lions Club** [↓](#) 
3. **Approval Request - Mallala Football Club** [↓](#) 
4. **Landlords Consent Form** [↓](#) 
5. **Public Notice** [↓](#) 
6. **Key Responsibilities of Liquor Licensees** [↓](#) 

EXECUTIVE SUMMARY

- The Thompson Beach Progress Association, Mallala and Districts Lions Club and Mallala Football Club are seeking the support of Council regarding lodgement of Liquor Licence applications with Consumer and Business Services, the relevant authority for the assessment and approval of Liquor Licence applications in South Australia. The proposals all relate to leased local government land.
- The Thompson Beach Progress Association is seeking a new Club Liquor Licence for their Community Hall at Thompson Beach.
- The Mallala and Districts Lions Club is seeking to transfer an existing Club Liquor Licence from premises at the Mallala Racetrack to a new Community Hall building at the Mallala Oval.
- The Mallala Football Club is seeking amendments to their existing Club Liquor Licence to increase trading hours and redefine their licensed premises at the Mallala Oval.
- In accordance with Council resolution, public consultation on the proposals occurred between 4 October and 25 October 2023 using various consultation measures, including newspaper notification, Council website and letters to adjoining landowners and relevant stakeholders. No submissions or enquiries were received.
- A Council Approvals Form is required to be completed by Council for each application, and Council's Development Assessment staff have indicated no objection to the proposals, confirming all relevant approvals and consents are in place. In accordance with legal advice, it is recommended that Council request the following two conditions and note be incorporated into any approval issued by Consumer and Business Services:
 - The applicant must comply with all statutory requirements relating to the liquor licence at the applicant's cost;
 - The applicant must provide copies of all notices or orders received in relation to the liquor licence to Council; and
 - Any further increase in capacity or trading hours would require further Council consent.
- A Landlords Consent Form is also required to be signed by the Chief Executive Officer as authorised by Council, for each of the proposals. Council's Property Officer has advised that no amendments to existing lease agreements are required. The proposals also do not contravene any provision of Council's *Local Government Land By-Law 2019* relating to the consumption or carrying of liquor on local government land.

- Noting that licensees are required to comply with strict licence conditions under the *Liquor Licensing Act 1997* it is recommended that the applications be supported.

RECOMMENDATION 1

“that Council, having considered Item 15.9 – *Liquor Licence Applications*, dated 27 November 2023, receives and notes the report and in doing so, instructs the Chief Executive Officer to complete the Landlords Consent Form as presented in Attachment 4 to this report, and provide to the Thompson Beach Progress Association, Mallala and Districts Lions Club and Mallala Football Club, in support of their respective Liquor Licence applications.”

RECOMMENDATION 2

“that Council, having considered Item 15.9 – *Liquor Licence Applications*, dated 27 November 2023, instructs the Chief Executive Officer to complete and provide to the Thompson Beach Progress Association, Mallala and Districts Lions Club and Mallala Football Club, the Council Approvals forms presented in Attachments 1, 2 and 3 to this report, inclusive of the following conditions and notes request:

- 1. The applicant must comply with all statutory requirements relating to the liquor licence at the applicant’s cost;**
- 2. The applicant must provide copies of all notices or orders received in relation to the liquor licence to Council; and**
- 3. Any further increase in capacity or trading hours would require further Council consent.”**

BUDGET IMPACT

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

RISK ASSESSMENT

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

DETAILED REPORT

Purpose

To seek the endorsement of Council in regard to requests from the Thompson Beach Progress Association, Mallala and Districts Lions Club and Mallala Football Club, to support Liquor Licence applications to Consumer and Business Services (CBS).

Background

Thompson Beach Progress Association

The Thompson Beach Progress Association (TBPA) is seeking Council support for a Club Liquor Licence to support events and functions at their Community Hall at Lot 248, 14 Ruskin Road, Thompson Beach.

Support is requested in the form of a completed Landlords Consent Form and Council Approvals Form (**Attachment 1**) for submission to CBS. This attachment also includes a floor plan of the Ruskin Road premises.

The proposed hours of operation are 10.00am to 11.45pm, Monday to Sunday, including Public Holidays, with the application limited to indoors only.

CBS is the relevant authority for the assessment and approval of Liquor Licence applications under the *Liquor Licensing Act 1997* (the Act).

Mallala and Districts Lions Club

The Mallala and Districts Lions Club currently hold Club Liquor Licence numbered 57213573 relating to premises at the Mallala Racetrack, and are seeking support to transfer this licence to the newly constructed club/community building (and associated external area) at the Mallala oval at Lot 20 Wasleys Road, Mallala.

The new community facility was issued final Development Approval by Council in July 2023 (Development Application 21038886).

The Council Approvals Form is contained in **Attachment 2**, together with a floor plan of the premises and site plan showing proposed outdoor licenced area.

The proposed hours of operation are from 5.00am to 2.00am, Monday to Sunday, including Public Holidays, with a major reason for the extended hours being to cater for the infrequent use of the building as an Emergency Relief and Command Centre (if required). The licence will also support club activities.

Mallala Football Club

The Mallala Football Club currently hold Club Liquor Licence numbered 57206487 relating to the Mallala football clubroom facility, and are seeking to increase trading hours and capacity. The existing licence allows trading between 1 April and 30 September each year.

In particular the club is proposing to increase trading hours by one (1) hour on Fridays and Saturdays, to 1.00am. In addition, they are seeking to have an outdoor capacity of 1201 persons in a defined area surrounding the Mallala oval.

Both changes are sought to negate the need to apply for a Short-Term Licence for football finals events and club functions.

Attachment 3 includes a Council Approvals Form and site plan showing proposed outdoor licenced area. As the application has been lodged with CBS the attachment also includes a Variation of Conditions Application Summary, Notice of Application and details relating to the existing Club Liquor Licence.

General Information

A club licence allows the selling of liquor to:

- members of the club, residents of the club premises and the general public for consumption on the premises
- a resident of the club for takeaway at any time
- a club member through direct sales transactions, including online or by mail order, as long as it's delivered in South Australia between 8:00 am and 10:00 pm.

The TBPA, Mallala and Districts Lions Club and Mallala Football Club all hold leases over portions of Council land, and are therefore required to consult with Council, as the registered proprietor of the land, regarding Liquor Licence applications made under the Act.

In addition to the Council Approvals forms described above, CBS also requires a Landlords Consent Form to be completed by Council for each of these proposals (**Attachment 4**).

At the Ordinary meeting of 25 September 2023 Council resolved the following:

RESOLUTION 2023/283

Moved: Councillor Strudwicke

Seconded: Councillor Keen

“that Council, having considered Item 14.3 – Liquor Licence Applications – Public Consultation, dated 25 September 2023, receives and notes the Report, and in doing so further to Council resolution 2023/247, instructs the Chief Executive Officer to undertake public consultation (at Council’s cost) in relation to Liquor Licence application proposals by the Thompson Beach Progress Association, Mallala and Districts Lions Club and Mallala Football Club, using the following consultation measures:

- ***Local newspapers and Council website public notices***
- ***Written correspondence to adjacent residents and/or other stakeholders***
- ***Fixed notice within Council’s Principal Office, and Two Wells Service Centre.”***

CARRIED

Discussion

Public consultation on the proposals has been undertaken in accordance with the above resolution of Council, using the following methods:

- Local newspaper (**Attachment 5**) and Council website public notices
- Fixed notice within Council’s Principal Office, and Two Wells Service Centre.
- Written correspondence to adjacent residents and stakeholders. Stakeholders included the following:
 - Mallala Cricket, Tennis, Netball and Football Clubs
 - Mallala RSL
 - Mallala and Districts Lions Club

The purpose of consulting, which occurred between 4 October and 25 October 2023, was to: -

- identify any community concerns with the respective organisations having the benefit of new and/or amended Liquor Licences
- enable discussion amongst the differing interests of the pros and cons of supporting the Liquor Licences
- inform a possible resolution of Council regarding support of the Liquor Licence applications.

At the end of the consultation period no submissions were received in relation to any of the proposals, and further, there is no record of any enquiries being received.

Council Approvals Forms

Section 2 of the Council Approvals Forms contained in **Attachments 1, 2 and 3** is required to be completed by Council for each proposal, and requests confirmation that all relevant planning and development approvals, consents and exemptions have been obtained. In particular the form seeks confirmation in relation to building works completion, occupancy and trade (trading hours, venue capacity and premises plan).

Council's Development Assessment staff have no objection to the proposals, and have confirmed all relevant approvals and consents are in place.

The form also provides for comments and listing of items outstanding. In accordance with legal advice, it is recommended that Council request the following two conditions and note be incorporated into any approval issued by CBS:

- The applicant must comply with all statutory requirements relating to the liquor licence at the applicant's cost;
- The applicant must provide copies of all notices or orders received in relation to the liquor licence to Council; and
- Any further increase in capacity or trading hours would require further Council consent.

Landlords Consent Form

A Landlords Consent Form is required to be signed by the Chief Executive Officer as authorised by Council, for each of the proposals.

Council's Property Officer has advised that the applications proposed by the TBPA and Mallala Football Club do not require amendments to their respective lease agreements, as Liquor Licences are consistent with the permitted uses outlined on the agreements.

In relation to the Mallala and Districts Lions Club, the lease agreement does contain provisions requiring the consent of Council for the serving, selling and consumption of alcohol.

The proposals also do not contravene any provision of Council's *Local Government Land By-Law 2019* relating to the consumption or carrying of liquor on local government land.

Licensee Requirements

In determining whether to support the proposals it is relevant to note that Liquor Licence holders have a range of key responsibilities under the Act in relation to the management of consumption and supply of liquor. These include:

- Need for a responsible person
- Responsible service of alcohol
- Training
- Noise and disturbance consideration
- Signage
- Risk assessment and management
- Compliance with relevant code of practice
- Payment of annual fees

The above requirements are outlined in more detail in **Attachment 6**.

Liquor Licence holders must stay well informed with liquor legislation in South Australia. CBS regularly monitors liquor licences, including short term licences, to ensure compliance with all legislative requirements.

Inspectors from CBS can also visit licenced premises at any time to ensure the above responsibilities are being met. They are authorised to request the production of documents or records relating to business conducted under the licence.

Conclusion

The Thompson Beach Progress Association, Mallala and Districts Lions Club and Mallala Football Club are seeking the support of Council regarding lodgement of Liquor Licence applications with Consumer and Business Services.

Public consultation on the proposals in accordance with the *Public Consultation Policy* occurred between 4 October and 25 October 2023. No submissions or enquiries were received.

The applications have been reviewed by respective Council staff and no issues have been identified.

It is recommended that the applications be supported, noting that licensees are required to comply with strict licence conditions.

References

Legislation

Local Government Act 1999

Liquor Licensing Act 1997

Council Policies/Plans

Public Consultation Policy

Council Approvals - Liquor Licence Application

Section 1: Applicant to complete

Premises name	Thompson Beach Community Hall
Premises address	14 Ruskin Road, Thompson Beach , SA 5501
Licence number (existing only)	
Category of liquor licence	Club

Liquor Application – please tick all applicable

Grant of new liquor licence	<input checked="" type="checkbox"/>	Alterations to licensed premises	<input type="checkbox"/>
Increase trading hours	<input type="checkbox"/>	Redefinition of licensed premises	<input type="checkbox"/>
Increase venue capacity	<input type="checkbox"/>	Remove licence to new address	<input type="checkbox"/>
Significant variation to trading rights	<input type="checkbox"/>	Adding Retail, Wholesale or Production Outlet	<input type="checkbox"/>

Liquor Licence Information – please complete as applicable

Hours of operation

Monday	10.00am to 11:45 PM	Friday	10.00am to 11:45 PM
Tuesday	10.00am to 11:45 PM	Saturday	10.00am to 11:45 PM
Wednesday	10.00am to 11:45 PM	Sunday	10.00am to 11:45 PM
Section Thursday	11.00am to 11:45 PM	Public holidays	10.00am to 11:45 PM

Capacity and plan of licensed premises

Indoor venue capacity	60
Outdoor capacity (excluding outdoor dining permit)	0
Attach plan of licensed premises	Attached? <input checked="" type="radio"/> Yes <input type="radio"/> No

Plan – Please attach a copy of the plan if applicable

Optional – Please provide additional comments, or attach additional documents, if this may assist council to understand your liquor application



Comments:

The operating hours stated above show the maximum time of potential trade. Majority of trading times would be for specific function and/or over weekends & public holidays. The types of activities and intended operating hours are shown in our Approved Development Application.



Section 2: Council to complete

I confirm all relevant planning and development approvals, consents and exemptions required in connection with this liquor licence application have been obtained – Yes No N/A

I confirm any relevant building works are complete and the premises is ready for occupancy and trade – Yes No N/A

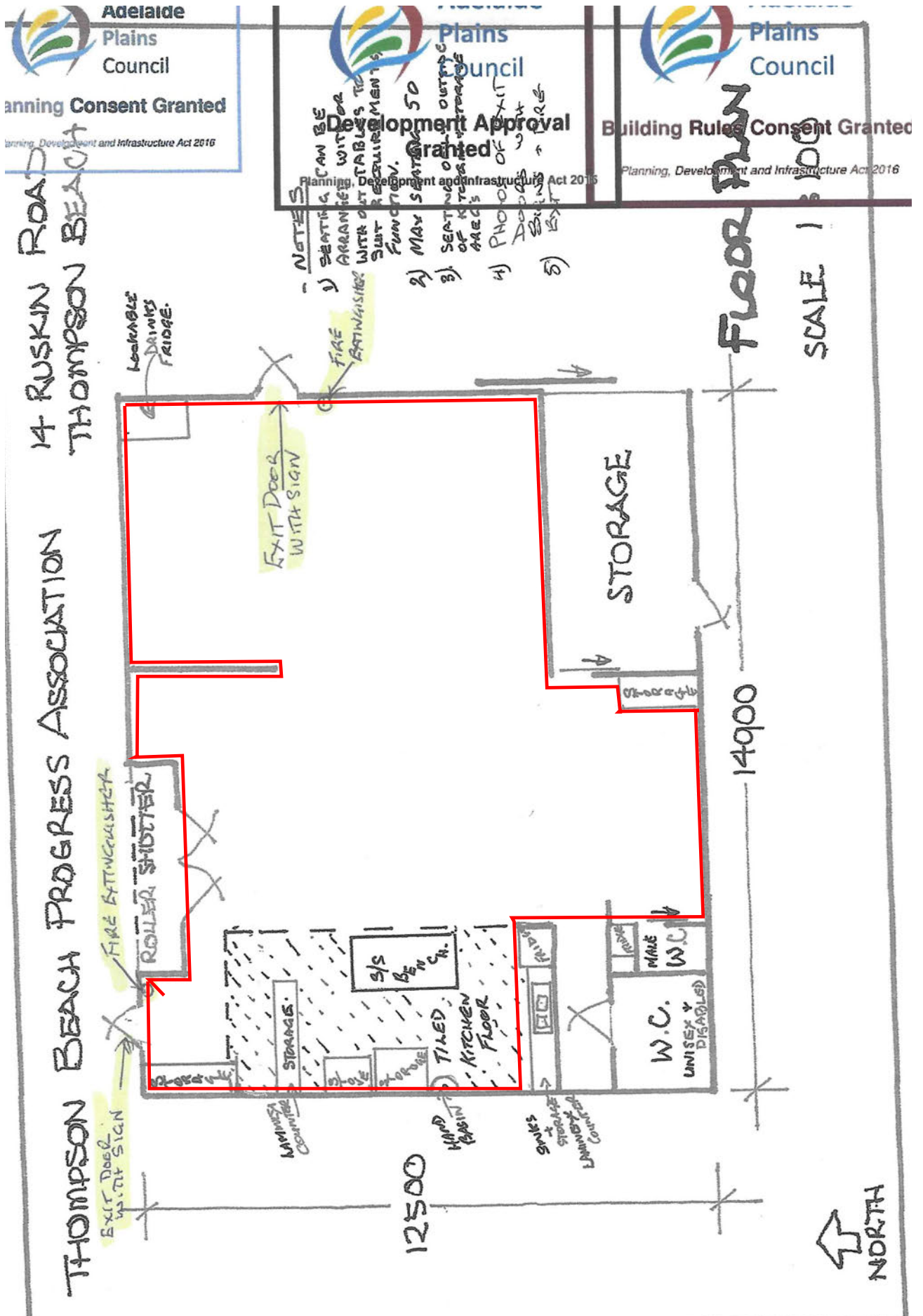
If yes is selected – I confirm a certificate of occupancy has been issued - Yes No N/A

I confirm the proposed trading hours, venue capacity and premises plan are suitable – Yes No N/A

If all relevant approvals have not been obtained, what documents (e.g. certificate of occupancy), or steps or processes (e.g. variation to development approval), remain outstanding?

