NOTICE OF COUNCIL MEETING

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

The Ordinary Meeting of the

Adelaide Plains Council

will be held in

Council Chambers
Redbanks Road
Mallala

on

Monday, 20 November 2017 at 6.30 PM

.....
James Miller
CHIEF EXECUTIVE OFFICER

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Adelaide Plains Council	**2 MINUTES**
Monday 20 November 2017	

Items:

2.1 Confirmation of Council Minutes – Ordinary Meeting held 16 October 2017

RECOMMENDATION

"that the minutes of the Ordinary Council Meeting held on Monday 16 October 2017 (MB Folios 13644 to 13654, inclusive), be accepted as read and confirmed."

2.2 Confirmation of Council Minutes – Special Meeting held 6 November 2017

RECOMMENDATION

"that the minutes of the Special Council Meeting held on Monday 6 November 2017 (MB Folios 13655 to 13658, inclusive), be accepted as read and confirmed."

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MINUTES

of

Ordinary Council Meeting

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

HELD IN

Council Chambers
Redbanks Road,
Mallala

on

Monday, 16 October 2017

Subject to ...on

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Mayor Flaherty formally declared the meeting open at 6.30pm.

1. ATTENDANCE RECORD

1.1 Present:

Mayor A J (Tony) Flaherty OAM JP

Cr Melville Lawrence

Cr S M (Marcus) Strudwicke

Cr Terry-Anne Keen

Cr Eddie Stubing

Cr Stephen Jones

Cr P D (Joe) Daniele

Cr Karen McColl

Cr Carmine Di Troia

Cr Margherita Panella

Also in Attendance:

Chief Executive Officer	Mr James Miller
General Manager, Infrastructure	Mr Martin Waddington
General Manager, Development and Community	Mr Robert Veitch
Minute Secretary	Ms Andrea Post

1.2 Apologies:

Nil

1.3 Not Present / Leave of Absence:

Nil

Subject to Confirmation

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2. CONFIRMATION OF MINUTES

2.1 Confirmation of Council Minutes – Special Meeting held 10 July 2017

Moved Cr Strudwicke Seconded Cr Lawrence **2017/ 313**

"that the minutes of the Ordinary Council Meeting held on Monday 10 July 2017 (MB Folios 13563 to 13575, inclusive), be accepted as read and confirmed."

CARRIED

2.2 Confirmation of Council Minutes – Ordinary Meeting held 18 September 2017

Moved Cr Keen Seconded Cr Lawrence **2017/ 314**

"that the minutes of the Ordinary Council Meeting held on Monday 18 September 2017 (MB Folios 13617 to 13633, inclusive), be accepted as read and confirmed."

CARRIED

2.3 Confirmation of Council Minutes – Special Meeting held 3 October 2017

Moved Cr McColl Seconded Cr Lawrence **2017/ 315**

"that the minutes of the Special Council Meeting held on Tuesday 3 October 2017 (MB Folios 13634 to 13640, inclusive), be accepted as read and confirmed."

CARRIED

2.4 Confirmation of Council Minutes – Special Meeting held 10 October 2017

Moved Cr Keen Seconded Cr Daniele **2017/ 316**

"that the minutes of the Ordinary Council Meeting held on Tuesday 10 October 2017 (MB Folios 13641 to 13643, inclusive), be accepted as read and confirmed."

CARRIED

3. BUSINESS ARISING

No Business Arising

4. ADJOURNED BUSINESS

No Adjourned Business

Subject to Confirmation

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5. DECLARATION OF MEMBERS' INTEREST (material, actual, perceived)

5.1 No Declaration of Members' Interest

6. OPEN FORUM

The Presiding Member sought and was granted leave of the meeting to suspend Part 2 of the *Local Government (Procedures at Meetings) Regulations 2013*, for a period of 10 minutes to facilitate *'Open Forum'*. The meeting was suspended at 6.32 pm.

David Grove *Two Wells*

Topics Discussed

- By-law review with reference to motorised bikes and control of use on private land in the Animal Husbandry Zone.

John Lush *Mallala*

Topics Discussed

- Administrative practices and protocols.

Mick Tennant *Two Wells*

Topics Discussed

- Seeking information for installation of second driveway at current place of residence.

The meeting resumed at 6.43 pm.

7. MAYOR'S REPORT

7.1 Meetings and Discussions

Monday, 18 September 2017
Pre Council Meeting – Mayor / CEO
Ordinary Council Meeting
Tuesday, 19 September 2017
Mayor / Deputy Mayor / CEO Meeting
Wednesday, 20 September 2017
Meeting with John Gee MP
Thursday, 21 September 2017
Council Visitations with CEO
Monday, 25 September 2017
Fraser Ellis – Liberal for Narungga
Friday, 29 September 2017
Mayor / CEO Meeting – Various Matters
Tuesday, 3 October 2017

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Subject to Confirmation

Council Member Waste Matters Tour
Special Council Meeting
Informal Gathering – Section 41 Committee Workshop Summary
Tuesday, 10 October 2017
Pre Council Meeting – Mayor / CEO
Special Council Meeting
Monday, 16 October 2017
Pre Council Meeting – Mayor / CEO / General Managers
Ordinary Council Meeting

8. REQUESTED DOCUMENTS/CORRESPONDENCE TO BE TABLED

No Requested Documents/Correspondence to be Tabled

9. DEPUTATIONS

No Deputations

10. PRESENTATIONS / BRIEFINGS

No Presentations/Briefings

11. PETITIONS

No Petitions

12. COMMITTEE RECOMMENDATIONS

12.1 Mallala and Districts Historical Committee – meeting held 6 September 2017

Moved Cr Strudwicke Seconded Cr Lawrence **2017/ 317**

"that Council receives and notes the minutes of the Audit Committee meeting held 11 September 2017."

CARRIED

13. ASSOCIATED ORGANISATIONS

13.1 Gawler River Floodplain Management Authority – minutes of Special Meeting held 5 October 2017

Moved Cr Lawrence Seconded Cr Keen **2017/ 318**

"that Council receives and notes the minutes of the Gawler River Floodplain Management Authority Special Meeting held 5 October 2017."

CARRIED

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Subject to Confirmation

14. REPORTS FOR DECISION

14.1 Establishment of a Business Council for the Adelaide Plains

Moved Cr McColl Seconded Cr Strudwicke **2017/ 319**

"that Council, having considered Item 14.1 - *Establishment of a Business Council for the Adelaide Plains*, dated 16 October 2017, receives and notes the report and in doing so:-

1. **Pledges support to the notion of establishing a Business Council for the Adelaide Plains as a means of promoting economic development priorities, facilitating economic growth and identifying opportunities to grow the economic investment base of the region;**
2. **Instructs its Chief Executive Officer to formally advise the President of the Adelaide Plains Ratepayers and Residents Association of Council's interest and commitment in pursuing same;**
3. **Instructs the Chief Executive Officer (who in turn may delegate authority to the General Manager – Finance and Economic Development) to prepare a draft Charter and Terms of Reference for a proposed Business Council model in concert with the President of the Adelaide Plains Ratepayers and Residents Association;**
4. **Instructs the Chief Executive Officer (who in turn may delegate authority to the General Manager – Finance and Economic Development) to engage heavily with the Chief Executive Officer of Regional Development Australia – Barossa to seek their support and assistance in the development of the Business Council and to ensure that there is no duplication of effort in relation to work RDA Barossa is currently undertaking in the Adelaide Plains region; and**
5. **Requests that the draft Charter and Terms of Reference be brought back to a meeting of the Strategic Planning and Economic Development Committee for ratification, to be subsequently endorsed by Council."**