Optional – Please attach additional documents, e.g. support letters with conditions, decision notification forms, if this may assist the applicant or the Licensing Authority

Name	
Position	
Council	
Signature	
Date	



Council Approvals - Liquor Licence Application

Section 1: Applicant to complete

Premises name	MALLALA AND DISTRICTS LIONS CLUB
Premises address	LOT 20 WASLEYS RD MALLALA
Licence number (existing only)	57213573
Category of liquor licence	CLUB

Liquor Application – please tick all applicable

Grant of new liquor licence	<input type="checkbox"/>	Alterations to licensed premises	<input type="checkbox"/>
Increase trading hours	<input type="checkbox"/>	Redefinition of licensed premises	<input checked="" type="checkbox"/>
Increase venue capacity	<input type="checkbox"/>	Remove licence to new address	<input type="checkbox"/>
Significant variation to trading rights	<input type="checkbox"/>	Adding Retail, Wholesale or Production Outlet	<input type="checkbox"/>

Liquor Licence Information – please complete as applicable

Hours of operation

Monday	5:00AM to 2:00AM	Friday	5:00AM to 2:00AM
Tuesday	5:00AM to 2:00AM	Saturday	5:00AM to 2:00AM
Wednesday	5:00AM to 2:00AM	Sunday	5:00AM to 2:00AM
Section Thursday	5:00AM to 2:00AM	Public holidays	5:00AM to 2:00AM

Capacity and plan of licensed premises

Indoor venue capacity	130
Outdoor capacity (excluding outdoor dining permit)	120
Attach plan of licensed premises	Attached? <input checked="" type="radio"/> Yes <input type="radio"/> No

Plan – Please attach a copy of the plan if applicable

Optional – Please provide additional comments, or attach additional documents, if this may assist council to understand your liquor application


Comments:

The reason for the 5:00AM till 2:00AM is because the building is for use as an Emergency Relief and Command Centre and an area with the ability to provide food and beverages to Emergency Responders especially after completing thier shifts dealing with emergencies. By having a Bar will enable them to have a couple of drinks to de-stress and debrief thier duties.

Secondary use will be for the Mallala and Districts to consume alchohol during club activities.

The building is expected to be completed mid October ready for the upcoming fire hazard period.



Section 2: Council to complete

I confirm all relevant planning and development approvals, consents and exemptions required in connection with this liquor licence application have been obtained – Yes No N/A

I confirm any relevant building works are complete and the premises is ready for occupancy and trade – Yes No N/A

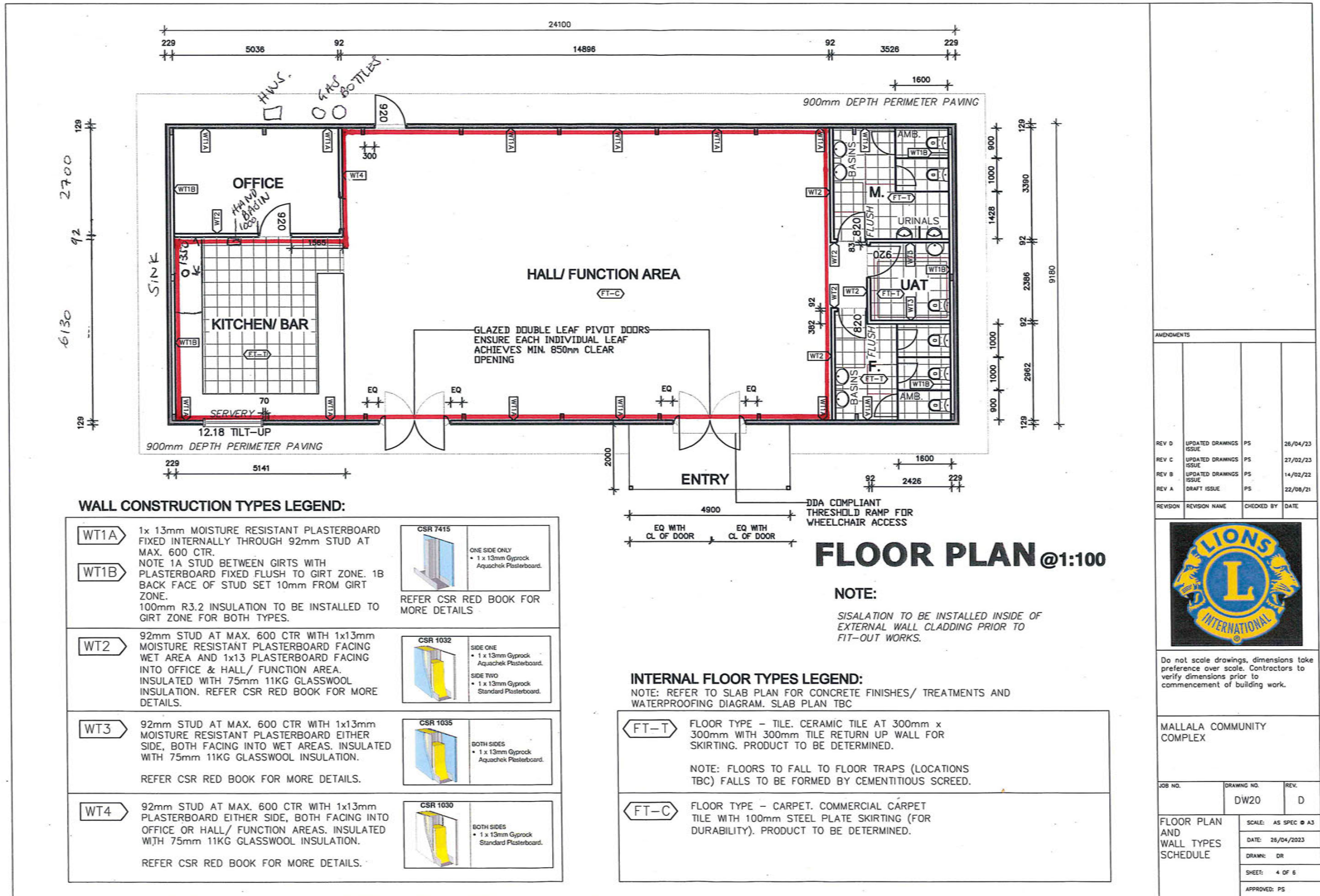
If yes is selected – I confirm a certificate of occupancy has been issued - Yes No N/A

I confirm the proposed trading hours, venue capacity and premises plan are suitable – Yes No N/A

If all relevant approvals have not been obtained, what documents (e.g. certificate of occupancy), or steps or processes (e.g. variation to development approval), remain outstanding?

Optional – Please attach additional documents, e.g. support letters with conditions, decision notification forms, if this may assist the applicant or the Licensing Authority

Name	
Position	
Council	
Signature	
Date	





Council Approvals - Liquor Licence Application

Section 1: Applicant to complete

Premises name	Mallala Football Club
Premises address	Wasleys Road, Mallala SA 5502
Licence number (existing only)	57206487
Category of liquor licence	Club

Liquor Application – please tick all applicable

Grant of new liquor licence	<input type="checkbox"/>	Alterations to licensed premises	<input type="checkbox"/>
Increase trading hours	<input checked="" type="checkbox"/>	Redefinition of licensed premises	<input checked="" type="checkbox"/>
Increase venue capacity	<input type="checkbox"/>	Remove licence to new address	<input type="checkbox"/>
Significant variation to trading rights	<input type="checkbox"/>		

Liquor Licence Information – please complete as applicable

Hours of operation

Monday	No change	Friday	5.00 am to 1.00 am
Tuesday	No change	Saturday	5.00am to 1.00am
Wednesday	No change	Sunday	No change
Thursday	No change	Public holidays	No change

Capacity and plan of licensed premises

Indoor venue capacity	200
Outdoor capacity (excluding outdoor dining permit)	1201
Please attach plan of licensed premises	Attached? Yes

Optional - Please provide additional comments, or attach additional documents, if this may assist council to understand your liquor application

<p>Comments:</p> <p><i>The reason for the change of our license, is that when we hold any Finals we are then not required to apply for a Short Term license, which includes the Oval premises and increased capacity. The change of trading times on the Friday and Saturday is that when Club holds a Club Function a Short Term License is not needed for an extension of hours of trade.</i></p>

Section 2: Council to complete

I confirm all relevant planning and development approvals, consents and exemptions required in connection with this liquor licence application have been obtained – **Choose an item.**

I confirm any relevant building works are complete and the premises is ready for occupancy and trade – **Choose an item.**

I confirm the proposed trading hours, venue capacity and premises plan are suitable – **Choose an item.**

If all relevant approvals have not been obtained, what documents (e.g. certificate of occupancy), or steps or processes (e.g. variation to development approval), remain outstanding?

Comments: Click or tap here to enter text.
--

Optional – Please attach additional documents, e.g. support letters with conditions, decision notification forms, if this may assist the applicant or the Licensing Authority

Name	Click or tap here to enter text.
Position	Click or tap here to enter text.
Council	Click or tap here to enter text.
Signature	
Date	Click or tap here to enter text.



Application Summary

Variation of conditions

Application details		Ref no VCU18074642	
Application paid	Yes	Receipt number	35427197965
Amount paid	\$450	Submitted date	21/7/23 9:40:34 AM

Licence details		Ref no VCU18074642	
Premises name	Mallala Football Club Inc		
Licence class	Club		
Licence number	57206487		
Licensee	Mallala Football Club Inc		
Premises address	Wasleys Road, MALLALA, SA, 5502		

Contact details for this application	
Name	Mr Brian TILLER
Email	bootiller21@gmail.com
Phone	0419804414
Postal address	PO BOX 303 Mallala South Australia 5502

Application type (things to change)	
Venue capacity	✓
Trading hours	✓
Authorisations	✗



Government of South Australia
Attorney-General's Department

Exemptions	✘
Endorsements	✘
Conditions	✘

Venue capacity

Proposed capacity	1201
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Trading hours – Consumption on premises

Day	From	To
Monday	No change required	No change required
Tuesday	No change required	No change required
Wednesday	No change required	No change required
Thursday	No change required	No change required
Friday		1:00 AM
Saturday		1:00 AM
Sunday	No change required	No change required

Supporting documents

Type	File name	Supplied
Premises plan (marked)		✘
Premises plan (unmarked)		✘
Premises plan of where prescribed entertainment will be		✘
Development Approval or statement from local council stating that Development Approval is not required		✘
Copy of profit sharing agreement(s)		✘
Late night code exemption - A copy of your management plan, including a risk assessment of operations, measures to		✘



manage high risk operations		
General code of practice exemption - A copy of your management plan, including a risk assessment of operations, measures to manage high risk operations		X
Responsible person exemption - Other information that would support your request		X
Community Impact Submission		X
Capacity assessment		X
Other supporting documents		X



Notice of Application



Government of South Australia
Attorney-General's Department

Under section 52 of the *Liquor Licensing Act 1997*

Mallala Football Club Inc has applied to the licensing authority for the variation of conditions in relation to a **club** licence in respect of premises situated at Wasleys Road, Mallala SA 5502 known as Mallala Football Club.

The following licence conditions are sought in the application:

- Increase capacity from 200 persons to 1201+ persons.

The following changes to authorised hours for the consumption of liquor on the licensed premises are sought by this application:

Monday	no change	Friday	5:00am to 1:00am the next day
Tuesday	no change	Saturday	5:00am to 1:00am the next day
Wednesday	no change	Sunday	no change
Thursday	no change		

The application has been set down for determination on **29 August 2023**.

Submissions in respect of the application can be made by lodging the form available at www.cbs.sa.gov.au/advertised-liquor-notices# at least 7 days before the date of determination. A copy of the submission will be automatically sent to the applicant at bootiller21@gmail.com

The application and certain documents and material relevant to the application may be inspected at the office of the Liquor and Gambling Commissioner, 95 Grenfell Street, Adelaide SA 5000 until 7 days before the date of determination. To book an inspection appointment, please select the link at <https://www.cbs.sa.gov.au/advertised-liquor-and-gaming-notices>

Please scan for more information about the application.



CLUB LICENCE**57206487***Liquor Licensing Act 1997*

Premises Name	Mallala Football Club Inc
Licence Status	Current
Premises Address	Wasleys Road, MALLALA SA 5502
Licensee	Mallala Football Club Inc
Attachments	- Conditions (A)

Premises capacity

Capacity:	200
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Authorised hours for the sale of liquor

	Consumption on premises
Monday	5:00 am to Midnight
Tuesday	5:00 am to Midnight
Wednesday	5:00 am to Midnight
Thursday	5:00 am to Midnight
Friday	5:00 am to Midnight
Saturday	5:00 am to Midnight
Sunday	8:00 am to Midnight

Trading Authorisations and Exemptions**Trading Authorisations**

1. Sale of liquor for consumption on the licensed premises authorised

Exemptions (conditions may apply see Attachment A)

1. Responsible Person

Date Granted: 16 November 2019
By Order: B223336



Government of South Australia
Attorney-General's Department

Attachment A Conditions

Conditions

1. The licensee is not authorised to trade during the following periods: Saturdays from 1pm to midnight for the period 1 October to 31 March each year.

This licence authorises the sale and supply of liquor in accordance with the Liquor Licensing Act 1997, the terms and conditions of this licence, and the Commissioner's Codes of Practice.

It is the licensee's responsibility to determine whether any conditions imposed by local council relating to the use of the premises or carrying on the business under the licence also apply.

Date Granted: 16 November 2019
By Order: B223336



Government of South Australia
Attorney-General's Department

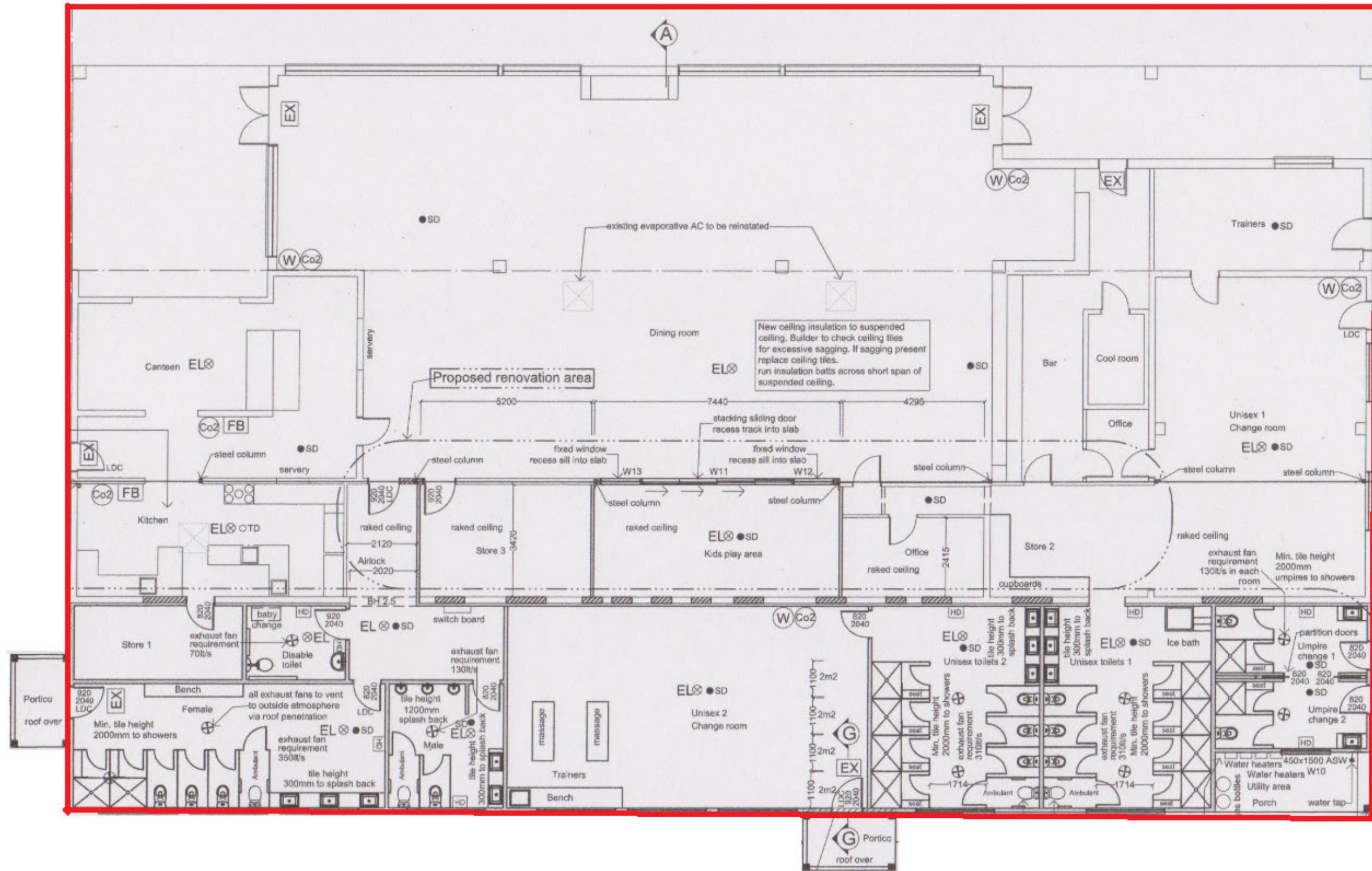
Plan A - 57206487

Liquor Licensing Act 1997

Mallala Football Club Inc



Government of South Australia
Attorney-General's Department



Legend

- icensed Area Red Line
- Gaming Area Purple Line
- rescribed Entertainment Blue Line
- Out of Bounds to Minors Orange Line
- Collective Outlets Green Line


Liquor and Gambling Commissioner
Application No: 215571, 5 August 2022

Landlords Consent Form

This form is to be completed by the registered proprietor shown on the certificate of title of the premises address.

I, ,
Name

am authorised on behalf of ,
The registered proprietor as shown on the certificate of title

who is the registered proprietor (landlord) for ,
Premises address

to consent to the grant of the application made by ,
Applicant's name

to the Liquor and Gambling Commissioner for the

Description of application e.g. grant of a restaurant licence or redefinition of the licensed area to include the rear veranda

Signed

Date
DD/MM/YYYY

Note that you may only consent to an application if you are the registered proprietor or if you are authorised to sign on behalf of the entity that is the registered proprietor.

Note also that if there are multiple registered proprietors shown on the certificate of title, each entity/individual must complete a separate consent form.

If you have any queries Consumer and Business Services can be contacted on 8226 8655 or liquorandgaming@sa.gov.au





PUBLIC CONSULTATION
LIQUOR LICENCE
APPLICATIONS

4 October 2023 to 25 October 2023

The following groups are submitting a Liquor Licence Application to Consumer and Business Services:

- Thompson Beach Progress Association: Club Liquor Licence at the Community Hall, Thompson Beach
- Mallala and Districts Lions Club: transfer current Club Liquor Licence at Mallala Racetrack to new Community Hall at Mallala Oval
- Mallala Football Club: amendment to current Club Liquor Licence to increase trading hours and redefine licensed premises at Mallala Oval

Council support of the above Liquor Licence Applications is being sought. Council invites written submissions on the proposals before providing support.

Application details can be viewed on Council's website or at the Mallala or Two Wells Council offices. Written submissions must be received by **5pm Wednesday 25 October 2023**

addressed to:

- Feedback: Liquor Licence Applications
- Mail to: PO Box 18, Mallala SA 5502
- Email to: info@apc.sa.gov.au

A report for Council to consider submissions will be prepared upon the conclusion of public consultation. **Note:** submissions shall become public record and may form part of a report to Council. Please indicate if you wish for your correspondence to remain anonymous for the purposes of a report to Council.

More information:

- Enquiries may be directed to Manager Regulatory
(08) 8527 0200
info@apc.sa.gov.au
- Or visit:
www.apc.sa.gov.au/our-council/publicconsultation

James Miller
Chief Executive Officer

SA.GOV.AU

Key responsibilities of liquor licensees

Liquor licence holders must stay well informed and keep themselves up to date with liquor regulations in South Australia. All licence holders must display a copy of their licence at or near the entrance to the premises.

Compliance checklist

This checklist can help you assess your level of compliance with:

- legislation
- regulations
- licence conditions
- codes of practice.

[Self-assessment checklist - liquor \(PDF 796KB\)](#)

Responsible persons

There must be an approved responsible person on duty whenever the venue is open to the public.

If you don't have a responsible person on duty, you can be issued an on the spot fine of \$1,200 and a maximum penalty of \$20,000.

In certain circumstances, you may be able to apply for an exemption to have a responsible person on duty.

[Approval of a responsible person](#)

[Apply for exemption from responsible person requirements](#)

Responsible service of alcohol and other training

The licensee must ensure that the following people have completed approved responsible service of alcohol training (RSA):

- all staff (including volunteers) who sell, offer for sale or serve liquor
- all security personnel working at the licensed premises.

Approved training providers

These businesses don't have to comply with the training requirements:

- a liquor production and sales licensee that doesn't authorise the sale of liquor for consumption on a licensed premises
- a packaged liquor sales licensee restricted to direct sales licence
- a short term licensee, unless the licence is for a Class 3 event or there is a condition on the licence requiring the licensee to comply
- where a person is selling or supplying liquor to a resident for consumption on the licensed premises.

RSA helps control the negative impacts of alcohol and deals with:

- service of alcohol to minors (anyone under 18)
- alcohol-related violence and crime
- drunk and disorderly patrons
- noise disturbances.

Other training

The Liquor and Gambling Commissioner can direct a licensee, responsible person or any other person who sells or serves liquor to do any accredited

training within a specified period.

Anyone who doesn't do the training by the specified date, and the licensee, can be fined an on the spot fee of \$500 and a fine of up to \$10,000.

Delivery of alcohol

If your licence allows you to sell alcohol by direct sales, such as by phone or online, you must:

- display your licence number on all promotional direct sales material - eg pamphlets, websites, newsletters
- make sure the person delivering the alcohol is over the age of 18
- get the date of birth of the buyer at the time of the purchase, unless it's been supplied before
- make sure the person delivering the alcohol knows it must only be delivered:
 - to the adult person who purchased the alcohol
 - to the adult person nominated by the purchaser
 - in line with the instructions of the purchaser, such as leaving the alcohol unattended.

If you sell alcohol to a person under the age of 18, you can be fined up to \$20,000 for a first offence and up to \$40,000 for a second or subsequent offence unless:

- you can prove you required the purchaser to provide their date of birth at the time of sale, or it had been supplied before
- you didn't know, and couldn't reasonably have been expected to have known, that the alleged offence was committed.

You can also be fined up to \$10,000 if you employ or engage a person under the age of 18 to deliver alcohol.

Deliveries of alcohol may still be left unattended if the buyer has directly instructed the licensed seller to do so.

A person delivering alcohol must:

- request evidence from the person accepting the delivery of their identity and age
- keep a record of the evidence provided for a period of one year.

If you don't comply with these requirements you can be issued an on the spot fine of \$315 and a maximum penalty of \$5,000.

Declared criminal organisations

No one can enter or remain on licensed premises if they're wearing or carrying any items associated with declared criminal organisations, often called bikie or biker gangs.

A person is committing a criminal offence if they:

- enter or remain in licensed premises while they are wearing or carrying a prohibited item or anything that displays the name of, or a symbol representing, a declared criminal organisation including:
 - clothing
 - jewellery
 - any other accessory
- refuse to leave licensed premises when asked by management or the police.

As a licensee, responsible person or employee, you are committing an offence if you let a person wearing or carrying a prohibited item enter or remain on your licensed premises.

You must call the police immediately on [131 444](tel:131444) and report the person.

All staff must be aware of these requirements and it must be included in the [risk assessment and management plan](#).

Consumer and Business Services has [signage that will assist licensees to notify the public \(PDF\)](#) about these laws.

South Australia Police have a [poster with the logos of the declared criminal organisations](#) as well as examples of the prohibited items which cannot be taken onto licensed premises. They also publish a [list of declared criminal organisations \(PDF\)](#).

Noise and disturbances

As a licensee, you have a responsibility to people who either live, work or worship in the area and must establish and maintain appropriate practices to make sure people coming or going from your premises cause minimal:

- offence
- annoyance
- disturbance
- noise
- inconvenience.

Good management involves surveillance both inside and in the vicinity of the licensed premises and responding positively to any complaints from nearby residents.

[Make a noise complaint about a licensed premises](#)

Confiscating IDs

If a person is on or trying to gain access to a licensed premises, you're allowed to confiscate their ID (with the exception of passports and mobile devices) if you are:

- the liquor licence holder
- a responsible person
- a security agent licence holder.

You must reasonably believe that:

- the person who produced the document is not the person identified
- the document contains false or misleading information about the name or age of the person
- the document has been forged or altered.

You don't have to confiscate an ID, but you can refuse entry if you are unsure about the validity of the ID.

The person who takes the document must:

- give a receipt to the owner
- record details of the seizure, including the details on the receipt or a copy of the receipt
- keep a record of the seizure on the licensed premises for at least one year
- make the record readily available for inspection or copying.

[Seizing an ID receipt template \(PDF 398KB\)](#)

Anyone, other than a police officer or inspector, who confiscates an ID must give it to a police officer within seven days or risk an on-the-spot fine of \$315 and a maximum penalty of \$5,000.

Signage

As a licence holder you must display signs in with the Liquor and Gambling Commissioner's specification.

[Signage requirements for liquor licences](#)

Late night trading sign

The late night code of practice prohibits the entry or re-entry of patrons onto licensed premises after 3.00 am.

[Late night sign \(PDF 98KB\)](#)

Risk assessment and management plan

All liquor licence holders must have a management plan in place. You may be asked to provide this to a Consumer and Business Services (CBS) officer at any time.

CBS has developed a risk assessment and management plan template to help you, but it's not mandatory to use this template. Industry bodies can develop their own templates for their members, or licensees can choose to develop their own management plan.

[Liquor licensee risk assessment and management plan template](#)

General code of practice

Codes of practice are there to encourage responsible attitudes towards and minimise the harm associated with liquor including:

- promotion
- sale
- supply
- consumption
- use.

[General code of practice \(PDF 112KB\)](#)

[Code of practice guidelines \(PDF\)](#)

[Intoxication guidelines plain English version \(PDF 180KB\)](#)

[Intoxication guidelines for bar staff \(PDF 208KB\)](#)

Late night trading code of practice

The late night trading code of practice applies to venues that trade past 2.00 am and prohibits the entry or re-entry of patrons onto licensed premises after 3.00 am.

The code covers:

- drink marshals
- restrictions of the supply of beverages that promote rapid/excessive consumption
- restrictions on the use of glassware
- use of CCTV
- use of metal detectors.

[Late night trading code of practice \(PDF 110KB\)](#)

[Digital closed circuit television \(CCTV\) technical specification \(PDF 59KB\)](#)

[Metal detector technical specifications \(PDF 314KB\)](#)

Pay annual fee

Liquor licence holders, except short term licence holders, must pay an annual fee. CBS will send you an invoice each year which you need to pay by 30 June.

[Pay annual fees](#)

[Calculate annual fees](#)

Contact CBS Liquor and Gaming

Email: liquorandgaming@sa.gov.au

Phone: [131 882](tel:131882)

Post:

GPO Box 2169

Adelaide SA 5001

Provided by:	Attorney-General's Department
URL:	https://www.sa.gov.au/topics/business-and-trade/liquor/running-a-licensed-venue/key-responsibilities-of-liquor-licensees
Last Updated:	30/10/23
Printed on:	15/11/23
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16 REPORTS FOR INFORMATION

16.1 COUNCIL RESOLUTIONS - STATUS UPDATE

Record Number: D23/51815

Author: Manager Governance

Authoriser: Director Corporate Services

Attachments: 1. Resolution Register - November 2023 Update [↓](#) 

RECOMMENDATION

“that Council, having considered Item 16.1 – *Council Resolutions - Status Update* dated 27 November 2023, receives and notes the report.”

Purpose

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

Discussion

Council Resolutions Status Report is presented as a standing monthly Agenda Item and provided for Members' information and monitoring.

Provided for as **Attachment 1** to this Report is a 'Resolution Register' showing all ongoing (yet to be completed) resolutions of Council with up-to-date commentary regarding progress and status. Any items that have been completed since the last Council Resolutions Status Report are also included, and marked as 'Complete'.

Conclusion

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

References

Legislation

Local Government Act 1999

Local Government (Procedures at Meetings) Regulations 2013

Council Policies/Plans

Strategic Plan 2021-2024 Proactive Leadership

Resolution Register - October 2023							
Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status	Responsible Department	Comments ('Deferred, Forward Agenda, Agenda, Completed on ...')
23-Oct-23	14.1	ANNUAL REPORT 2022/2023	<p>"that Council having considered Item 14.1 – Annual Report 2022/2023 dated 23 October 2023 receives and notes the report and in doing so: -</p> <p>1. Adopts the Annual Report 2022/2023 as presented in Attachment 1 to this report subject to endorsement (and inclusion) of the 2022/2023 Audited Annual Financial Statements; and</p> <p>2. Authorises the Chief Executive Officer to:</p> <p>a. Insert the relevant statistical and factual data associated with the confidential items reporting requirements outlined in Regulation 35(1) of the Local Government (General) Regulations 2013; and</p> <p>b. Make any necessary final minor administrative and/or design amendments to the Annual Report."</p>	2023/309	Ongoing	Corporate Services	To be finalised/distributed once Council has adopted the Audited Financial Statements following the 27 November OCM
23-Oct-23	14.2	DIGITAL MEDIA STRATEGY 2023-2024	<p>"that Council having considered Item 14.2–Digital Media Strategy 2023-2024 dated 23 October 2023 receives and notes the report and in doing so:</p> <p>1. Adopts the Digital Media Strategy as presented at Attachment 1 to this report noting that the Chief Executive Officer may make amendments as required to ensure that Council's digital media is effectively and efficiently managed and moderated to meet the digital communication needs and expectations of our community;</p> <p>2. Instructs the Chief Executive Officer to launch Adelaide Plains Council social media profiles (Facebook and Instagram) on 24 October 2023; and</p> <p>3. Acknowledges that further progress updates will be provided to Council in relation to its social media profiles as required."</p>	2023/310	Complete	Corporate Services	Progress update to Council scheduled for February 2024
23-Oct-23	14.6	SUBMISSION TO GREATER ADELAIDE REGIONAL PLAN DISCUSSION PAPER	<p>"that Council having considered Item 14.6 – Submission to Greater Adelaide Regional Plan Discussion Paper dated 23 October 2023 receives and notes the report and in doing so instructs the Chief Executive Officer to prepare a submission to the State Planning Commission based on the attached discussion paper and points raised within the body of this report including: -</p> <ul style="list-style-type: none"> • Residential and Employment Growth; • Two Wells Growth; • Two Wells/Lewiston Rural Living and Animal Husbandry; • Dublin and Mallala; • Productive Land; • Open Space Proposals; • Environment Proposals; • Infrastructure Planning; • Hazard Management; and • Private Land Investigation." 	2023/316	Complete	Growth & Investment	
23-Oct-23	14.7	RECRUITMENT OF AN INDEPENDENT MEMBER - INFRASTRUCTURE AND ENVIRONMENT COMMITTEE	<p>"that Council having considered Item 14.7 – Recruitment of an Independent Member - Infrastructure and Environment Committee dated 23 October 2023 receives and notes the report and in doing so instructs the Chief Executive Officer to undertake an Expressions Of Interest process for one (1) vacant independent member position on Council's Infrastructure and Environment Committee and bring a report back to Council in order for Council to consider appointing a second independent member to the Committee."</p>	2023/317	Ongoing	Infrastructure & Environment	EOI process to commence December 2023 - January 2024