CARRIED

14.2 Annual Report 2016-2017

Moved Cr Lawrence Seconded Cr Stubing **2017/ 320**

"that Council, having considered Item 14.2 – *Annual Report 2016-2017*, dated 16 October 2017, receives and notes the report and in doing so:-

1. **Adopts the Annual Report 2016-2017 as presented in Attachment 1 to this Report, subject to the endorsement of the Audited Annual Financial**

Subject to Confirmation

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Statements 2016-2017; and

2. **Authorises the Chief Executive Officer to make any necessary final amendments to the Annual Report."**

CARRIED

14.3 Administration and Operations Closure – Christmas /New Year

Moved Cr Strudwicke Seconded Cr McColl **2017/ 321**

"that Council, having considered Item 14.3 – *Administration and Operations Closure – Christmas /New Year*, dated 16 October 2017, authorises the Chief Executive Officer to finalise the administrative and public notification requirements associated with the Christmas / New Year closure applicable within the following dates and times:

- **Depot Operations closed from 12.00 pm Thursday 21 December 2017 and resuming normal operations from Tuesday 2 January 2018;**
- **Administration closed from 4.00 pm Friday 22 December 2017 and resuming normal operations from Tuesday 2 January 2018;**
- **Two Wells Library closed from 4.00 pm Friday 22 December 2017, Mallala Library closed from 12.00 pm Wednesday 20 December 2017, and both sites resuming normal operations from Tuesday 2 January 2018, and**
- **Waste Service sites (Two Wells Transfer Station and Mallala Resource Recovery Centre) closed from 11.00 am Thursday 21 December 2017 and resuming normal operations from Thursday 4 January 2018."**

CARRIED

14.4 Moquet Lee Reserve Upgrade Support

Moved Cr Strudwicke Seconded Cr Keen **2017/ 322**

"that Council, having considered Item 14.4 – *Moquet Lee Reserve Upgrade Support*, 16 October 2017, receives and notes the report and in doing so:-

1. **Approves the use of Council's resources to the value of $3,900.00, at no charge, for the purpose of carrying out earthworks at the Moquet Lee site Grace Plain.**

The resources required being sourced from reductions in other areas of Councils works program namely road maintenance and construction."

CARRIED

14.5 Add New Bank Account Signatory

Moved Cr Lawrence Seconded Cr McColl **2017/ 323**

"that Council, having considered Item 14.5 - *Add New Bank Account Signatory*, dated

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Subject to Confirmation

16 October 2017, receives and notes the report and in doing so:-

1. **Appoints Jean Ann Barr be added as an authorised signatory to all Council Bank Accounts and have authority to process all online banking transactions, and**
2. **Authorises Council Chief Executive Officer to finalise the administrative requirements associated with BankSA."**

15. REPORTS FOR INFORMATION

15.1 Council Resolutions/Actions

Moved Cr Lawrence Seconded Cr Strudwicke **2017/ 324**

"that Council, having considered Item 15.1 – *Council Resolutions/Action Report*, dated 16 October 2017, receives and notes the report."

CARRIED

15.2 Fresh Produce Food Safety Round Table 2017

Moved Cr McColl Seconded Cr Lawrence **2017/ 325**

"that Council, having considered Item 15.2 – *Fresh Produce Food Safety FRSC Round table 2017*, dated 16 October 2017, receives and notes the report."

CARRIED

15.3 Library & Community Services – Quarterly Report – July to September 2017

Moved Cr Keen Seconded Cr McColl **2017/ 326**

"that Council, having considered Item 15.3 – *Library & Community Services – Quarterly Report – July to September 2017*, dated 16 October 2017, receives and notes the report."

CARRIED

15.4 LGA Conference & Annual General Meeting 2017

Moved Cr Lawrence Seconded Cr Strudwicke **2017/ 327**

"that the Council having considered Item 15.4 - *LGA Conference & Annual General Meeting 2017,* dated 16 October 2017, notes and receives the report."

CARRIED

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Subject to Confirmation

15.5 Lewiston Ward Councillor Supplementary Election – Provisional Results

Moved Cr Keen Seconded Cr Daniele **2017/ 328**

"that Council, having considered Item 15.5 – *Lewiston Ward Councillor Supplementary Election – Provisional Results*, dated 16 October 2017, receives and notes the report."

CARRIED

16. QUESTIONS ON NOTICE

No Questions on Notice

17. QUESTIONS WITHOUT NOTICE

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

18. MOTIONS ON NOTICE

18.1 Mallala CWMS Anglican Church Exemption

Moved Cr Keen Seconded Cr Lawrence **2017/ 329**

"that council exempt St Peters Anglican Church, Mallala, from the annual CWMS service charge indefinitely, or until the congregation grows to a point that makes it necessary to build an ablution block."

CARRIED

18.2 Accelerated Roadwork Infrastructure Program

Moved Mayor Flaherty Seconded Cr Strudwicke **2017/ 330**

"that Council instruct the Chief Executive Officer to bring back a report in relation to Council's ability to fund an accelerated roadwork infrastructure program that focuses on:-

- **ability to borrow significant funds to undertake new road sealing projects on key road networks servicing our horticulture, agriculture and industry nodes (up to $5 million)**
- **impact on Council's Asset Management Plan**
- **impact on Council's Long Term Financial Plan**
- **any other relevant factors**

The primary purpose being to advance our major investment nodes and precincts to facilitate future growth and economic development . "

LOST

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Subject to Confirmation

18.3 Chamber Audio System

Moved Cr Lawrence Seconded Cr Jones **2017/ 331**

"that a report be prepared in relation to the establishment of an audio system for the Council Chambers as previously forecast including budget impact and the ability to record meetings."

CARRIED

18.4 Notice of Motion to the Gawler River Floodplain Management Authority (GRFMA)

Moved Cr Lawrence Seconded Cr Keen **2017/ 332**

"that Council endorse the below Notice of Motion to be tabled at a subsequent meeting of the GRFMA:-

In order to obtain consistency across councils along the Gawler River Floodplain in relation to levee bank maintenance, the Executive Officer be instructed to seek advice in relation to whether landowners can carry out levee bank maintenance without having to obtain council approval, and further, formally request of Member Councils to advise what their compliance regimes are surrounding levee bank maintenance."

CARRIED

18.5 Request for Ministerial Meeting – GRFMA Withdrawal

Moved Cr Keen Seconded Cr Lawrence **2017/ 333**

"that the Chief Executive Officer write to the Minister and Shadow Minister for Local Government requesting a meeting to discuss the Adelaide Plains Council decision to withdraw from the Gawler River Floodplain Management Authority (GRFMA). The delegation to consist of the Adelaide Plains Council GRFMA Board Members and Deputy Board Members."

CARRIED

20. MOTIONS WITHOUT NOTICE

No Motions Without Notice

Subject to Confirmation

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21. URGENT BUSINESS

21.1 Moved Cr Keen Seconded Cr Strudwicke **2017/ 334**

"that the information as received from Two Wells Regional Action Team with regards to a proposed Two Wells Skate Park be tabled."