23-Oct-23	14.8	LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM FUNDING	<p>“that Council having considered Item 14.8–Local Roads and Community Infrastructure Program Funding dated 23 October 2023 receives and notes the report and in doing so; -</p> <ol style="list-style-type: none"> 1. Allocates the Local Roads and Community Infrastructure Program Round 4 Part B - \$199 268 to Hart Road construct and seal project (Port Wakefield Road to Devon Road); 2. Instructs the Chief Executive Officer to apply for Heavy Vehicle Safety and Productivity Program funding for the Hart Road construct and seal project (Port Wakefield Road to Devon Road); and 3. Instructs the Chief Executive Officer to bring back a report outlining the outcome of the funding application.” 	2023/318	Ongoing	Infrastructure & Environment	
23-Oct-23	14.9	SIGNAGE AND WAYFINDING DESIGN STRATEGY	<p>“that Council having considered Item 14.9–Signage and Wayfinding Design Strategy dated 23 October 2023 receives and notes the report and in doing so: -</p> <ol style="list-style-type: none"> 1. Adopts the Signage and Wayfinding Design Strategy as presented in Attachment 1 to this report; and 2. Authorises the Chief Executive Officer to make any necessary minor and administrative amendments to the Signage and Wayfinding Design Strategy.” 	2023/319	Ongoing	Infrastructure & Environment	I&E Committee Agenda (likely March 2024)
23-Oct-23	15.5	WINDSOR INSTITUTE STATUS	<p>“that Council having considered Item 15.5 – Windsor Institute Status instructs the CEO to :-</p> <ol style="list-style-type: none"> 1. Secure possession of all historical items including the machine gun honour boards photos and documentation. 2. Bring back a report to Council outlining the cost schedule of repairs sufficient to enable safe public access.” 	2023/325	Ongoing	Infrastructure & Environment	Agenda - January 2024
23-Oct-23	19	MOTIONS WITHOUT NOTICE	<p>“that Council send a letter to former Councillor Lush thanking him for his services to Council.”</p>	2023/330	Complete	Executive Office	

Resolut on Reg ster - March 2019 - September 2023 - Ongoing							
Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments [Deferred, Ongoing, Forward Agenda, Agenda Completed]	Responsible Department	Comments
25-Ma-19	12.2	Inf ast uctu e and Env onment Comm tee Meet ng - 13 Ma ch 2019	"that Council endorses resolution 2019/020 of the Infrastructure and Environment Committee, and in doing so instructs the Ch of 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	Ongoing	Inf ast uctu e & Env onment	I&E Comm tee Agenda (l kely Ma ch 2024)
24-Feb-20	14.7	Two Wells Dist ct Tenn s Club Lease Request	"that Council, having considered Item 14.7 – Two Wells District Tenn s Club Lease Request, dated 24 February 2020, rece ves and notes the report and in doing so 1. Authorises the Chief Execut ve to seek the assistance of Norman Waterhouse Lawyers and to negotiate and finalise the Lease Agreement between Council and the Two Wells District Tennis Club Inc for the lease of a port on of land within Crown Reserve 5753, Fol os 647, adjacent to the Two Wells Netball Club on Old Port Wakefield Road, Two Wells 2. Authorises, pursuant to section 44 of the Local Government Act 1999, the Mayor and Ch of Executive Officer to execute the lease agreement between the Adelaide Plains Council and the Two Wells District Tenn s Club and 3. In accordance with section 166(1)(i) of the Local Government Act 1999, Council, being satisfied that the whole of a portion of land within Crown Reserve 5753, Folios 647, adjacent to the Two Wells Netball Club on Old Port Wakefield Road, Two Wells, is being used by an organisation wh ch, in the opin on of Council, provides a benefit or service to the local community, grants a discreet direct rebate of 100% of the rates imposed, effective fr m 2020/21 t "	2020/055	Ongoing	Co po ate Se v ces	Update equisted f om club edg rd ng status update on bu id ng f nal use f om compl ance, await ng response.
23-Nov-20	14.6	Ma lala Resou ce Recove y Cent e - Twelve Month Closu e Rev ew	"that Council, having considered Item 14.6 – Mallala Resource Recovery Centre - Twelve Month Closure Review, dated 23 November 2020, instructs the Chief Executive Officer to bring back a report to Council exploring future land use/ disposal options n relation to the former Mallala Resource Recovery Centre site."	2020/407	Ongoing	Inf ast uctu e & Env onment	I&E Comm tee Agenda (l kely Ma ch 2024)
27-Jan-21	9	Met on W thout Not ce	"that the Ch of Executive Officer contact all relevant government agencies and stakeholder groups with a v ew of facilitating a community forum that seeks to address escalating trends associated with publ c nuisance/public safety throughout the Council area."	2021/002	Ongoing	Development & Commu nty	Su vey Gene al to g ve f nal app oval fo vest ng of allotment 103 (Closed Road) to the Council
8-Nov-21	4.1	Outcome of Publ c Consultat on - Wasleys B dge Closu e o Load L m t Reduct on	"that Council, having considered Item 14.9 – Outcome of Publ c Consultation – Wasleys Bridge Closure or Load Limit Reduct on, dated 25 October 2021, and in doing so, instructs the Ch of Executive Officer to 1. In accordance with the provisions of Section 32 of the Road Traffic Act 1961, apply a load lim t of 6.5 tonnes, emergency vehicles, Council veh cles and serv ce vehicles exempted, to Wasleys Road Bridge (Light River), Barabba 2. Rel quish the Br dge Renewal Program – Round 5 funding of \$107,500 and 3. Apply for Br dge Renewal Program – Round 6, with Council s contribution to be confirmed upon determ nation of the application."	2021/387	Ongoing	Inf ast uctu e & Env onment	Load l m t appl ed, fund ng appl cat on ongoing
23-May-22	21.4	He tage Su vey Rev ew	"that Council, having considered Item 21.4 – Her tage Survey Review, dated 23 May 2022, receives and notes the report and n doing so 1. Notes the Heritage Rev ew Report in Attachment 1 to this Report includes a. The Local Heritage Assessment Sheets Identifying 34 properties as being of local heritage value b. The Buckland Park State Heritage Assessment Identifying the property as being of State heritage value 2. Endorses in principle commencing an Amendment to the Planning and Design Code a. To formally designate as local her tage places the 34 properties ident fied in Attachment 1 to th s report b. With early commencement of the Amendment to enable the buildings being listed on an interim basis to prevent risk of demolition during consultation. 3. Endorses in principle nominating the Buckland Park Station complex of bu idngs to the SA Heritage Council for consideration as a potent al State heritage place 4. Authorises the Chief Execut ve Off cer to commence the statutory processes a. To initiate an amendment to the Planning and Des gn Code including engagement with property owners under the Planning, Development and Infrastructure Act 2016 b. To nom nate the Buckland Park Station complex of buildings to the SA Heritage Council for consideration as a potential State heritage place, not ng the Department of Environment and Water as the lead agency for engagement with property owners, under the Heritage Places Act 1993 5. Notes administrat on intent to include an allocation of up to \$10,000 in the draft budget for 2023/24 for the purpose of a local heritage incentives and advisory service."	2022/151	Ongoing	G owth & Investment	The State Plann ng Comm ss on has requested add tional spec f c her tage analysis to occur po to the n t at on of a Code Amendment and staff a e cons der ng fund ng sou ces fo th s add tional work w th a recent g ant appl cat on be ng made to the South Aust al an H sto y Fund. Co response w th State Plann ng Comm ss on Staff requestng recos de at on of the post on.
27-Jun-22	12.3	Inf ast uctu e and Env onment Comm tee Meet ng	"that Council endorses resolution 2022/012 of the Infrastructure and Environment Committee and in doing so 1. Instructs the Chief Executive Officer to engage a suitably qualified consultant in accordance with Council s Procurement Policy to deliver a community waste education program and 2. Acknowledges that an allocation of \$15,000 will be incorporated into the appropriate quarterly budget revision in the 2022/2023 Financial Year."	2022/175	Ongoing	Inf ast uctu e & Env onment	Consultant has been engaged – Wo k s unde way to collect data to be used n the development of a community waste educat on p ogram.
22-Aug-22	11.3	Inf ast uctu e and Env onment Comm tee Meet ng	"that Council endorses resolution 2022/025 of the Infrastructure and Environment Committee and in doing so nstructs the Chief Executive Officer to undertake the necessary process to enable the development of C06249/280 (Attachment 3) for stormwater and passive recreation uses."	2022/277	Ongoing	Inf ast uctu e & Env onment	C own land assess ng the request.
19-Dec-22	15.5	Update on Pa ham Campg ound and Road Closu e	"that Council, having considered Item 15.5 – Update on Parham Campground and Road Closure, dated 19 December 2022, receives and notes the report and in doing so 1. Acknowledges the Public Mapping System data anomaly and that the resultant issues are through no fault of Adelaide Plains Council 2. Resolves to enter nto an Interim Licence Agreement w th the Minister for Climate, Environment and Water to continue upgrade works and operation of the Parham Campground on portion of Section 631 CR 6202/438, effective from 10 January 2023 3. Resolves to enter nto a long-term Lease Agreement with the Minister for Climate, Environment and Water to operate the Parham Campground on portion of Section 631 CR 6202/438, with provision for the site to be managed by a third party and instructs the Chief Execut ve Off cer to execute the documents specified above, on behalf of Council, in accordance w th Section 44 of the Local Government Act 1999."	2022/406	Ongoing	Co po ate Se v ces	Lease document to be executed by pa t es. Pending Council s gn ng lease.
19-Dec-22	15.5	Update on Pa ham Campg ound and Road Closu e	"that Council, having considered Item 15.5 – Update on Parham Campground and Road Closure, dated 19 December 2022 1. Endorses the act on of the Chief Executive Officer to proceed with the closure of port on of The Esplanade from North Parade Road to North Terrace, Parham, comprising part of the Parham Campground, n accordance with Sect on 5 of the Roads (Opening and Closing) Act 1991 and 2. Resolves to exclude the portion of The Esplanade being closed, from North Parham Road to North Terrace, Parham, from classification of Community Land pursuant to Section 193(4a) of the Local Government Act 1999 prior to the Final Plan being approved by the Surveyor-General under the Roads (Open ng and Closing) Act 1991 and Certif cate of Title issued."	2022/407	Ongoing	Co po ate Se v ces	Road Closu e p ocess o de s s gn ed and etu ned to Su veyor s f o f nal sat on. Delays w th co ect on to documentation on, now ex luded and await ng Su veyor Gene al app oval.
30-Jan-23	14.3	Ha t Rese ve Skate Pa k Invest gat on	"that Council, having considered Item 14.3 – Hart Reserve Skate Park Investigation dated 30 January 2023, receives and notes the report and in doing so 1. Approves the skate park des gn elements presented as Attachment 2 to this report into the adopted Hart Reserve Option 1 Master Plan. 2. Instructs the Chief Executive Officer to Proceed with deta led design plans and documentation for the construction of a new skate park n consultation with commu nty members and key stakeholders and 3. At the conclus on of the public consultation process that a report be presented to Council."	2023/013	Ongoing	Inf ast uctu e & Env onment	I&E Comm tee Agenda (l kely Ma ch 2024)
27-Feb-23	14.5	Ha t Rese ve - Deta led Des gn Update (50% Stage)	"that Council, having considered Item 14.5 – Hart Reserve - Detailed Design Update (50% Stage), dated 27 February 2023, receives and notes the report and in doing so 1. Endorses the design direction of the 50% Hart Reserve detailed design plans presented as Attachment 1 to this report. 2. Instructs the Chief Executive Officer to progress deta led design documentation to 90% and undertake an Item sed schedule of costs. 3. Notes that at the completion of the 90% detailed design phase, a further report be presented to Council outlining a public consultation strategy for Council s approval."	2023/052	Ongoing	Inf ast uctu e & Env onment	Deta led des gn s p ogress ng to 90% hold po nt
27-Ma-23	12.2	M notes of the Inf ast uctu e and Env onment Meet ng held 16 Ma ch 2023	"that Council endorses resolution 2023/005 of the Infrastructure and Environment Committee and in doing so nstructs the Chief Executive Officer to 1. Undertake public cons ultation n relation to proposed green waste collection services for the coastal communities of Middle Beach, Thompson Beach, Webb Beach and Parham n accordance Council s Public Consultat on Policy and 2. Bring a report back to the Infrastructure and Environment Committee on the outcome of the publ c consultation process."	2023/073	Ongoing	Inf ast uctu e & Env onment	Consultant has been engaged – Wo k s unde way to collect data to be used to unde stand the susta nabl ty of a fast o g on co waste se v ce w th n the coastal commu nty t es.

27-Mar-23	12.2	Minutes of the Infrastructure and Environment Meeting held 16 March 2023	"that Council endorses resolution 2023/007 of the Infrastructure and Environment Committee and in doing so 1. Endorses the direction of the draft master plan documentation presented as Attachment 5 to this report. 2. Instructs the Chief Executive Officer to progress the draft master plan and 3. Acknowledges that a location of \$15,000 will be incorporated as a cost of the 2023/2024 draft budget."	2023/075	Ongoing	Infrastructure & Environment	27 November 2023 meeting
27-Mar-23	14.7	Short Term Staff Accommodation	"that Council, having considered Item 14.7 – Short Term Staff Accommodation, dated 27 March 2023, receives and notes the report and in doing so - 1. Determines not to proceed with the conversion of 65 Old Port Wakefield Road, Two Wells (former Two Wells RSL building) to provide short term staff accommodation and 2. Instructs the Chief Executive Officer to continue to progress the Short Term Staff Accommodation Project, through further costings of the purchase and location of a transportable building within the existing Two Wells Service Centre Car Park."	2023/083	Ongoing	Growth & Investment	This project has been put on hold pending the outcome of the Community & Civic Hub Stage 2 project and the final report on one of the two Two Wells Service Centre site area additional works statements.
24-Apr-23	14.4	Thompson Beach Vehicle Access – Public Consultation	"that Council, having considered Item 14.4 – Thompson Beach Vehicle Access – Public Consultation, dated 24 April 2023, receives and notes the report and in doing so - 1. Endorses in principle undertaking public consultation about a seasonal vehicle closure of Thompson Beach to inform a Council resolution under the Local Government Land By-Law 2019. 2. Instructs the Chief Executive Officer to prepare the Thompson Beach Seasonal Vehicle Closure Discussion Paper and to bring it to Council for endorsement for use for public consultation."	2023/097	Ongoing	Development & Community	Following the DEW, DT, B, D, D, A, A and National Parks Range Service Road beach vehicle access closure, as these authorities will be involved in the consultation process. Update to be provided to Council in early 2024.
24-Apr-23	18.1	Motion on Notice	"that Council instructs the Chief Executive Officer to undertake investigations into a traffic management plan for Old Port Wakefield Road (Brooks Road to Mallala Road), Two Wells, as included in the Draft 2023/2024 Financial Year Annual Business Plan and Budget."	2023/111	Ongoing	Infrastructure & Environment	Consultant has been engaged to undertake investigations. Commencing early 2024.
26-Jun-23	14.6	Dogs On Leash – Lewiston Wetlands and Reserves Trails	"that Council, having considered Item 14.6 – Dogs On Leash – Lewiston Wetlands and Reserves Trails, dated 26 June 2023, receives and notes the report and in doing so - 1. Endorses undertaking public consultation in relation to a proposal that dogs be on-leash in the Lewiston Wetlands and Reserves Trails to inform a Council resolution under the Dogs By-Law 2019. 2. Notes the Background Paper – Proposed Dogs On Leash in Lewiston Wetlands and Reserves Trails as outlined in Attachment 2 will be used to inform the public consultation process. 3. Authorises the Chief Executive Officer to undertake editorial changes to finalise the Background Paper for consultation."	2023/155	Ongoing	Development & Community	Public consultation to commence early 2024.
24-Jul-23	12.4	Committee Meetings	"that Council endorses resolution 2023/045 of the Audit Committee and in doing so instruct the Chief Executive Officer to organ as a Risk Management workshop facilitated by Bentley in August 2023."	2023/189	Ongoing	Executive Office	Workshop will reconvene in February 2024
24-Jul-23	14.3	Community and Civic Hub Investment – Completion of Phase 1	"that Council, having considered Item 14.3 – Community and Civic Hub Investment – Completion of Phase 1, dated 24 July 2023, instructs the Chief Executive Officer to engage Holmes Dyer to continue to advance Phase 2 of the Community and Civic Hub Investment as outlined within the Holmes Dyer report dated 17 July 2023."	2023/204	Ongoing	Infrastructure & Environment	Holmes Dyer engaged – workshop held within Council on 5/9/23. Further updates to Council in due course.
24-Jul-23	14.4	Employee Behavioural Standards (s.120A Local Government Act 1999)	"that Council, having considered Item 14.4 – Employee Behavioural Standards (s.120A Local Government Act 1999), dated 24 July 2023, and in consideration of resolution 2023/025 above, in accordance with section 120(1)(b) of the Local Government Act 1999 (the Act), authorises the Chief Executive Officer to act, at any time, in relation to all aspects of his delegation of authority under section 120A of the Act, including the preparation, adoption, substitution, review and consideration processes, and any necessary consultation in relation to employee behavioural standards."	2023/206	Ongoing	Corporate Services	draft Human Resource Management Policy has been reviewed and updated to reflect behavioural standards for employees. Consultation to be undertaken in due course.
24-Jul-23	14.6	Deed of Extension and Variation of Lease – Adelaide Kerbing Pty Ltd	"that Council, having considered Item 14.6 – Deed of Extension and Variation of Lease – Adelaide Kerbing Pty Ltd, dated 24 July 2023, receives and notes the report and in doing so authorises the Chief Executive Officer to - i. Negotiate and finalise the terms and conditions of the Draft Deed of Extension and Variation of Lease, and to prepare the Draft Lease for execution and ii. Pursuant to Sections 38 and 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer execute the lease agreement between the Adelaide Plains Council and Adelaide Kerbing Pty Ltd."	2023/208	Ongoing	Corporate Services	Lease execution pending receipt.
24-Jul-23	14.7	Renewal of Lease – Dublin History Group Incorporated	"that Council, having considered Item 14.7 – Renewal of Lease – Dublin History Group Incorporated, dated 24 July 2023, receives and notes the report and in doing so authorises the Chief Executive Officer to - 1. Commence the public consultation process pursuant to Section 202 of the Local Government Act 1999, in regard to the leasing of the whole of the land comprised in Certificate of Title Volume 5801 Folio 136 and known as 9 Sixth Street, Dublin SA 5501, to the Dublin History Group Incorporated and 2. In the event that objections are received to the leasing of the whole of the land comprised in Certificate of Title Volume 5801 Folio 136 and known as 9 Sixth Street, Dublin SA 5501, to the Dublin History Group Incorporated, at the conclusion of the public consultation process, a report be presented to Council for consideration and 3. In the event that no objections are received to the leasing of the whole of the land comprised in Certificate of Title Volume 5801 Folio 136 and known as 9 Sixth Street, Dublin SA 5501, to the Dublin History Group Incorporated, at the conclusion of the public consultation process i. Negotiate and finalise the terms and conditions of the Draft Lease, and to seek the assistance of Norman Waterhouse Lawyers to prepare the Lease for execution and ii. Pursuant to Sections 38 and 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer execute the lease agreement between the Adelaide Plains Council and Dublin History Group Incorporated."	2023/209	Complete	Corporate Services	Lease executed
24-Jul-23	14.8	Renewal of Lease – Two Wells Equestrian and Pony Club Incorporated	"that Council, having considered Item 14.8 – Renewal of Lease – Two Wells Equestrian and Pony Club Incorporated, dated 24 July 2023, receives and notes the report and in doing so authorises the Chief Executive Officer to - 1. Commence the public consultation process pursuant to Section 202 of the Local Government Act 1999, in regard to the leasing of the whole of the land in Certificate of Title Volume 5532 Folio 960 and portion of the land in Certificates of Title Volume 5071 Folio 338 and Volume 5532 Folio 959, to the Two Wells Equestrian and Pony Club Incorporated and 2. In the event that objections are received to the leasing of the whole of the land in Certificate of Title Volume 5532 Folio 960 and portion of the land in Certificates of Title Volume 5071 Folio 338 and Volume 5532 Folio 959, to the Two Wells Equestrian and Pony Club Incorporated, at the conclusion of the public consultation process i. Negotiate and finalise the terms and conditions of the Draft Lease, and to seek the assistance of Norman Waterhouse Lawyers to prepare the Lease for execution and ii. Pursuant to Sections 38 and 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer execute the Lease agreement between the Adelaide Plains Council and Two Wells Equestrian and Pony Club Incorporated."	2023/210	Complete	Corporate Services	Lease executed
28-Aug-23	12.2	Committee Meetings	"that Council endorses resolution 2023/016 of the Infrastructure and Environment Committee and in doing so instructs the Chief Executive Officer to bring back a report to Council in relation to setting up a working party/reporting structure that focuses on Salt Creek remediation and other associated infrastructure matters."	2023/235	Ongoing	Infrastructure & Environment	Report to be tabled early 2024
28-Aug-23	14.3	Recruitment of an Independent Member – Audit Committee	"that Council, having considered Item 14.3 – Recruitment of an Independent Member – Audit Committee, dated 28 August 2023, receives and notes the report and in doing so - 1. Instructs the Chief Executive Officer to call for Expressions of Interest in relation to one (1) independent membership position for a four (4) year term from 30 November 2023 on Council's Audit Committee and 2. Notes clause 3.7 of the Audit Committee Terms of Reference where it states the evaluation panel will be comprised of the Mayor, Chief Executive Officer and two (2) Council Members appointed to the Audit Committee."	2023/246	Ongoing	Finance	Agenda – 27 November 2023
28-Aug-23	14.4	Liquor Licence Applications	"that Council, having considered Item 14.4 – Liquor Licence Applications, dated 28 August 2023, receives and notes the report and in doing so endorses undertaking public consultation in relation to Liquor Licence application proposals by the Thompson Beach Progress Association on, Mallala and Districts Lions Club and Mallala Football Club, as outlined in Attachments 2, 3 and 4 to this report."	2023/247	Complete	Development & Community	
28-Aug-23	18.1	Motion on Notice	"that the Chief Executive Officer bring back a report to Council encompassing all information regarding the Windsor Institute. The report to cover information such as status of the building (to keep, sell or find a new use for the building), determine any repairs required, cost of repairs, inventory list of all items in and out of the institute and to ensure that all items of historical and/or value to the community be removed and stored for safe keeping until a place can be found to incorporate the history of the Windsor Institute."	2023/257	Complete	Development & Community	23 October 2023 OCM

28-Aug-23	18.2	Mot ions on Not ce	"that the Ch of Executive Officer provide a report to the next ordinary meet ng of Council, updat ng the chamber on the work currently being undertaken, and next steps required, to fast track the implementation of a social media presence for Adelaide Plains Council."	2023/258	Complete	Co po ate Se v ces	25 Septembe 2023 OCM
25-Sep-23	14.2	Soc al Med a P og ess Update	"that Council, having considered Item 14.2 – Social Med a Progress Update, dated 25 September 2023, receives and notes the report and in do ng so instructs the Chief Executive Off cer to progress w th the development of a Dig tal Media Strategy taking a two-way approach to soc al med a communication."	2023/279	Complete	Co po ate Se v ces	23 Octobe 2023 OCM
25-Sep-23	14.2	Soc al Med a P og ess Update	"that Council, having considered tem 14.2 – Social Media Progress Update, dated 25 September 2023, acknowledges that in advancing a Digital Media Strategy, that Council must review and endorse the fo llowing policies - • Social Media Policy • Med a Policy and • Any other allied policies that relate to the introduct on of a D gital Media Strategy"	2023/280	Complete	Co po ate Se v ces	23 Octobe 2023 OCM
25-Sep-23	14.2	Soc al Med a P og ess Update	"that Council, having considered Item 14.2 – Social Med a Progress Update, dated 25 September 2023, instructs the Chief Execut ve Off cer to launch Adelaide Plains Council social media profiles (Facebook and Instagram) on 24 October 2023 following Council's cons deration and endorsement at its October 2023 Ordinary Meeting of a revised Social Media Policy and Med a Policy, together with the draft D gital Media Strategy."	2023/281	Complete	Co po ate Se v ces	23 Octobe 2023 OCM
25-Sep-23	14.3	L quo L cence Appl cat ons - Publ c Consultat on	"that Council, having considered Item 14.3 – Liquor Licence Applications - Public Consultation, dated 25 September 2023, receives and notes the report and in doing so further to Council resolution 2023/247, instructs the Chief Executive Officer to undertake publ c consultation (at Council's cost) in relation to Liquor Licence appl cation proposals by the Thompson Beach Progress Association, Mallala and D stricts L ons Club and Mallala Football Club, using the follow ng consultation measures • Local newspapers and Council webs to public notices • Written correspondence to adjacent residents and/or other stakeholders • Fixed notice within Council's Principal Office, and Two Wells Serv ce Centre."	2023/283	Ongo ng	Development & Commun ty	Agenda - 27 Novembe 2023
25-Sep-23	14.4	D aft Mob le Food Vendo Pol cy	"that Council, having considered Item 14.4 – Draft Mobile Food Vendor Policy, dated 25 September 2023, receives and notes the report and in doing so instructs the Chief Executive Officer to undertake publ c consultation on the proposed draft Mobile Food Vendor Policy as presented at Attachment 1 to this Report."	2023/285	Ongo ng	Development & Commun ty	Agenda - Decembe 2023
25-Sep-23	21.3	Sale of Land fo Non Payment of Rates	"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, Director Corporate Services, Director Finance, Director Growth and Investment, D rector Infrastructure and Env ronment, Group Manager - Development and Community, Manager Governance, Executive Assistant to the Chief Executive Officer and Mayor / Minute Taker, Information Technology Officer and Adm nistration Support Officer Infrastructure and Environment be excluded from attendance at the meeting of Council for Agenda Item 21.3 Sale of Land for Non-Payment of Rates 2. Council is satisfied pursuant to section 90(3)(a) of the Local Government Act 1999, tem 21.3 Sale of Land for Non-Payment of Rates concerns information of a confidential nature, the d sclosure of which would involve the unreasonable disclosure of information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead). and 3. Council is satisfied that the pr nciple that Council meetings should be conducted in a place open to the public has been outwe ghed by the need to keep the informat on, matter and discussion confidential."	2023/296	Complete	Finance	
25-Sep-23	21.4	2023/2024 Ch of Execut ve Off ce Key Pe fo mance Ind cato s	"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, Executive Assistant to the Chief Executive Officer and Mayor / Minute Taker and Administration Support Officer Infrastructure and Environment be excluded from attendance at the meeting of Council for Agenda Item 21.4 2023 / 2024 Chief Executive Officer Key Performance Indicators 2. Council is satisfied pursuant to section 90(3)(a) of the Local Government Act 1999, tem 21.4 2023 / 2024 Chief Execut ve Officer Key Performance Indicators concerns information of a confidential nature, the disclosure of which would involve the unreasonable disclosure of information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead) and 3. Council is satisfied that the pr nciple that Council meetings should be conducted in a place open to the public has been outwe ghed by the need to keep the informat on, matter and discussion confidential."	2023/301	Complete	Execut ve Off ce	

16.2 CAPITAL WORKS AND OPERATING PROGRAM MONTHLY UPDATE - NOVEMBER 2023**Record Number:** D23/52008**Author:** Director Infrastructure and Environment**Authoriser:** Chief Executive Officer**Attachments:**

1. Capital Projects 2023 - 2024 [↓](#) 
2. Operating Projects 2023-2024 [↓](#) 
3. Local Government Partnership Program Projects [↓](#) 

RECOMMENDATION

“that Council, having considered Item 16.2 – *Capital Works and Operating Program Monthly Update - November 2023*, dated 27 November 2023, receives and notes the report.”

Purpose

The purpose of this report is to provide an update in relation to the status of the Infrastructure and Environment Department 2023-2024 Capital Works and Operating Program, for Council Members' information and monitoring.

Background

Council has adopted a significant Capital Works and Operating Program for delivery in 2023-24 totalling \$6.9 million, with an additional \$4.4million allocated to Local Government Partnership Program and Two Wells Levee projects. Management have established a project management framework for managing and monitoring projects to ensure that every effort is made to deliver the projects on time and within budget.

Attachment 1 provides a list and status of the 2023-2024 Capital projects, and **Attachment 2** provides a list and status of the 2023-2024 Operating projects.

Additionally, **Attachment 3** provides a list of Local Government Partnership Program 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.

Discussion**Re-Sheeting Program**

Council's re-sheeting program is progressing as scheduled. North Parham and Germantown Road are completed and Gallipoli Road, Owen Road and Paddys Bridge Road are currently underway.

Civil

The civil team is currently carrying out maintenance activities such as sealed road maintenance, illegal dumping clean-up and actioning customer requests. Additionally, the sealed road reseal program has been completed across the Council area.

Open Space and Environment

The Open Space and Environment team is currently carrying out vegetation clearance along program re-sheeting roads, vegetation clearance along unsealed road network and also carrying out routine maintenance activities within parks, gardens and oval precincts. Council's slashing and spraying program is progressing as scheduled.

Conclusion

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

References

Legislation

Local Government Act 1999

Council Policies/Plans

Strategic Plan 2021-2024

Long Term Financial Plan 2024-2033

Infrastructure and Asset Management Plans

Annual Business Plan and Budget 2023-2024

Public Consultation Policy

CAPITAL PROJECT PROGRESS REPORT 2023-2024 - OCTOBER 2023

Budget No	Project Name	Total Budget	YTD Actual Spend	Available to Spend	Project Commenced (Y/N)	Estimated Project Start Date	Estimated Project Completion Date	Project Completed (Y/N)	Percentage of Completion
72908	Sealed Road - Dublin Road - Hill Road to Earl Road - Pavement Rehabilitation	80,000	-	80,000	No	Jan-24	Jun-24		
72909	Sealed Road - Bailey Road East - Old Port Wakefield Road to End	91,000	-	91,000	No	Jan-24	Jun-24		
72910	Sealed Road - Baker Road – Gawler River Road to River	87,000	-	87,000	No	Jan-24	Jun-24		
72911	Sealed Road - Boundary Road - Hayman Road to Dawkins Road	65,000	-	65,000	No	Jan-24	Jun-24		
72912	Sealed Road - Garden Avenue - Artesian Road to Southern End	85,000	-	85,000	No	Jan-24	Jun-24		
72913	Sealed Road - Germantown Road – Gawler Road to Dawkins	142,000	-	142,000	No	Jan-24	Jun-24		
72914	Sealed Road - Jenkin Court - Butler Road to End	77,000	-	77,000	No	Jan-24	Jun-24		
72915	Sealed Road - Seventh Street – South Terrace to Fifth Street	69,000	-	69,000	No	Jan-24	Jun-24		
72916	Sealed Road - Third Street (Dublin) - Sixth Street to End of Seal	23,000	-	23,000	No	Jan-24	Jun-24		
72917	Sealed Road - Williams Road – Dawkins Road to Hayman Road	82,000	-	82,000	No	Jan-24	Jun-24		
72940	Sealed Road - Two Wells Mainstreet - Pedestrian Refuges/Crossing	195,000	482	194,518	No	Jan-24	Jun-24		
72903	Sealed Road - Longview Road and Gameau Road - Traffic calming devices	60,000	-	60,000	No	Jan-24	Jun-24		
72941	Sealed Road - Pram Ramp renewal to DDA compliant	10,000	5,854	4,146	No	Jan-24	Jun-24		
72906	Street Lighting - Two Wells Main Street	330,000	26,982	303,018	Yes	Jul-23	Jun-24		5%
72918	Streetscape - Irish Street - Butler Street to Redbanks Road	31,000	4,364	26,636	No	Nov-23	Apr-24		
72919	Streetscape - Rowe Crescent - Drew Street to Applebee Road	16,000	4,000	12,000	No	Nov-23	Apr-24		
72920	Streetscape - Chivell Street - Mary Street to End	38,000	-	38,000	No	Nov-23	Apr-24		
72921	Streetscape - Tangari Reserve - Footpath	24,000	-	24,000	No	Nov-23	Apr-24		
72922	Resheet - Bakers Road - Slant Road to Ridley Road	104,000	38,850	65,150	Yes	Sep-23	Oct-23		100%
72923	Resheet - Gallipoli Road - Curnow Road to Jarmyn Road	78,000	2,220	75,780	No	Oct-23	Nov-23		30%
72924	Resheet - Germantown Road - Verner Road to Seal	134,000	1,895	132,105	No	Jan-24	Feb-24		20%
72925	Resheet - Harris Road - Schlotter Road to Bubner Road	19,000	9,666	9,334	Yes	Sep-23	Oct-23		100%
72926	Resheet - Hart Road - Port Wakefield Road to Smith Road	140,000	-	140,000	No	Sep-23	Jun-24		
72927	Resheet - North Parham Road - Lowey Road to Gilberts Road	75,000	6,609	68,391	Yes	Oct-23	Nov-23		50%
72928	Resheet - Owen Road - March Road to Woods Road	121,000	77	120,923	No	Nov-23	Dec-23		
72929	Resheet - Paddys Bridge Road - Mallala - Two Wells Road to Germantown Road	287,000	154	286,846	No	Feb-24	Mar-24		
72930	Resheet - Schlotter Road - Clonan Road to Schutt Road	39,000	12,092	26,908	Yes	Oct-23	Oct-23		100%
72931	Resheet - Wasleys Road - Cheek Road to Woolsheds Road	263,000	8,648	254,352	No	Mar-24	Jun-24		
72862	Kerbing - Balaklava Road - Lisieux Street to Aerodrome Road	240,000	-	240,000	No	Jan-24	Jun-24		
72932	Site Improvements - Renew Street & Reserves/Parks Furniture Program	20,000	13,788	6,212	No	Mar-24	May-24		
72935	Site Improvements - New/Upgrade Street & Reserves/Parks Furniture Program	20,000	5,354	14,646	No	Mar-24	May-24		
72933	Site Improvements - Site Improvements Renewal	200,000	6,753	193,247	No	Oct-23	Mar-24		
72934	Site Improvements - Fuel supply upgrade	45,000	34,627	10,373	Yes	Sep-23	Oct-23		40%
72936	Site Improvements - Streetscape and WSUD	50,000	-	50,000	No	Jan-24	Jun-24		
72937	Site Improvements - Lewiston Dog Park Shelters	20,000	15,460	4,540	No	Mar-24	May-24		
72942	Site Improvements - Dublin Oval - Toilet Block	70,000	40,070	29,930	Yes	Apr-24	Jun-24		10%
72852	Site Improvements - Various locations - Signage - wayfinding and information	35,000	-	35,000	No	Jan-24	Jun-24		
72888	Site Improvements - Council Boundary Signs - Allocation	60,000	-	60,000	No	Jan-24	Jun-24		
72889	Site Improvements - Stage 1 - Hart Reserve Masterplan - Implementation	70,000	95,601	(25,601)	Yes	Sep-23	Feb-24		50%
72900	Wasleys Bridge - Repairs	200,000	229	199,771	No	Jul-23	Jun-24		