CARRIED

21. CONFIDENTIAL ITEMS

No Confidential Items

22. CLOSURE

There being no further business, the Mayor declared the meeting closed at 7.30 pm.

Confirmed as a true record.

Mayor: .....

Date: ____/____/___

Subject to Confirmation

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MINUTES

of

Special Council Meeting

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

HELD IN

Council Chambers
Redbanks Road,
Mallala

on

Monday, 6 November 2017

Subject to

Return to Index

Mayor Flaherty formally declared the meeting open at 3.30 pm.

1. ATTENDANCE RECORD

1.1 **Present:**

Mayor A J (Tony) Flaherty OAM JP

Cr Melville Lawrence

Cr S M (Marcus) Strudwicke

Cr Terry-Anne Keen

Cr Stephen Jones

Cr P D (Joe) Daniele

Cr Margherita Panella

Cr Karen McColl (from 3.06 pm)

Also in Attendance:

Chief Executive Officer	Mr James Miller
General Manager, Infrastructure	Mr Martin Waddington
General Manager, Development and Community	Mr Robert Veitch
Minute Secretary	Ms Andrea Post
Director, Australian Water Environments	Mr Geoff Fisher

1.2 **Apologies:**

Cr Eddie Stubing

1.3 **Not Present / Leave of Absence:**

Nil

2. ITEMS FOR DECISION

2.1 Central Local Government Region of South Australia (referred to as Legatus Group) - Charter

Moved Cr Lawrence Seconded Cr Di Troia **2017/ 335**

"that Council, having considered Item 2.1 – *Central Local Government Region of South Australia (referred to as Legatus Group) - Charter*, dated 6 November 2017, receives and notes the report and in doing so:-

1. **Adopts the amended Charter as provided in Attachment 1; and**

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Subject to Confirmation

2. **Instructs administration to provide an update of Council's resolution to the Board of Management of the Central Local Government Region of South Australia (referred to as Legatus Group)."**

CARRIED

At this juncture, 3.06 pm Councillor McColl entered the meeting.

2.2 AWE Northern Floodway Briefing

Mr Geoff Fisher, Director of Australian Water Environments (AWE) gave a briefing on the Final Gawler River 2016 Flood Review Project Report and the Gawler River 2016 Flood Hydrology Review.

2.2 AWE Northern Floodway Briefing

Moved Cr Daniele Seconded Cr Keen **2017/ 336**

"that Council, having considered Item 2.2 – *AWE Northern Floodway Briefing*, dated 6 November 2017, receives and notes the report and briefing."

CARRIED

2.3 Gawler River Floodplain Authority – Status Update

Moved Cr Strudwicke Seconded Cr Daniele **2017/ 337**

"that Council, having considered Item 2.3 – *Gawler River Floodplain Management Authority – Status Update*, dated 6 November 2017, receives and notes the report."

CARRIED

2.4 Notice of Motion – Gawler River Floodplain Management Authority

Moved Mayor Flaherty Seconded Cr Strudwicke **2017/ 338**

"that in relation to Adelaide Plains Council's (APC) recent decision to withdraw from the Gawler River Floodplain Management Authority (GRFMA) and seek the endorsement of the Minister for Local Government:-

1. **Acknowledge resolutions of other GRFMA constituent councils seeking the Minister for Local Government to not support APC's decision to withdraw; and**

In the public interest and in the interest of regional solidarity inform the Minister that his possible 'non approval' decision of APC's request would not be opposed by APC and should that occur, APC would continue to engage in discussions with GRFMA with a focus on reviewing the GRFMA Charter to ensure a more equitable funding ratio between councils is derived."

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Subject to Confirmation

LOST

Division

Councillor Strudwicke called for a division.

The Mayor declared the vote set aside.

Members voting in the affirmative: Councillors Strudwicke and McColl.

Members voting in the negative: Councillors Lawrence, Panella, Jones, Daniele, Keen and Di Troia.

The Mayor declared the motion LOST

3. CLOSURE

There being no further business, the Mayor declared the meeting closed at 4.47 pm.

Confirmed as a true record.

Mayor: .....

Date: ____/____/___

Subject to Confirmation

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Adelaide Plains Council	**7.1 Meetings Attended and / or Discussions Held**
	Container No: CON12/1199 **Document No:** D17/30496
Report Date: 20 November 2017	**Prepared by: Mayor A J (Tony) Flaherty OAM**

Activities and Meetings attended

Monday, 16 October 2017
Pre Council Meeting – Mayor / CEO / General Managers
Ordinary Council Meeting

Tuesday, 17 October 2017
Mayor and CEO – Council debrief

Wednesday, 18 October 2017
Waste Transfer and Quarry Site Inspections
Governance Advisory Panel Meeting

Thursday, 19 October 2017
Gawler River Floodplain Management meeting debrief with CEO

Thursday, 26 October 2017
Gawler River Floodplain Management meeting with CEO and Light Regional Council CEO – regional position statement update

Monday, 30 October 2017
McArthur Management meeting with CEO
Designated Informal Gathering – Kerbside Waste Tender
Designated Informal Gathering - Planning, Development & Infrastructure Act Update
Public Meeting – Development Plan Amendment hearing of representatives

Wednesday, 1 November 2017
CEO Open Door

Monday, 6 November 2017
Audit Committee meeting
Designated Informal Gathering – Infrastructure Investment
Special Council meeting
Strategic Planning and Development Policy Committee meeting

Tuesday, 14 November 2017
Council agenda finalisation meeting with CEO

Wednesday, 15 November 2017
LGA Conference and Annual General Meeting

Thursday, 16 November 2017
LGA Conference and Annual General Meeting

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Friday, 17 November 2017
Legatus meeting with CEO - Burra

Monday, 20 November 2017
Pre Council meeting
Corporate Photographs
Ordinary Council meeting

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Adelaide Plains Council	**9 DEPUTATIONS**
Monday 20 November 2017	

Items:

9.1 Alinta Energy

- Sam Withers
- Greg Harrison
- Gary Bryant
- Huw Adler

Representatives of Alinta Energy will address the meeting to:

- provide Council Members and those from the community in attendance at the meeting, an overview of the proposal submitted to the Department for Planning, Transport and Infrastructure (DPTI), the supporting specialist assessments as well as the project benefits and next steps for the project.

9.2 Commercial in Confidence – Two Wells Development

- Introduction – Michael Hickinbotham, Managing Director, Hickinbotham Group
- Eden & Liberty Update – Michael Visintin, Design IQ, Urban Designer
- Planning Opportunities – Phil Brunning, Phil Brunning and Associates, Planner

"that, under the provisions of Section 90(2) of the *Local Government Act 1999*, an order be made that the public with the exception of [Chief Executive Officer, General Manager – Infrastructure, General Manager, Finance and Economic Development, General Manager, Governance and Communications, General Manager – Development and Community and the Minute Taker] be excluded from attendance at the meeting of the Council in order to consider in confidence this item.

9.2 – Commercial in Confidence – Two Wells Development:

The Council is satisfied that it is necessary that the public be excluded to enable the Council to consider the deputation at the meeting:

- **on the grounds provided by Section 90(3)(d), 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 the third party; and**
- **would, on balance, be contrary to the public interest; and**

- **on the basis that information within the deputation:**
  - **contains commercial information**
  - **it would be unreasonable to disclose this information as part of the confidential commercial discussions**

Accordingly, on this basis the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or discussion confidential."