72938	CWMS - Mallala - Replacement of Property Pumps	15,000	5,494	9,506	No	Apr-24	Apr-24		
72939	Stormwater - Mallala Oval stormwater and road upgrade	60,000	-	60,000	No	Nov-23	Apr-24		
72899	Stormwater - Middle Beach - Tidal Drainage System	15,000	27	14,973	No	Jul-23	Dec-23		
80072	Two Wells Township Levee	2,020,000	65,222	1,954,778	No	Oct-23	Jun-24		
75100	Plant and Equipment Program	1,078,000	920,153	157,847	Yes	Sep-23	Mar-24		60%
		<u>6,983,000</u>	<u>1,324,671</u>	<u>5,658,329</u>					

OPERATING PROJECT PROGRESS REPORT 2023-2024 - OCTOBER 2023

Budget No	Project Name	Total Budget	YTD Actual Spend	Available to Spend	Project Commenced (Y/N)	Estimated Project Start Date	Estimated Project Completion Date	Project Completed (Y/N)	Percentage of Completion
80020	Installation of single lane roundabout	500,000	-	500,000	Yes	Sep-23	Oct-23	Yes	100%
80084	Donaldson Road - Design (Reserve corridor)	10,000	-	10,000	No	Nov-23	Jun-24		
80098	Community Waste Education	15,000	-	15,000	No	Nov-23	Feb-24		
33000/820	Implement Regional/Council DAIP Initiatives	15,000	-	15,000	No	Nov-23	Jun-24		
80100	Coastal adaptation study review	60,000	-	60,000	No	Nov-23	Jun-24		
80103	Undergrounding of Power Lines in Two Wells	1,320,902	1,011	1,319,891	Yes	Sep-23	Jun-24		30%
80059	Establish Horse Floating Park Area	50,000	-	50,000	No	Oct-23	Dec-23		
80104	Street/Verge Tree Planting	30,000	-	30,000	No	Apr-24	Apr-24		
80107	Donaldson Road - WSUD and Open Space Elements	10,000	-	10,000	No	Nov-23	Jun-24		
80110	TW CWMS - Concept Design	155,000	-	155,000	No	Nov-23	Jun-24		
80111	LRCIP Round 4 (Part B)	199,268	-	199,268	No	Nov-23	Jun-24		
		<u>2,365,170</u>	<u>1,011</u>	<u>2,364,159</u>					

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

Budget No	Project Name	Total Budget	YTD Actual Spend	Available to Spend	Project Commenced (Y/N)	Estimated Project Start Date	Estimated Project Completion Date	Project Completed (Y/N)	Percentage of Completion
72809	Middle Beach Road (End of Seal to Start of Seal)	2,390,000	2,140,887	249,113	Yes	Mar-23	Dec-23	No	90%
		<u>2,390,000</u>	<u>2,140,887</u>	<u>249,113</u>					

16.3 FILLING OF AREA COUNCILLOR VACANCY - RESULTS - NOVEMBER 2023**Record Number:** D23/49517**Author:** Director Corporate Services**Authoriser:** Chief Executive Officer**Attachments:** 1. ECSA - Signed Letter of Results to CEO - Scrutiny Sheet - Area Councillor - 6 November 2023 [↓](#) **PURPOSE**

The purpose of this report is to formally present Council with the outcome of filling the area councillor vacancy in the Adelaide Plains Council.

Background

As a result of a recent councillor resignation, a recount was conducted by the Electoral Commission of South Australia (ECSA).

There were four (4) candidates who were willing and eligible for the Area Councillor vacancy.

Discussion

The scrutiny and count occurred on Wednesday 1 November 2023 at ECSA's offices (Waymouth Street, Adelaide CBD), with a provisional declaration made at 3.53pm on the same day.

The results were officially certified by ECSA on Monday 6 November 2023 with **Mr Carmine Di Troia** declared elected to the position of area councillor.

Provided as **Attachment 1** to this Report is a copy of the certified results received from ECSA, including the scrutiny sheet. Mr Troia will be officially 'sworn in' at the Ordinary Meeting to be held on 27 November 2023.

Conclusion

Results of the recount are provided for information (and are also available on both [Council's](#) and [ECSA's](#) website) and a notice will be published in the Gazette.

This concludes the process for filling the casual vacancy and Council now returns to having nine (9) Area Councillors plus one (1) Mayor.

RECOMMENDATION

"that Council, having considered Item – *Filling of Area Councillor Vacancy - Results - November 2023*, dated 27 November 2023, receives and notes the report."

References

Legislation

Local Government Act 1999

Local Government (Elections) Act 1999

Council Policies/Plans

Strategic Plan 2021-2024 Proactive Leadership

OFFICIAL



6 November 2023

Mr James Miller
 Chief Executive Officer
 Adelaide Plains Council
 PO Box 552
 MALLALA SA 5502

Level 6, 60 Light Square
 Adelaide SA 5000
 GPO Box 646
 Adelaide SA 5001
 T +61 8 7424 7400
 W ecsa.sa.gov.au
 ABN 99 891 752 468

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

Dear Mr Miller

Further to my correspondence dated 25 October 2023, I am writing to notify you of the outcome of filling the area councillor vacancy in the Adelaide Plains Council.

In accordance with section 6A of the *Local Government (Elections) Act 1999* and the *Local Government (Elections) Regulations 2010*, I conducted a recount of the votes cast at the November 2022 periodic election.

The recount was conducted from 9.30am on Wednesday 1 November 2023 at 81-95 Waymouth Street, Adelaide. Candidates and the council were notified of the provisional result, which was declared at 3.53pm on the same day.

The prescribed period in which an unsuccessful candidate may request a recount has now lapsed, therefore I confirm the following final results:

Candidate	Votes
PARKER, Brian	836
JONES, Stephen Edward	Excluded (1)
DI TROIA, Carmine	892
LAWRENCE, Mel	Excluded (2)

In accordance with the requirements of the Act, I, Mick Sherry, Returning Officer, declare Carmine Di Troia elected to the position of area councillor.

Details of the result are available on the ECSA website at [Adelaide Plains Council – Area Councillor – 1 November 2023](#). The scrutiny sheet is attached and a notice will be published in the Gazette.

Please direct any queries to Darien O'Reilly, Senior Electoral Officer by email at Darien.O'Reilly@sa.gov.au or by telephone on 08 7424 7447.

Yours sincerely

Mick Sherry
ELECTORAL COMMISSIONER

Mick Sherry

Adelaide Plains Council - Area Councillor

1/11/2023 4:30 PM

Scrutiny Sheet

Number of formal ballot papers 1942
 Number of Informal ballot papers 0

Table 1 - Counting of Ballot Paper Preferences

Count	Description of Preferences Counted (NAP - Next Available Preference)	PARKER	JONES	DI TROIA	LAWRENCE	Ballot Papers Excluded at Count	Total Ballot Papers Counted	Transfer Value	Votes Transferred to Table 2
1	First preferences	569	403	541	429	0	1942	1.000000	1942
2	NAP after JONES On ballot papers at Count 1	83	Excluded	123	157	40	403	1.000000	403
3	NAP after LAWRENCE On ballot papers at Count 1,2	184		228	Excluded	174	586	1.000000	586

Adelaide Plains Council - Area Councillor

Quota $\frac{1942}{12} + 1 = 972$
 1+1

Table 2 - Distribution of the Effective Votes

Count	PARKER	JONES	DI TROIA	LAWRENCE	Votes Exhausted at Count	Fractional Remainder	Total Votes at the End of the count	Remarks
1	569	403	541	429	0	0	1942	
2	569	403	541	429	0	0	1942	JONES excluded
	83	- 403	123	157	40	0	1942	JONES' votes distributed
3	652	0	664	586	40	0	1942	JONES fully excluded, LAWRENCE excluded
	184		228	- 586	174	0	1942	LAWRENCE's votes distributed
	826		892	0	214	0	1942	DI TROIA elected under quota 1, LAWRENCE fully excluded

16.4 PUBLIC FORUM 30 OCTOBER 2023 - SUMMARY**Record Number:** D23/49580**Author:** Marketing and Communications Officer**Authoriser:** Director Corporate Services**Attachments:**
1. Discussion Summary - Public Forum 30 October 2023  
2. Feedback Summary - Public Forum 30 October 2023  **RECOMMENDATION**

“that Council, having considered Item 16.4 – *Public Forum 30 October 2023 - Summary*, dated 27 November 2023, receives and notes the report.”

Purpose

The purpose of this report is to provide Council with an overview of discussions and feedback from the Public Forum held in Two Wells on Monday 30 October 2023.

Background

Council first commenced holding public forums for its community in 2019 to provide an opportunity for accurate information dissemination and for residents and ratepayers to provide feedback on Council related issues, trends and concerns affecting the community.

Earlier this year, Council reviewed its approach to holding public forums and in doing so adopted the revised *Community Engagement Policy – Public Forums* ([a copy of the Policy can be accessed here](#)). In 2023 public forums were held as follows:

- Mallala on Monday 1 May 2023 at the Mallala Football Club
- Dublin on Monday 31 July 2023 at the Dublin Institute
- Two Wells on Monday 30 October 2023 at the Two Wells Bowling Club

Discussion

The third Public Forum for 2023 was held at the Two Wells Bowling Club on Monday 30 October 2023. The forum was attended by 30 residents and community members. The forum provided an opportunity for community members to speak with their elected representatives and have their say regarding Council related matters.

Feedback from the forum was positive, with the following common themes emerging by way of discussion:

- Tourism in the region, especially on the coast
- Green waste collection in coastal communities
- Condition of roads, including those managed by Department for Infrastructure and Transport
- Two Wells roundabout
- Two Wells Town Centre

A summary of the feedback that was received from the Public Forum in Two Wells, and a summary of discussion topics raised, is provided as **Attachment 1** and **Attachment 2** to this report.

Conclusion

Council is committed to working with the community; we value all feedback and encourage two-way communication with our residents and ratepayers. We look forward to the next public forums hosted in 2024.

References

Legislation

Local Government Act 1999

Council Policies/Plans

Strategic Plan 2021-2024

4.4.2 Actively engage with and inform our communities

Community Engagement Policy – Public Forums

Customer Service Charter

Requests for Services Policy

Public Forum 30 October 2023

Discussion Summary

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

Topics and concerns raised for discussion by community members at Adelaide Plains Council's Public Forum.

- Forum opened 6.01pm, closed 7.40pm

Elected Member attendance: Acting Mayor Councillor Strudwicke, Councillor Keen, Councillor Bombardieri, Councillor Stubing, Councillor Paton, Councillor Boon

Executive Management attendance: CEO J Miller, Director – Corporate Services S Schenk, Director – Growth and Investment D Starr, Director – Infrastructure and Environment T Jones, Group Manager Development and Community M Ravno, Director – Finance R Udugampola.

Attendees: 30 people.

- 29 pre-registered, 18 pre-registered attended.
- 12 additional guests on night.

Waste vehicles exceeding speed limit

- Speed limit in Parham is 40km. Has reported waste vehicles exceeding speed limits in Parham to APC waste contractor several times.
- When speaking to the waste contractor on the phone, they have acknowledged it.

'Shorebird Coast'

- All other areas within Clare Valley tourism region are promoted, but no mention of features in Adelaide Plains region.
- Coalition of Coastal Communities (CCC) have proposed that the area be known as the 'Shorebird Coast', and be promoted as such.
- Referred to APC Tourism and Economic Development Strategy.
- Want tourism to be manageable in the region so we are not flooded with visitors, but it would be good to be recognised.
- Samphire Coast was considered but it covers St Kilda to Barossa, Shorebird Coast much more appropriate name for the area.

Green waste collection

- Parham Sports and Social Club generates food waste.
- Can pick up bag of compost that has been generated from green waste collections in Adelaide.

Marketing

- Editor of Mallala Crossroad Chronicle advised that the newsletter shares information about the shorebirds and volunteer events that focus in that area. The newsletter gets lots of good feedback.
- Would like to see more marketing of Mallala as a wonderful place to be.
- Would like to receive more information from Council to share in the newsletter.
- It would be good to hold a Forum in Mallala at the new Mallala Community Complex.

Poor lighting at intersection of Gawler Road/Gameau Road Two Wells

- Lighting at the intersection of Gawler Road/Gameau Road in Two Wells is poor making the intersection quite dark and it is dangerous.
- Also a large tree on the Gawler side of the intersection that needs to be looked at, as drivers need to enter the roadway to see past the tree.

Two Wells – RV friendly town

- Two Wells Regional Action Team would like to get Two Wells as an RV Friendly Town.
- Even a temporary location in the town to bring people in so they have somewhere to stay, while a more permanent location is investigated.
- A dump point could be set up and managed by volunteers.
- Requested Council's support to make Two Wells an RV Friendly Town.

Middle Beach Caravan Park and Backpackers

- Middle Beach Caravan Park and Backpackers has done a lot of work on infrastructure recently and are happy to welcome more visitors.
- Council needs to consider whether it is in line in with legislation regarding unfair competition. Pricing has to be competitively neutral.

Roads in Two Wells

- Queried which roads are managed by Council and which are managed by someone else.
- The Old Port Wakefield Road intersection, and the road between Two Wells and Mallala (Gawler/Two Wells Road) are getting dangerous and a lot of heavy trucks and vehicles use them.
- It was suggested once that trucks would be redirected out of the Two Wells main street.

Traffic in Two Wells

- Agreed with previous speaker about traffic concern in Two Wells.
- A bypass of heavy vehicles is needed.
- One way in/out of Liberty is dangerous and not ideal and asked if Temby Road is a solution.

Mobile phone reception in Middle Beach

- Mobile phone reception at Middle Beach is patchy at best.
- Would like Council to advocate for some better mobile phone service in Middle Beach. Suggested putting a mobile phone tower between Middle Beach/Port Gawler so it might reach both townships.

Two Wells roundabout

- Concerned about the construction of the Two Wells roundabout.
- It will be dangerous for trucks using the roundabout.
- The top of the roundabout is about half a metre higher than the end of Port Wakefield Road so rain will run off and there is no stormwater system to manage it.

Two Wells land acquisition

- Requested an update on the announcement of the land acquisition in Two Wells.

Detouring on Windmill Road, Two Wells

- Detouring on Windmill Road there is a lot of rubbish along the footpath that has been there for a long time.
- Williams Road onto Hayman Road there is a sign that is in the vision of the cars.

Plains Community Group Christmas Event

- Encouraged the community to participate in the Twinkling Christmas Event and Twinkling Trail.

Floods

- Requested an update on flood mitigation for Gawler and Light Rivers as an ongoing concern for everybody.

Event feedback

- Acknowledged the number of Council Members and staff in attendance.
- Requested a data projector be used at future forums to display a map when the conversation is referring to certain areas or roads.

Council Meeting feedback

- Raised that video and sound quality of livestreamed Council meetings is an ongoing issue.
- Slideshows from deputations are not always visible on the screen for the audience.
- Microphone quality is low, with any noise happening on the table recorded as loud banging sounds that cuts over anyone speaking.
- Livestreams are difficult to access from the website.

Two Wells land acquisition/Town Centre

- Two Wells development of Council purchasing Crown Land and working with private sector is at odds with competitive neutrality.
- Would like an update and explanation of why Council is involved in the development when there is another one that is not getting support.
- Is it true that Council has gone out to the private sector?
- Why did Council buy the land in the first place?

Public Forum 30 October 2023
Feedback Summary

Total feedback received: 13

Q: How strongly do you agree or disagree with the following statements?

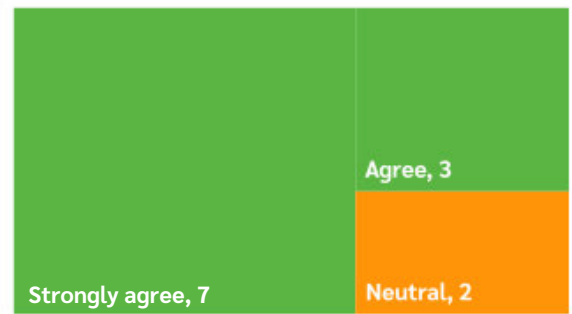
1: The Public Forum was useful.

2: I now have a better understanding of Council.



3: I find this type of community engagement to be effective.

4: The location of the forum was appropriate.

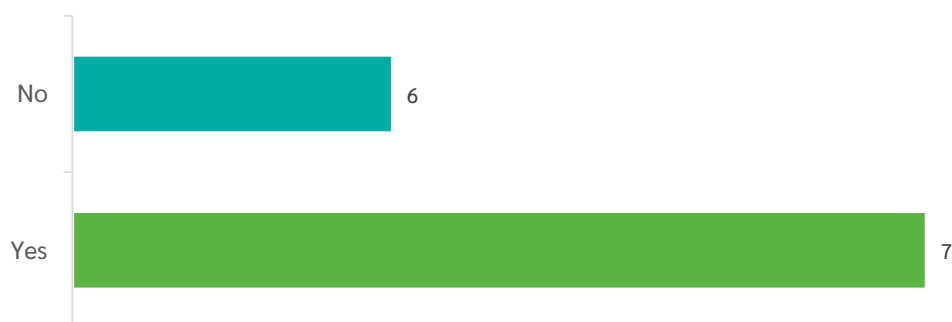


5: The length of the forum was appropriate*.



*Note: 12 out of 13 responses were received for this question.

Q: Have you attended a Council Public Forum before?



Q: Are there any improvements required in relation to content, format or delivery of the Public Forum?

- Rotation of towns for forum to be held at. Speakers to use microphone, as they address councillors and elected members have backs to everyone else. Roads/infrastructure FIRST priority please!
- Electronic display of maps etc
- Probably, but I was satisfied with it. Having the people who know the answers is useful.
- A map/aerial image of the Two Wells area was referred to numerous times. It would have been much better to use a data projector so that everyone could see the area or roads referred to.
- Have not asked in forum for cultural safety.
- Ran very well – MC Strudwicke was respectful & clear – had his finger on the pulse. Nice having staff here to answer questions.

Q: Do you have any other comments in relation to the Public Forum?

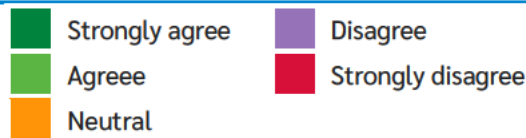
- Council need to push DPT a bit more over road conditions as very dangerous.
- I found this meeting was conducted with all info answered.
- I found it very useful to hear from Council staff on the work programmes current and imminent. Very well managed by Marcus.
- This is a useful way for those interested to have there [sic] say & give information back to those present.
- I was pleased with the number of APC Councillors and staff who attended, and particularly with the constructive comments provided by the staff.
- Cultural safety: given Riverlea development has uncovered 31 remains and identified some Aboriginal sacred sites, how does Two Wells (APC) engage with the local Traditional owners? I am all for development but would like respectful resolutions for ancestral remains.
- Larger area/room required. Data projector = maps. Better, more direct/thorough community consultation would be great.
- Congratulations on the number of councillors & staff that attended the meeting.

Public Forums Feedback Summary 2023

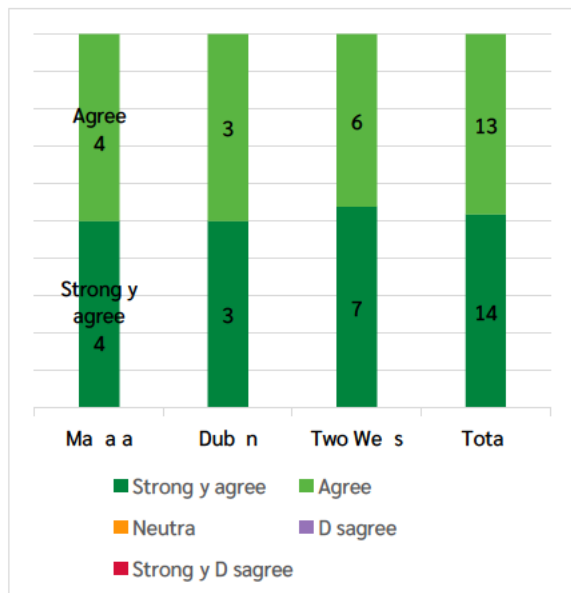
A comparison of feedback received at all three public forums held in 2023.

Location	Date	Total attendees	Total feedback
Mallala	1 May 2023	15	8
Dublin	31 July 2023	16	7
Two Wells	30 October 2023	30	13

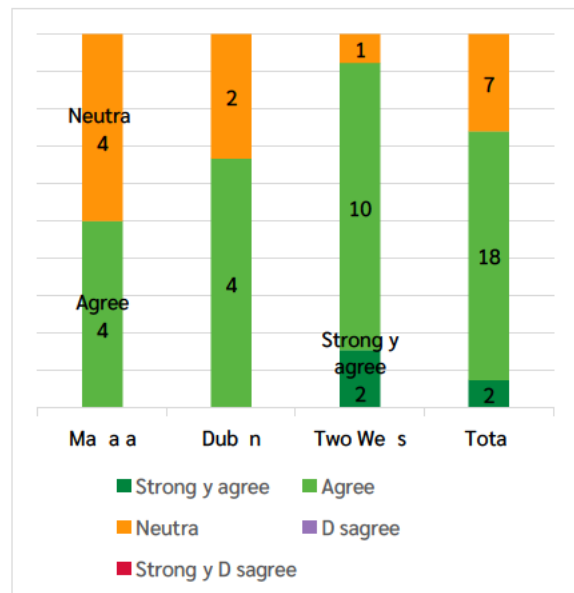
Q: How strongly do you agree or disagree with the following statements?



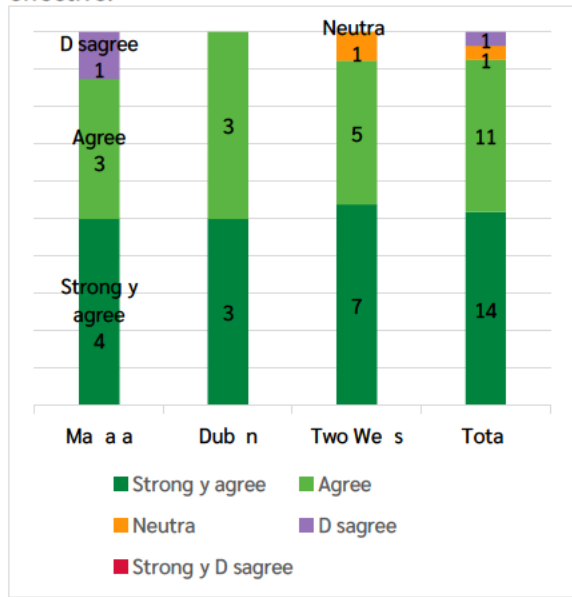
1: The Public Forum was useful.



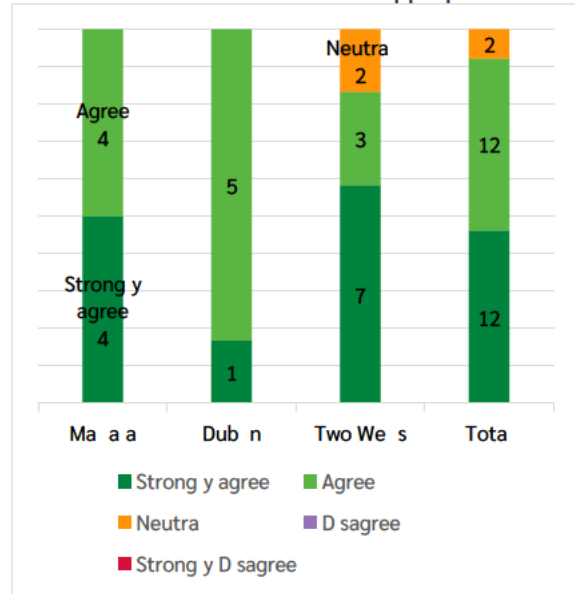
2: I now have a better understanding of Council.



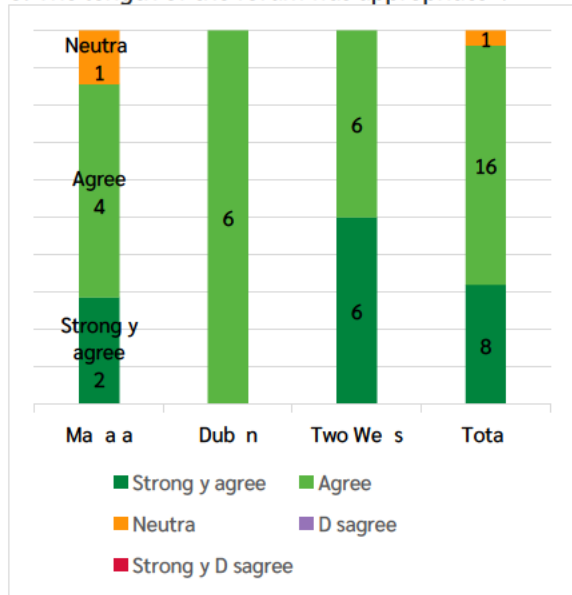
3: I find this type of community engagement to be effective.



4: The location of the forum was appropriate.

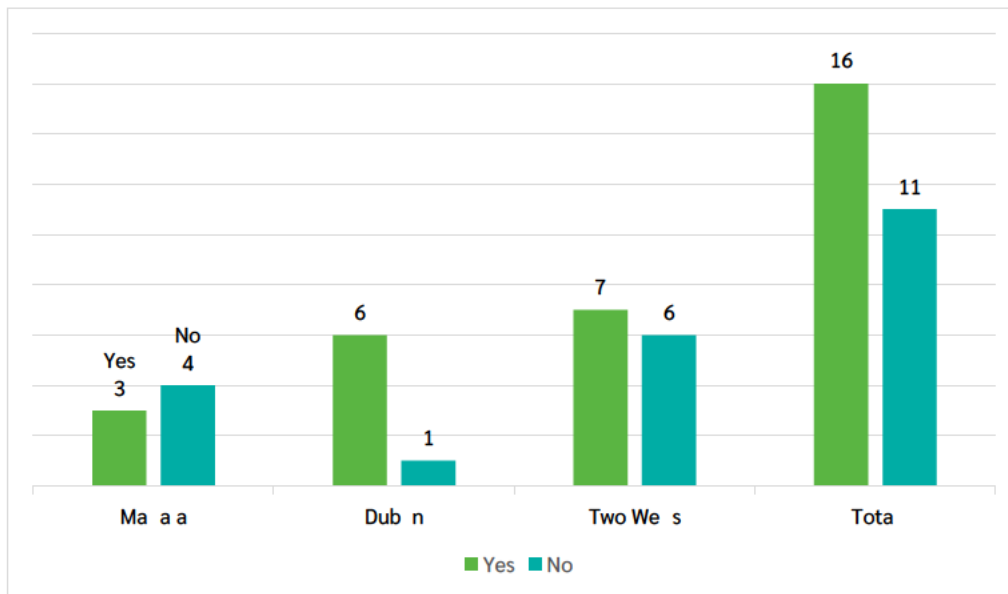


5: The length of the forum was appropriate*.



*Note: 12 out of 13 responses were received for this question.

Q: Have you attended a Council Public Forum before?



Q: Are there any improvements required in relation to content, format or delivery of the Public Forum?

Mallala	Dublin	Two Wells
<ul style="list-style-type: none"> • Each group would have their say and they did. • These forums are a waste of time if nothing of benefit results. • I hope the information will be distributed around town, so people know what is happening in response to what has been said at the forum. • There might be but I can't think of any. 	<ul style="list-style-type: none"> • Format was good. Addressing the issues raised by online registration was good. • Would be good to get more community involved/attending. 	<ul style="list-style-type: none"> • Rotation of towns for forum to be held at. Speakers to use microphone, as they address councillors and elected members have backs to everyone else. Roads/infrastructure <u>FIRST</u> priority please! • Electronic display of maps etc • Probably, but I was satisfied with it. Having the people who know the answers is useful. • A map/aerial image of the Two Wells area was referred to numerous times. It would have been much better to use a data projector so that everyone could see the area or roads referred to. • Have not asked in forum for cultural safety. • Ran very well – MC Strudwicke was respectful & clear – had his finger on the pulse. Nice having staff here to answer questions.

Q: Do you have any other comments in relation to the Public Forum?

Mallala	Dublin	Two Wells
<ul style="list-style-type: none"> • I should have registered my point prior to the meeting. • This was a good way to speak with members of the community and get results that are needed. • All of the council were willing to listen to our concerns regarding dogs off leash on the Lewiston Trails. • Quite pleased with the discussions. Appreciate the patience of the council in hearing our ideas and questions. 	<ul style="list-style-type: none"> • We need to see actions from all issues raised. • Keep them happening even though it seems people aren't interested. Interest may grow as the opportunity gets presented. • Maybe Windsor Institute could be turned into an Art Gallery with SALA exhibitions/special exhibitions. Maybe an artist forum/group could lease? 	<ul style="list-style-type: none"> • Council need to push DPT a bit more over road conditions as very dangerous. • I found this meeting was conducted with all info answered. • I found it very useful to hear from Council staff on the work programmes current and imminent. Very well managed by Marcus. • This is a useful way for those interested to have there [sic] say & give information back to those present. • I was pleased with the number of APC Councillors and staff who attended, and particularly with the constructive comments provided by the staff. • Cultural safety: given Riverlea development has uncovered 31 remains and identified some Aboriginal sacred sites, how does Two Wells (APC) engage with the local Traditional owners? I am all for development but would like respectful resolutions for ancestral remains. • Larger area/room required. Data projector = maps. Better, more direct/thorough community consultation would be great. • Congratulations on the number of councillors & staff that attended the meeting.

16.5 BLACKSPOT FUNDING APPLICATION**Record Number:** D23/52015**Author:** Director Infrastructure and Environment**Authoriser:** Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

“that Council, having considered Item 16.5 – *Blackspot Funding Application*, dated 27 November 2023, receives and notes the report and in doing so acknowledges that a Blackspot funding application has been submitted to address the Road Safety Audit (Old Port Wakefield Road and Dawkins Road intersection) recommendations.”

Purpose

The purpose of this report is to provide the Council Members an update on the Blackspot funding applications recently submitted.

Background

Management engaged a consultant, Be Engineering Solutions, to undertake a Road Safety Audit (RSA) of the existing conditions at the Old Port Wakefield Road and Dawkins Road intersection, in Two Wells and was presented to the Infrastructure and Environment Committee at its 16 March 2023 meeting.