"that, in accordance with Section 91(7) and Section 91(9) of the *Local Government Act 1999* and on the grounds that Item 9.2 – Commercial in Confidence – Two Wells Development for the meeting of the Council held on 20 November 2017, was received, discussed and considered in confidence pursuant to Section 90(3)(d) of the Local Government Act 1999, this meeting of the Council, does order that:

(a) the deputation and information provided in relation to the matter remain confidential and that pursuant to Section 91(9)(c) of the Local Government Act 1999, Council delegates the authority to the Chief Executive Officer to revoke this confidentiality order."

Adelaide Plains Council	**12.1**	**Mallala and Districts Historical Committee – meeting held 4 October 2017 and 1 November 2017**
	Department: **Report Author:**	**Executive Office** **Executive Assistant**
Date: 20 November 2017	**Container No:** **Document No:**	**CON12/871** **D17/29969**

OVERVIEW

The purpose of this report is to facilitate the receiving and noting of the minutes from the 4 October 2017 and 1 November 2017 Mallala and Districts Historical Committee.

RECOMMENDATION

"that Council receives and notes the minutes of the Mallala and Districts Historical Committee meeting held 4 October 2017 and 1 November 2017."

Attachments

1. **Minutes of meeting held 4 October 2017**
2. **Minutes of meeting held 1 November 2017**

References

Legislation

Not Applicable

Council Policies

Not Applicable

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MINUTES OF ADELAIDE PLAINS HISTORICAL COMMITTEE MEETING OF THE ADELAIDE PLAINS COUNCIL MALLALA MUSEUM ON WEDNESDAY OCTOBER 4TH. 2017 AT 7.00PM.

1. ATTENDANCE

1.1 Members present – Margaret Tiller, Gwenda Griffiths, Chris Young, Maxine Varcoe, Laura Parsons, Marcus Strudwicke, Bob Bevan & Brian Verrall.
1.2 Member's apologies – Jim East.
1.3 Members absent – Prue Mosman & Sharon Svetec.

2. CONFIRMATION OF MINUTES

2.1 Moved Maxine Varcoe that the minutes of the meeting held September 6th. 2017 be accepted as read & confirmed, 2nd. Chris Young – carried.

3. BUSINESS ARISING – see General Business.

4. REPORTS

4.1 Financial Report – prepared by Adelaide Plains Council – moved Margaret Tiller that this report be accepted, 2nd. Chris Young – carried.

5. CORRESPONDENCE – see separate report. Moved Maxine Varcoe that we receive & note the correspondence, 2nd. Chris Young – carried.

6. GENERAL BUSINESS

6.1 Ceiling fans – no update on this item.
6.2 Recent donations – a print of the Queen, previously belonging to the Two Wells Rotary Club & donated by Lynette Seccafien.
6.3 Relocation of Aerodrome Rd. cairn – has been satisfactorily resolved.
6.4 Motor Sport Park history project – a meeting to be arranged with Peter Templeton & Glen Dix in attendance.
6.5 Grants available – none.
6.6 Replacement of outdoor sign relating to the War Memorial – Marcus will follow up on this.
6.7 Urns for boiling water – health & safety issues. It was resolved that all water poured from urns must only be done by authorised volunteers.
6.8 Adelaide Plains Council – Council is reviewing its Section 41 Committees. It is likely we will remain a Section 41 Committee of Council & that the committee will in future be known as the Adelaide Plains Historical Committee. Council may appoint staff support to attend monthly meetings & take the minutes.

[cont'd]

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4-10-17 [cont'd]

VISITS & DIARY DATES UPCOMING

2017

October – Monday 16th. – "Woodside Romeos" – 12-15 men – arrive 10.30am. We will supply tea & biscuits with a donation tin. Will lunch at Mallala Hotel.
Members available – Bob, Marcus, Brian, Ray?, Chris & Gwenda.

November – Tuesday 21st. or Thursday 23rd. depending on Members available. – Two Wells Primary School – arrive 11.30am. 50-55 students – two classes - years 4 – 6.
November - Friday 24th. – Two Wells Primary School – arrive 9.30am. – 50-55 students – two classes – years 3 – 4
Members available for Tuesday or Thursday, & Friday – Chris, Maxine, Laura, & Marcus. Laura to follow up on Sharon. Margaret not available on Tuesday.

8. THANK YOUS

8.1 To all those who helped with the R & S Valiant Car Club.

Meeting closed at 8.45pm.

Next meeting is on Wednesday November 1st. at 7.00pm.
This is the Annual Meeting & we have room for up to two more members.

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MINUTES OF ADELAIDE PLAINS HISTORICAL COMMITTEE MEETING OF THE ADELAIDE PLAINS COUNCIL MALLALA MUSEUM ON WEDNESDAY NOVEMBER 1ST. 2017 AT 7.00PM.

1 ATTENDANCE

1.1 Members present – Laura Parsons, Gwenda Griffiths, Margaret Tiller, Sharon Svetec, Maxine Varcoe, Chris Young, Brian Verrall, Bob Bevan, Marcus Strudwicke and Jim East plus Tom Varcoe and Greg Tucker.
1.2 Members apologies – Prue Mosman plus Jim Franks, Shirley Sowerby & Mark Wasley.
1.3 Members absent – nil

2. CONFIRMATION OF MINUTES

2.1 Moved Bob Bevan that the minutes of the meeting held October 4th. 2017 be accepted as read and confirmed, 2nd. Chris Young, carried.

3. BUSINESS ARISING – see General Business.

4. REPORTS

4.1 Financial report – prepared by Adelaide Plains Council – moved Margaret Tiller that this report be accepted, 2nd. Brian Verrall, carried.

5. CORRESPONDENCE – see separate list. Moved Laura Parsons that we receive & note the Correspondence, 2nd. Margaret Tiller – carried.

6. GENERAL BUSINESS

6.1 Ceiling fans for Paint Shop – still not resolved. Flashing on the paint shop needs repairing as birds are gaining entry.
6.2 Recent donations
DVD player from Chris Young.
Badges & buttons from Ruth Jenkin
Framed Buffalo Lodge 1961 certificate from Delia Vanzini.
6.3 Relocation of cairn at Mallala racetrack – this has now been resolved satisfactorily.
6.4 Mallala Motor Sport project – the $15000 grant for this has now been submitted.
Maxine Varcoe moved that we note the excellent work done by Peter Templeton so far, 2nd. Margaret Tiller, carried.
6.5 Replacement of sign for War Memorial [near the gun] There has been no progress on this.
6.6 Lions Christmas street party on December 7th. – Bob will drive the Reo with Father Christmas. The museum banner to be fitted on the Reo. We will have our fruit salad & ice cream stall again. Moved Gwenda Griffiths that we give a $50 donation, 2nd. Sharon Svetec, carried.
6.7 Annual Business – election of Committee & Officers.
Council representative & Chairperson – Marcus Strudwicke.
Committee – proposed for Margaret Tiller, Sharon Svetec, Maxine Varcoe, Chris Young, Laura Parsons, Brian Verrall, Bob Bevan & Jim East to continue, plus new members Shirley Sowerby, Greg Tucker & Jim Franks.
Officers – Deputy-Chairperson - Chris Young, Secretary – Laura Parsons, Assistant-Secretary – Brian Verrall & Treasurer – Maxine Varcoe.
Moved Sharon Svetec that all the above members be accepted, 2nd. Margaret Tiller, carried.

[cont'd]

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1-11-17 cont'd

7. VISITS & DIARY DATES UPCOMING

2017

November

Thursday 23rd., Two Wells Primary school – 50-55 students, years 4-6 two classes. Arrive 11.30am. Members available – Sharon Svetec, Chris Young, Marcus Strudwicke, Maxine & Tom Varcoe & Laura Parsons.

Friday 24th. – Two Wells Primary School – 50-55 students, years 3-4 two classes. Arrive 9.30am. Members available – Rosemary Jenkin, Sharon Svetec, Margaret Tiller, Laura Parsons & Marcus Strudwicke.

8. THANK YOUS

To Bob for starting the Reo on the "Woodside Romeos" visit.

To all those who helped with recent visits.

9. ANY OTHER BUSINESS

9.1 Chris Young will make the Museum's wreath for Remembrance Day & Marcus will lay it

9.2 The Museum will be open on Remembrance Day after the Service.

9.3 On Sunday March 4th. 2018 Gawler Car Club will visit the Men's Shed. They may wish to visit the Museum as well.

Meeting closed at 8.45pm.

Next meeting will be on December 6th. 2017 at 7.00pm.

After the Meeting Marcus presented a floral bouquet to retiring committee member Gwenda Griffiths & thanked her on behalf of the committee for her many years of untiring effort for our museum.

SUNDAY ROSTER 2.00PM TO 4.30PM

Sunday	November	5th.	Sharon Svetec	Frank Svetec
"	"	12th.	Maxine Varcoe	Tom Varcoe
"	"	19th.	Margaret Tiller	Bob Bevan
"	"	26th.	Laura Parsons	Marcus Strudwicke
"	December	3rd.	Chris Young	Rosemary Jenkin
"	"	10th.	Bob Bevan	Brian Verrall
"	"	17th.	Sharon Svetec	Frank Svetec
"	"	24th.	**Closed**	
"	"	31st.	**Closed**	
"	January	7th.	Maxine Varcoe	Tom Varcoe
"	"	14th.	Bob Bevan	tba
"	"	21st.	Laura Parsons	tba
"	"	28th.	Chris Young	tba

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Adelaide Plains Council	**12.2**	**Governance Advisory Panel – meeting held 18 October 2017**
	Department:	**Governance and Communications**
	Report Author:	**General Manager, Governance and Communications**
Date: 20 November 2017	**Container No:**	**CON16/8**
	Document No:	**D17/29708**

OVERVIEW

The purpose of this report is to facilitate the receiving and noting of the minutes from the 18 October 2017 Governance Advisory Panel meeting, and seek Council's endorsement of the recommendation from the Panel to Council. A summary of the items considered are noted below.

- Discovery of Asbestos – Two Wells Waste Transfer Station
- Illegal Dumping

RECOMMENDATION 1

"that Council receives and notes the minutes of the Governance Advisory Panel meeting held on 18 October 2017."

RECOMMENDATION 2

"that Council endorses the recommendation of the Governance Advisory Panel and in doing so requests that administration approach the Local Government Association Workers Compensation Scheme and Local Government Association Mutual Liability Scheme to assist in the preparation of a review in relation to this matter with a focus on comparing Council's practice to Council's procedures, in particular:-

- **Asbestos Management Procedure;**
- **Contract Management Policy Procedure; and**
- **Hazard Management Policy Procedure**

with the outcome of the review to be presented back to the Panel to make recommendations to Council for further consideration."

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RECOMMENDATION 3

"that Council endorses the recommendation of the Governance Advisory Panel and in doing so requests that the Chief Executive Officer hold discussions with neighbouring councils with a focus to work collaboratively to outline a public awareness campaign, educating and advising the community in relation to illegal dumping, including the attached penalties."

Attachments

1. **Copy of recommendations**
2. **Minutes of meeting held 18 October 2017**

Return to Index

Adelaide Plains Council	**RECOMMENDATION(S)**

5.1 Discovery of Asbestos – Two Wells Waste Transfer Station

Panel Resolution

Moved Mrs J Jones Seconded Mr T Byrt **2017/ 024**

"that the Panel, having considered Item 5.1 – *'Discovery of Asbestos – Two Wells Waste Transfer Station'* dated 18 October 2017, receive and note the report and in doing so recommends to Council that administration approach the Local Government Association Workers Compensation Scheme and Local Government Association Mutual Liability Scheme to assist in the preparation of a review in relation to this matter with a focus on comparing Council's practice to Council's procedures, in particular:-

- **Asbestos Management Procedure;**
- **Contract Management Policy Procedure; and**
- **Hazard Management Policy Procedure**

with the outcome of the review to be presented back to the Panel to make recommendations to Council for further consideration."

CARRIED

5.2 **Panel Resolution**

Moved Mrs J Jones Seconded Mr T Byrt **2017/ 025**

"that the Panel recommends to Council that the Chief Executive Officer hold discussions with neighbouring councils with a focus to work collaboratively to outline a public awareness campaign, educating and advising the community in relation to illegal dumping, including the attached penalties."

CARRIED

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MINUTES

of

The Governance Advisory Panel Meeting of the

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

HELD IN

Council Chambers
Redbanks Road
Mallala

on

Wednesday, 18 October 2017

Subject to Confirmation

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The Chairperson formally declared the meeting open at 2:11 pm.

1. ATTENDANCE RECORD

1.1 **Present:**

Hon Graham Gunn, AM (Chairperson)

Mrs Judith Jones

Mr Ted Byrt

Mayor A J (Tony) Flaherty, OAM

Cr Melville Lawrence

Also in Attendance:

Chief Executive Officer	Mr James Miller
General Manager, Governance and Communications	Ms Sheree Schenk
General Manager, Infrastructure	Mr Martin Waddington
Health and Safety Officer	Ms Angie-Marie Fuss
Partner, Norman Waterhouse Lawyers	Mr Dale Mazzachi
Minute Secretary	Ms Andrea Post

1.2 **Apologies:**

Nil

1.3 **Not Present / Leave of Absence:**

Nil

2. CONFIRMATION OF MINUTES

2.1 Confirmation of Panel Minutes – Meeting held 8 June 2017

Panel Resolution

Moved Mayor Flaherty Seconded Mrs J Jones **2017/023**

"that the minutes of the Governance Advisory Panel meeting held on 8 June 2017 (MB Folios 39 to 43 inclusive), be accepted as read and confirmed."

CARRIED

3. BUSINESS ARISING

No Business Arising

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Subject to Confirmation

4. DECLARATION OF MEMBERS' INTEREST

No Declaration of Members' Interest

5. REPORTS

5.1 Discovery of Asbestos – Two Wells Waste Transfer Station

Panel Resolution

Moved Mrs J Jones Seconded Mr T Byrt **2017/024**

"that the Panel, having considered Item 5.1 – *'Discovery of Asbestos – Two Wells Waste Transfer Station'* dated 18 October 2017, receive and note the report and in doing so recommends to Council that administration approach the Local Government Association Workers Compensation Scheme and Local Government Association Mutual Liability Scheme to assist in the preparation of a review in relation to this matter with a focus on comparing Council's practice to Council's procedures, in particular:-

- **Asbestos Management Procedure;**
- **Contract Management Policy Procedure; and**
- **Hazard Management Policy Procedure**

with the outcome of the review to be presented back to the Panel to make recommendations to Council for further consideration."