Discussion**Blackspot Funding**

The Road Safety Audit (RSA) for Old Port Wakefield Road and Dawkins Road intersection outlined short-and medium-term recommendations. The short-term recommendations have been actioned with the medium-term actions outstanding.

Management on the 16 October 2023 submitted a Blackspot funding application for the 2024-2025 funding period, which if successful will address the medium-term recommendations within the RSA. The funding application requested \$200,000 from the Blackspot funding stream, which is 100% of the project estimated costs.

Funding

Each year Council develops a four-year asset renewal and upgrade program as part of its budgetary cycle. However, our communities now demand a higher standard of asset and the annual process only caters for “like for like” and not some of the major upgrades required for the future.

Council’s current four-year asset renewal and upgrade program contains a small percentage of upgrade/new projects, however the primary focus being renewal. If successful with the above funding it will significantly reduce future new capital budget allocations funded through rate revenue.

It is critical that when seeking grant funding the project candidates align with the funding criteria to give Council the best opportunity to be successful with grant funding. Furthermore, seeking grant funding should align to the IAMP where possible.

Conclusion

This report is provided for Members’ information. It is critical that when seeking grant funding the project candidates align with the funding criteria to give Council the best opportunity to be successful with grant funding. The outcome of the funding application will be presented to the Council upon further information gathered.

16.6 ECONOMIC DEVELOPMENT UPDATE

Record Number: D23/50598

Author: Economic Development Officer

Authoriser: Group Manager - Development and Community

Attachments: Nil

OVERVIEW

This information report is outlining the delivery of initiatives, actions and connections aligned to the key areas of the Tourism and Economic Development Strategy since September 2023.

RECOMMENDATION

“that Council, having considered Item 16.6 – *Economic Development Update*, dated 27 November 2023, receives and notes the report.”

Purpose

To provide Council a quarterly update on outcomes and initiatives progressing the Tourism and Economic Development Strategy.

Background

The Tourism and Economic Development Strategy 2022-2025 (TEDs) was endorsed at the Ordinary Council Meeting 22nd March, 2022.

The Economic Development Officer is a 0.5FTE role working across 2.5 days a week. With the resignation of the former officer, Council’s new officer Anne Minion started on August 29th and sits in the Two Wells office.

Initial scope of work has seen background and preliminary networking and learning, along with building connection, relationships and understanding of current businesses within Adelaide Plains Council.

There was also the need to spend time to understand TEDs and looking at initiatives to progress defined outcomes.

TEDs is recognised as a priority for the growing Adelaide Plains economy and community. Guided by the five themes, the following is an update.

Town Centres and Main Streets:

- Connecting with Adelaide Plains Business Advisory Group, Barossa Gawler Light Adelaide Plains Regional Development Australia (RDA) and other businesses within the Council area.
- Uploading information onto Australian Tourism Data Warehouse (ATDW) on current tourism experiences and products, including Mallala Museum, playgrounds and coastal communities.
- RV Friendly Towns / Destinations is a town or destination that has met a set of guidelines to ensure they provide a certain number of amenities, and a certain level of services for travellers. Currently looking at what locations could be identified.

- Where appropriate encouraging business participation in community initiatives to build opportunities for businesses to “piggy-back” on events and weekend operations.
- Initial discussions regarding Highway One Protest Statues and their restoration requirements.

Business Support and Growth

- Ensure we maintain Small Business Friendly Council requirements to ensuring Council builds business capacity.
- Met with local and state tourism agencies to gather understanding of where Adelaide Plains sits within the tourism sector.
- Investigate current business databases and look to consolidate lists, increase contacts and manage lists effectively.
- Meeting with Adelaide Plains Business Advisory Group members to review their Terms of Reference, adopt changes to purpose and functions and look to refresh and attract new members. This group to adopt a mentoring role to support new and emerging businesses into the future.
- Once a new committee formed for APBAG, intending to develop a calendar of monthly events for businesses across the area for 2024 and beyond. Consistent networking, development and mentoring will be the theme moving forward.
- Focussing on Carslake Road precinct collaboration.
- RDA officer used Two Wells Chamber to support community leaders training and development program.
- Connected with Sea to Valley Start-ups who have Federal funding to support small business in our region. Partnering for a Business Network event early 2024, to introduce the business community to further training opportunities.
- Met with Brooke Chinner, Business Support Officer from the Office for Small and Family Business to understand their resources for supports for small business. Brooke to present at a networking event early 2024.
- SA Skydiving at Lower Light are planning to increase their visitor experiences. Preliminary discussions through planning and development to understand what can be done, along with linking the business with current tourism grants.
- Discussions held with Mallala MotorSport Park regarding signage and promoting their tourism and visitor experiences currently on offer i.e., Karting.
- Visitor accommodation desktop scan across Adelaide Plains. This included Airbnb, Booking.com, Stayz and Google. These numbers below include current camping ground, farm stays and Motel as highlighted on these platforms.
 - Two Wells: 3
 - Mallala: 2
 - Thompson Beach: 1
 - Parham: 2
- Council’s Social Media platform exciting to increase visitor traffic and experiences from 2024.

Food and Primary Industries

- Carslake Road Precinct – Discussions with RDA to bring together stakeholders to scope appropriate funding to support growth and infrastructure. Initial discussions with RDA with a meeting of stakeholders planned for November to further investigate scope of works.
- Tour of the IWS facility as part of IWS Community Group meeting, introducing their facility and giving update on their future initiatives. New machinery to refine the waste and mix with mushroom compost to create a product to sell for gardens. Their site is working on the circular economy.
- Briefly visited the Red Centre Enterprises program and started to understand their operations. They spoke about on the IWS site of planting of 5000 native species with benefits including revegetation, native habitat, eco system and migratory attraction (birds). Revisiting late November to learn about their bush tucker program, planting programs and connections of first nations in the area.
- Northern Adelaide Plains Food Cluster discussions on their “Food Trail” initiative and new branding. In its infancy, but a great opportunity to start branding our unique food offerings.
- Promotion is key to encouraging people to stay and explore i.e., crabbing at Port Parham. Signage from the highway and wayfinding around the Adelaide Plains is imperative to showcase our food experiences. i.e., Think of the Coastal Way and Epicurean Way.
- Meeting with SA Water Business Development Manager to discuss business growth opportunities and understand their Northern Adelaide Irrigation Scheme (NAIS)

Coastal Experiences

- Initial discussion with Adelaide International Bird Sanctuary Lead Ranger to discuss opportunities for visitor collaboration. Issue for them is how they can “count” visitor numbers.
- Discussions with Port Parham residents regarding promoting the activities of the area.
- Discussions with Yorke Peninsula Tourism regarding their branding and promotion of the coastline being Sapphire Coast.
- Setting up the experiences on Australian Tourism Data Warehouse portal – ensuring current coastal activities and campgrounds promoted.
- Initial discussions with Port Parham, Thompson Beach and Coalition of Coastal Communities groups about visitors and their settlement.

Marketing and Branding

- Linked with Scott McCarten (Film and Television Location Manager) for the upcoming Netflix Filming in Adelaide Plains.
- Arranged meeting with Jordan Martin – Regional Tourism Manager Clare Valley to discuss tourism opportunities.
- Connected with Soraya Rankine, Manager Aboriginal and Experience Development SA Tourism Commission. Wanting to bring her to region. This includes connecting with Red Ochre.
- Emailed Tourism Industry Council SA to gather information on membership and how we can support our tourism sector to grow.

- Developing a regular quarterly Business and Tourism newsletter with information, links, networking and training opportunities for the sectors.
- There is a lot of work that needs to be done in this area and currently building relationship with SA Tourism Commission, Tourism Industry Council of SA, Yorke Peninsula Tourism and Clare Valley Tourism.
- Australian Tourism Data Warehouse is the portal whereby Council can upload reserves, playgrounds and tourist spots. Clare Valley and Yorke Peninsula Tourism then “pulls” this information that loads onto their websites, along with SA Tourism websites. This information is also available Australia-wide.
- Future resources and budgets will be required to continue to building our tourism brand and become members of these organisations, which support our tourism and business communities.
- Collaboration across regional Council’s in marketing for visitor experiences is being investigated.
- Images of the area are required to build stories and content for social media and websites including Clare Valley websites and the Australian Tourism Data Warehouse.

Discussion

There has been a lot of activity in the tourism and business connections for Council this quarter, highlighting the many opportunities for visitors, business and community to live, work and play in the area.

Current businesses will need to be ready for the increase in residents, visitors and competition in the coming years. Being able to support, build their capacities and knowledge is imperative in building sustainable businesses into the future.

Local tourism is in its infancy, but a number of “ready to sell” products and experiences can be promoted and weaved into options for day trips.

Conclusion

- The Adelaide Plains Business Group refresh with clearer functions will play a pivotal role in building business networks, capacity and mentoring.
- Researching business development support programs across local Regional Councils with the view of recommending a program within Adelaide Plains in the future.
- Progressing actions from TEDs will need resourcing and funding considerations, ensuring support to businesses, tourism initiatives and opportunities into the future.
- SA Agritourism Sector Plan 2023 has been launched, with initial thoughts on bringing interested land owners together, introducing them to some of the concepts of this plan and how we could provide unique tourism opportunities in the region.

References

Legislation

Local Government Act 1999

Council Policies/Plans

Tourism and Economic Development Strategy 2022-2025

Growth Strategy

Marketing and Communications Strategy

Adelaide Plains Council Strategic Plan

17 QUESTIONS ON NOTICE

Nil

18 QUESTIONS WITHOUT NOTICE

19 MOTIONS ON NOTICE

Nil

20 MOTIONS WITHOUT NOTICE

21 URGENT BUSINESS

22 CONFIDENTIAL ITEMS

22.1 AUDIT COMMITTEE – APPOINTMENT OF THIRD INDEPENDENT MEMBER

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 Office, Director Corporate Services, Director Development and Community, Director Finance, Director Infrastructure and Environment, Manager Governance, Executive Assistant to the Chief Executive Officer and Mayor/Minute Taker, Information Technology Officer be excluded from attendance at the meeting of Council for Agenda Item 22.1 *Audit Committee – Appointment of Third Independent Member*;**
- 2. Council is satisfied that pursuant to section 90(3)(a) of the *Local Government Act 1999*, Item 22.1 *Audit Committee – Appointment of Third Independent Member* concerns information of a confidential nature, the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead); 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.”**

22.1 AUDIT COMMITTEE – APPOINTMENT OF THIRD INDEPENDENT MEMBER

Record Number: D23/50690
Author: Director Finance
Authoriser: Chief Executive Officer
Attachments: Nil

EXECUTIVE SUMMARY

- The purpose of this report is to present to the Council a summary of outcomes and recommendation following the short listing and robust interview process in relation to the Audit and Risk Committee's third (3rd) independent membership, so that Council can make the necessary membership appointments to the Audit and Risk Committee with effect from 30 November 2023.

Current Membership

- The current Terms of Reference provide that the membership shall consist of two (2) independent members and three (3) members from the Elected Members of Council. Accordingly, Council's Audit Committee (the Audit Committee) consists of the following members: -

Independent Members (term expires on 30 November 2024)

- Mr Alan Rushbrook - Independent Chairperson;
- Mr Peter Fairlie-Jones - Independent Member;

Council Members (term expires on 30 November 2023)

- Mayor Wasley;
- Deputy Mayor Strudwicke; and
- Area Councillor Panella.

Membership Changes from 30 November 2023

- From 30 November 2023, Council's current 'Audit Committee' will expand its role and transition into an 'Audit and Risk Committee' with three (3) independent members and two (2) Council members.
- Therefore, Council undertook the process recently to recruit third independent member.
- Following the robust interview process, it's recommended that Mr Peter Scargill be appointed for a period of two (2) years from 30 November 2023 to 30 November 2025 with an option to renew for a further two (2) years, subject to Council approval.

RECOMMENDATION

“that Council, having considered Item 22.1 – *Audit Committee – Appointment of Third Independent Member*, dated 27 November 2023, receives and notes the report and in doing so appoints Mr Peter Scargill to Council’s Audit and Risk Committee for the period 30 November 2023 to 30 November 2025.”

BUDGET IMPACT

Estimated Cost: Sitting fee. Currently \$645 (ex. GST)

Future ongoing operating costs: Not applicable

Is this Budgeted? Yes

RISK ASSESSMENT

By appointing third independent member, Council will be complying with the new requirements of the section 126 (1) of the *Local Government Act 1999* which will be effective from 30 November 2023.

DETAILED REPORT**Purpose**

The purpose of this report is to present to the Council a summary of outcomes and recommendation following the short listing and robust interview process in relation to the Audit and Risk Committee's third (3rd) independent membership, so that Council can make the necessary membership appointments to the Audit and Risk Committee with effect from 30 November 2023.

Background

The Adelaide Plains Council's Audit Committee has been established under section 41 of the *Local Government Act 1999* (the Act). According to the section 126 of the Act, the principal objective of the Audit Committee is to add value to and improve, the Adelaide Plains Council's operations, by assisting the Council to meet its legislative and probity requirements as required by the Act and other relevant legislation, standards and codes.

From 30 November 2023, Council's current 'Audit Committee' will expand its role and transition into an 'Audit and Risk Committee'. The purpose of the Audit and Risk Committee is to provide independent assurance and advice to the Council on accounting, financial management, internal controls, risk management and governance matters.

Section 3.7 of the current Audit Committee Terms of Reference states that the evaluation of potential independent members of the Audit Committee will be undertaken by the Mayor and Chief Executive Officer and two (2) Elected Members appointed to the Audit Committee, taking account of the experience and qualifications of candidates and their likely ability to apply appropriate analytical and strategic management skills, and a recommendation for appointment put to Council.

Discussion

Council received a total of seven (7) applications and the interviews were held with four (4) shortlisted applicants at the LGA House on Monday, 6 November 2023. The interview panel that comprised of Acting/Deputy Mayor Strudwicke, Cr Panella and the Council's Chief Executive Officer, James Miller recommends that Council appoints Mr Peter Scargill to the Audit and Risk Committee for the period 30 November 2023 to 30 November 2025.

The unanimous recommendation of the interview panel is to appoint Mr Peter Scargill as the third (3rd) independent member of the Council's Audit and Risk Committee for a term of two (2) years from 30 November 2023 to 30 November 2025.

Conclusion

It is recommended that Council appoints Mr Peter Scargill as the third (3rd) independent member for a two (2) year period from 30 November 2025.

ReferencesLegislation

Local Government Act 1999, Section 126

Local Government (Financial Management) Regulations 2011

Council Policies/Plans

Audit and Risk Committee Terms of Reference

RECOMMENDATION

“that Council, having considered the matter of Agenda Item 22.1 *Audit Committee – Appointment of Third Independent Member* 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 Item 22.1 *Audit Committee – Appointment of Third Independent Member*, remain confidential and not available for public inspection until all applicants are advised of the outcome of the interview process;**
- 2. Pursuant to section 91(9)(a) of the *Local Government Act 1999*, the confidentiality of the matter will be reviewed every twelve (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.”**

22.2 TWO WELLS SERVICE CENTRE LAND VALUATION

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 Office, Director Corporate Services, Director Development and Community, Director Finance, Director Infrastructure and Environment, Manager Governance, Executive Assistant to the Chief Executive Officer and Mayor/Minute Taker, Information Technology Officer be excluded from attendance at the meeting of Council for Agenda Item 22.2 *Two Wells Service Centre Land Valuation*;**
- 2. Council is satisfied that pursuant to section 90(3)(b)(i) of the *Local Government Act 1999*, Item 22.2 *Two Wells Service Centre Land Valuation* concerns information of a confidential nature, the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and**
- 3. Council is satisfied that the principle that Council meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential.”**

RECOMMENDATION

“that Council, having considered the matter of Agenda Item 22.2 *Two Wells Service Centre Land Valuation* in confidence under sections 90(2) and 90(3)(b)(i) of the *Local Government Act 1999*, resolves that: -

- 1. The staff report, minutes and Attachment 1 pertaining to Agenda Item 22.2 *Two Wells Service Centre Land Valuation*, remain confidential and not available for public inspection until further order of the Council except such disclosure as the Chief Executive Officer determines necessary or appropriate for the purpose of further discussions or actions contemplated;**
- 2. Pursuant to section 91(9)(a) of the *Local Government Act 1999*, the confidentiality of the matter will be reviewed every twelve (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.”**

23 CLOSURE