CARRIED

5.2 **Panel Resolution**

Moved Mrs J Jones Seconded Mr T Byrt **2017/025**

"that the Panel recommends to Council that the Chief Executive Officer hold discussions with neighbouring councils with a focus to work collaboratively to outline a public awareness campaign, educating and advising the community in relation to illegal dumping, including the attached penalties."

CARRIED

6. CLOSURE

There being no further business, the Chairperson declared the meeting closed at 3.17 pm.

Confirmed as a true record.

Chairperson: .....

Return to Index

Subject to Confirmation

Date: ____/____/___

Subject to Confirmation

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Adelaide Plains Council	**12.3**	**Strategic Planning and Development Policy Committee Meeting – 6 November 2017**
	Department: **Report Author:**	**Development and Community** **General Manager, Development and Community**
Date: 20 November 2017	**Container No:** **Document No:**	**CON16/46** **D17/29658**

OVERVIEW

The purpose of this report is to facilitate the receiving and noting of the minutes from the Strategic Planning and Development Policy Committee meeting on 6 November 2017, and seek Council's endorsement of the recommendations from the Committee to Council. The following item was considered by the Committee:

- Northern Food Bowl Protection Areas Development Plan Amendment – Summary of Consultation and Proposed Amendments

RECOMMENDATION 1

"that Council receives and notes the minutes of the Strategic Planning and Development Policy Committee meeting held 6 November 2017."

RECOMMENDATION 2

"that Council endorses the recommendation of the Strategic Planning and Development Policy Committee and in doing so

- **endorses the Draft Northern Food Bowl Protection Areas DPA subject to the proposed amendments recommended in the Summary of Consultation and Proposed Amendments Report, (as presented under separate cover);**
- **authorises the Chief Executive Officer to forward the DPA to the Minister for Planning for approval under Section 25(14) of the *Development Act 1993* and in doing so confirms that the DPA has been prepared in accordance with the *Development Act 1993* Section 25(14)(b); and, that the DPA satisfies the matters prescribed in the Development Regulations 2008; and**

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- **grants authority to the Chief Executive Officer to make minor changes of a technical or editorial nature to the DPA to facilitate final approval, as deemed necessary by the Department or the Minister for Planning."**

Attachments

1. **Copy of recommendations**
2. **Minutes of meeting held 6 November 2017**

Return to Index

Adelaide Plains Council	**RECOMMENDATION(S)**

5.2 Northern Food Bowl Protection Areas Development Plan Amendment – Summary of Consultation and Proposed Amendments

Committee Resolution **2017/ 004**

Moved Cr M Lawrence Seconded Cr M Panella

"that the Committee, having considered Item 5.2 - Northern Food Bowl Protection Areas Development Plan Amendment – Summary of Consultation and Proposed Amendments, dated 6 November 2017, receives and notes the report and in doing so recommends to Council that it:-

1. **endorses the Draft Northern Food Bowl Protection Areas DPA subject to the proposed amendments recommended in the Summary of Consultation and Proposed Amendments Report.**
2. **recommends to Council that the Chief Executive Officer be authorised to forward the DPA to the Minister for Planning for approval under Section 25(14) of the Development Act 1993 and in doing so confirms that the DPA has been prepared in accordance with the Development Act 1993 Section 25(14)(b); and, that the DPA satisfies the matters prescribed in the Development Regulations 2008; and,**
3. **recommends to Council that the Chief Executive Officer be granted delegated authority to make minor changes of a technical or editorial nature to the DPA to facilitate final approval, as deemed necessary by the Department or the Minister for Planning."**

CARRIED

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MINUTES

of

Strategic Planning and Development Policy Committee Meeting of the

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

HELD IN

Council Chambers
Redbanks Road
Mallala

on

Monday, 6 November 2017

Subject to confirmation

The Presiding Member formally declared the meeting open at 5.00 pm

1. ATTENDANCE

1.1 Present

Mayor A J (Tony) Flaherty OAM

Cr Melville Lawrence

Cr Karen McColl

Cr Terry-Anne Keen

Cr Margherita Panella

Cr P D (Joe) Daniele

Cr S M (Marcus) Strudwicke

Cr Carmine Di Troia

Cr Stephen Jones

Councillors Di Troia and Jones declared a Conflict of Interest and left the meeting at 5.01 pm.

Also in attendance for the meeting:

Chief Executive Officer	Mr James Miller
General Manager, Development and Community	Mr Robert Veitch
Planning Officer	Ms Megan Lewis
Minute Secretary	Ms Carol Wildbore

1.2 Apologies

Cr Eddie Stubing

1.3 Not Present / Leave of Absence

Nil

2. CONFIRMATION OF MINUTES

2.1 Committee Resolution 2017/ 001

Moved Cr Mel Lawrence Seconded Terry-Anne Keen

"that the minutes of Strategic Planning and Development Policy Committee held on Monday 27 June 2016 (MB Folios 31 to 34, inclusive) be accepted as read and confirmed."

CARRIED

Subject to Confirmation

3. BUSINESS ARISING

No Business Arising

4. BRIEFINGS

4.1 Grazio Maiorano, URPS - Northern Food Bowl Protection Areas Development Plan Amendment

5. REPORTS FOR DECISION

5.2 Northern Food Bowl Protection Areas Development Plan Amendment – Summary of Consultation and Proposed Amendments

Committee Resolution **2017/ 002**

Moved Cr Strudwicke Seconded Cr Lawrence

"that the Committee, having considered Item 5.2 - Northern Food Bowl Protection Areas Development Plan Amendment – Summary of Consultation and Proposed Amendments, dated 6 November 2017, receives and notes the report and in doing so recommends to Council that it:-

1. **endorses the Draft Northern Food Bowl Protection Areas DPA subject to the proposed amendments recommended in the Summary of Consultation and Proposed Amendments Report.**
2. **recommends to Council that the Chief Executive Officer be authorised to forward the DPA to the Minister for Planning for approval under Section 25(14) of the Development Act 1993 and in doing so confirms that the DPA has been prepared in accordance with the Development Act 1993 Section 25(14)(b); and, that the DPA satisfies the matters prescribed in the Development Regulations 2008; and,**
3. **recommends to Council that the Chief Executive Officer be granted delegated authority to make minor changes of a technical or editorial nature to the DPA to facilitate final approval, as deemed necessary by the Department or the Minister for Planning."**

LOST

5.2 **Committee Resolution** **2017/ 003**

Moved Cr Daniele Seconded Cr Strudwicke

"that the Committee, having considered Item 5.2 - Northern Food Bowl Protection Areas Development Plan Amendment – Summary of Consultation and Proposed Amendments, dated 6 November 2017, receives and notes the report

Subject to Confirmation

and in doing so recommends to Council that it:-

1. **endorses the Draft Northern Food Bowl Protection Areas DPA subject to the proposed amendments recommended in the Summary of Consultation and Proposed Amendments Report; and, as follows:**
    - **Revise amendment (v) in the SCPA Report to allow sub-division to 2.5 hectares in Precinct 5 'Southeast Horticulture'.**
2. **recommends to Council that the Chief Executive Officer be authorised to forward the DPA to the Minister for Planning for approval under Section 25(14) of the Development Act 1993 and in doing so confirms that the DPA has been prepared in accordance with the Development Act 1993 Section 25(14)(b); and, that the DPA satisfies the matters prescribed in the Development Regulations 2008; and,**
3. **recommends to Council that the Chief Executive Officer be granted delegated authority to make minor changes of a technical or editorial nature to the DPA to facilitate final approval, as deemed necessary by the Department or the Minister for Planning."**

LOST

5.2 **Committee Resolution** **2017/ 004**

Moved Cr M Lawrence Seconded Cr M Panella

"that the Committee, having considered Item 5.2 - Northern Food Bowl Protection Areas Development Plan Amendment – Summary of Consultation and Proposed Amendments, dated 6 November 2017, receives and notes the report and in doing so recommends to Council that it:-

1. **endorses the Draft Northern Food Bowl Protection Areas DPA subject to the proposed amendments recommended in the Summary of Consultation and Proposed Amendments Report.**
2. **recommends to Council that the Chief Executive Officer be authorised to forward the DPA to the Minister for Planning for approval under Section 25(14) of the Development Act 1993 and in doing so confirms that the DPA has been prepared in accordance with the Development Act 1993 Section 25(14)(b); and, that the DPA satisfies the matters prescribed in the Development Regulations 2008; and,**
3. **recommends to Council that the Chief Executive Officer be granted delegated authority to make minor changes of a technical or editorial nature to the DPA to facilitate final approval, as deemed necessary by the**

Subject to Confirmation

Department or the Minister for Planning."

CARRIED

Councillor Strudwicke called for a division.

The Mayor declared the vote set aside.

Members voting in the affirmative: Councillor Strudwicke, Panella and Lawrence.

Members voting in the negative: Councillors Keen, Daniele, and McColl.

The Mayor exercised his casting vote in the affirmative.

The Mayor declared the motion CARRIED

6. REPORTS FOR INFORMATION

6.1 No Reports for Information

7. CONFIDENTIAL ITEMS

7.1 No Confidential Items

8. GENERAL BUSINESS

8.1 No General Business

9. NEXT MEETING

9.1 To be determined

10. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 6.25 pm.

Confirmed as a true record.

Presiding Member: .....

Date: ____/____/___

Subject to Confirmation

	12.4	**Audit Committee – meeting held 6 November 2017**
	Department:	**Finance and Economic Development**
	Report Author:	**General Manager, Finance and Economic Development**
Date: 20 November 2017	**Container No:**	**CON12/522**
	Document No:	**D17/30599**

OVERVIEW

The purpose of this report is to facilitate the receiving and noting of the minutes from the 6 November 2017 Audit Committee meeting, and seek Council's endorsement of the recommendation from the Committee to Council from the 6 November 2017 meeting and recommendation of the 18 September 2017 meeting which was inadvertently overlooked previously.

A summary of the items considered are noted below.

RECOMMENDATION 1

1. **"that Council receives and notes the minutes of the Audit Committee meeting held on 6 November 2017."**

RECOMMENDATION 2

"that Council endorses the recommendations of the Audit Committee and in doing so:-

1. **receives and notes the Annual Financial Statements and notes forming part of the Annual Financial statements for the 2016/2017 Financial Year;**
2. **formally adopts the Annual Financial Statements for the year ended 30 June 2017 (subject to resolution regarding the fixed assets register and the Gawler River Floodplain Management Authority, Council's equity share) and be certified on behalf of the Council by the Mayor and Chief Executive Officer; and**
3. **authorises the Audit Committee Chairman to sign the "Certification of Auditor Independence".**

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RECOMMENDATION 3

"that Council having received and noted the minutes of the Audit Committee meeting dated 11 September 2017, endorses the recommendation considered at *Item 4.1 – Gawler River Floodplain Management Authority Review – Prudential Assessment – Withdrawal from the Authority,* and in doing so instructs the Chief Executive officer to prepare a report to the next meeting of the Audit Committee outlining the status of Council's Risk Management processes and whether or not there is indeed a Risk Management Plan and whether it needs to be updated."

Attachments

1. **Minutes of meeting held 6 November 2017**

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Adelaide Plains Council	**RECOMMENDATION(S)**

Meeting dated 6 November 2017

4.1 Draft Audited Annual Financial Statements 2016-2017

Committee Resolution **2017/ 053**

Moved Cr Lawrence Seconded Mr Fairlie-Jones

"that the Audit Committee, having considered Item 4.1 – *Draft Audited Annual Financial Statements 2016/2017*, dated 6 November 2017:-

1. **receives and notes the Annual Financial Statements and notes forming part of the Annual Financial statements for the 2016/2017 Financial Year;**
2. **has reviewed the Annual Financial Statements for the year ended 30 June 2017 and formed the opinion that they present a true and fair view and recommends to the Council that they be formally adopted (subject to resolution regarding the fixed assets register and the Gawler River Floodplain Management Authority, Council's equity share) and be certified on behalf of the Council by the Mayor and Chief Executive Officer;**
3. **authorises the Committee Chairman to sign the "Certification of Auditor Independence"."**

CARRIED

Meeting dated 11 September 2017

4.1 **Committee Resolution** **2017/ 050**

Moved Mayor Flaherty Seconded Mr Fairlie-Jones

"that the Audit Committee recommend to Council that Council, having considered Item 4.1 - *Gawler River Floodplain Management Authority Review – Prudential Assessment – Withdrawal from the Authority,* dated 11 September 2017, instructs the Chief Executive Officer to prepare a report to the next meeting of the Audit Committee outlining the status of Council's Risk Management processes and whether or not there is indeed a Risk Management Plan and whether it needs to be updated."

CARRIED

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MINUTES

of

Audit Committee Meeting of the

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

HELD IN

Council Chambers
Redbanks Road
Mallala

on

Monday, 6 November 2017

Subject to Confirmation

The Chairman formally declared the meeting open at 10.03 am.

1. ATTENDANCE

1.1 Present

Chairman John Comrie

Mayor A J (Tony) Flaherty OAM

Cr Melville Lawrence

Mr Peter Fairlie-Jones (from 10.04 am)

Cr Stephen Jones (from 10.17 am)

Also in attendance for the meeting:

Chief Executive Officer	Mr James Miller
General Manager – Finance & Economic Development	Mr Rajith Udugampola
Minute Secretary	Ms Andrea Post
Bentleys (SA) Pty Ltd – Auditors	Mr David Francis
	Mr Matt Cocca

1.2 Apologies

Nil

At this juncture, 10.04 am, Mr Fairlie-Jones entered the meeting.

1.3 Not Present / Leave of Absence

Nil

2. CONFIRMATION OF MINUTES

2.1 **Committee Resolution** **2017/ 052**

Moved Mayor Flaherty Seconded Mr Fairlie-Jones

"that the minutes of the Audit Committee meeting held on Monday 11 September 2017 (MB Folios 62 to 67, inclusive), be accepted as read and confirmed."

CARRIED

3. BUSINESS ARISING

No Business Arising

Subject to Confirmation

4. REPORTS FOR DECISION

At this juncture, 10.17 am, Councillor Jones entered the meeting.

Representatives of Bentleys, Mr David Francis and Mr Matt Cocca, attended the meeting and discussed their audit and responded to members' questions. They indicated that subject to further minor work to be completed it was likely that they would be providing an Unqualified Audit Opinion regarding the financial report. They indicated that they have maintained their auditor independence.

4.1 Draft Audited Annual Financial Statements 2016-2017

Committee Resolution **2017/ 053**

Moved Cr Lawrence Seconded Mr Fairlie-Jones

"that the Audit Committee, having considered Item 4.1 – *Draft Audited Annual Financial Statements 2016/2017*, dated 6 November 2017:-

1. **receives and notes the Annual Financial Statements and notes forming part of the Annual Financial statements for the 2016/2017 Financial Year;**
2. **has reviewed the Annual Financial Statements for the year ended 30 June 2017 and formed the opinion that they present a true and fair view and recommends to the Council that they be formally adopted (subject to resolution regarding the fixed assets register and the Gawler River Floodplain Management Authority, Council's equity share) and be certified on behalf of the Council by the Mayor and Chief Executive Officer;**
3. **authorises the Committee Chairman to sign the "Certification of Auditor Independence"."**

CARRIED

Bentleys have also undertaken an audit of Council's internal controls as per legislative requirements. They indicated that it is likely that the firm will provide a Qualified Audit Opinion regarding Council's internal controls as it did in 2016 highlighting areas that it believes warrant improvement. Bentleys' report will be forwarded shortly and will be considered by the Audit Committee at its next meeting. Council's General Manager – Finance and Economic Development, Mr Rajith Udugampola, indicated that he was confident the matters raised will be able to be effectively addressed in the coming months.

Subject to Confirmation

5. REPORTS FOR INFORMATION

5.1 Comparison of Audited Financial Results for 2016/2017 against Adopted Budget for 2016/2017

Committee Resolution **2017/ 054**

Moved Mr Fairlie-Jones Seconded Cr Lawrence

"that Audit Committee, having considered Item 5.1 – *Comparison of Audited Financial Results for 2016/2017 against Adopted Budget for 2016/2017*, dated 6 November 2017, receive and notes the report."

CARRIED

5.2 Update on Audit Committee Annual Work Program 2017-2018

Committee Resolution **2017/ 055**

Moved Mr Fairlie-Jones Seconded Cr Lawrence

"that the Audit Committee, having considered Item 5.2 – *Update on Audit Committee Annual Work Program 2017-2018*, dated 6 November 2017, 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 2017/2018 Financial Year."

CARRIED

At this juncture, 11.11 am, Councillor Lawrence left the meeting.

5.3 Overdue Council Rates

Committee Resolution **2017/ 056**

Moved Mayor Flaherty Seconded Cr Jones

"that the Audit Committee, having considered Item 5.3 – *Overdue Council Rates*, dated 6 November 2017, receives and notes the report and requests a further report be provided to a future meeting regarding an indicative breakdown of the nature of ratepayers whose rates are long overdue."

CARRIED

At this juncture, 11.13 am, Councillor Lawrence re-entered the meeting.

Council's Chief Executive Officer, Mr James Miller, updated members by tabling a report "Timeline key events in relation to withdrawal of GRFMA" and responded to members' comments and questions.

At this juncture, 11.34 am, Mayor Flaherty left the meeting.

Subject to Confirmation

5.4 Committee Resolutions

Committee Resolution **2017/ 057**

Moved Cr Lawrence Seconded Mr Fairlie-Jones

"that the Audit Committee, having considered Item 5.4 – *Committee Resolutions*, dated 6 November 2017, receives and notes the report and in particular asks that a report be provided regarding *4.1 – Rates Revenue and Employee Numbers* of 15 December 2016, specifically regarding the potential to outsource Council's Waste Transfer Station operations at the next Audit Committee meeting."

CARRIED

5.5 Special Distribution 2017-2018 from Local Government Risk Services

Committee Resolution **2017/ 058**

Moved Mr Fairlie-Jones Seconded Cr Lawrence

"that the Audit Committee, having considered Item 5.5 – S*pecial Distribution 2017-2018 from Local Government Risk Services*, dated 6 November 2017, receives and notes the report."

CARRIED

6. CONFIDENTIAL ITEMS

6.1 No Confidential Items

7. GENERAL BUSINESS

7.1 Council Vehicle Policy

Committee Resolution **2017/ 059**

Moved Cr Jones Seconded Mr Fairlie-Jones

"that the Council Vehicle Policy be included on the agenda of the next Ordinary Audit Committee meeting for review."

CARRIED

Subject to Confirmation

7.2 Private Works Policy

Committee Resolution **2017/ 060**

Moved Cr Jones Seconded Cr Lawrence

"that the Private Works Policy be included on the agenda of the next Ordinary Audit Committee meeting outlining recent experiences in regards to this policy."

CARRIED

8. NEXT MEETING

8.1 Monday 12 February 2018 – To be confirmed

9. CLOSURE

There being no further business, the Chairman declared the meeting closed at 11.51 am.

Confirmed as a true record.

Chairman: .....

Date: ____/____/___

Subject to Confirmation

MINUTES

of

Audit Committee Meeting
of the

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

HELD IN

Council Chambers
Redbanks Road
Mallala

on

Monday, 11 September 2017

Subject to confirmation

Return to Index

The Chairman formally declared the meeting open at 11.03am

1. ATTENDANCE

1.1 Present

Chairman John Comrie
Mr Peter Fairlie-Jones
Mayor A J (Tony) Flaherty OAM

Also in attendance for the meeting:

Chief Executive Officer	Mr James Miller
General Manager – Infrastructure	Mr Martin Waddington
Finance Coordinator	Mr Gary Graham
Asset Management Officer	Mr Tom Jones
Minute Secretary	Ms Vicki Weaver
Skilmar Systems Pty Ltd	Mr David Hope

1.2 Apologies

Cr Melville Lawrence

1.3 Not Present / Leave of Absence

Cr Stephen Jones

2. CONFIRMATION OF MINUTES

2.1 **Committee Resolution** **2017/ 043**

Moved Mayor Flaherty Seconded Mr Fairlie-Jones

"that the minutes of meeting held on Tuesday 15 August 2017 (MB Folios 56 to 61, inclusive), be accepted as read and confirmed."

CARRIED

3. BUSINESS ARISING

4. REPORTS FOR DECISION

4.1 Gawler River Floodplain Management Authority Review – Prudential Assessment – Withdrawal from the Authority

Committee Resolution **2017/ 044**

Moved Mayor Flaherty Seconded Mr Fairlie-Jones

"that the Audit Committee recommends to Council that Council, having considered Item 4.1 - *Gawler River Floodplain Management Authority Review – Prudential Assessment – Withdrawal from the Authority*, dated 11 September 2017 receives and notes the report and in doing so endorses the actions of the

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Subject to Confirmation

Chief Executive Officer to obtain independent advice from Mr David Hope of Skilmar Systems Pty Ltd."

CARRIED

4.1 **Committee Resolution** **2017/ 045**

Moved Mayor Flaherty Seconded Mr Fairlie-Jones

"that the Audit Committee recommend to Council that Council, having considered Item 4.1 - *Gawler River Floodplain Management Authority Review – Prudential Assessment – Withdrawal from the Authority,* dated 11 September 2017, formally receives Mr Hope's report entitled *Some Considerations of the Proposal by Adelaide Plains Council to Withdraw from the Gawler River Floodplain Management Authority*, and in doing so acknowledges that in pursuing the notion of withdrawing from the GRFMA, Adelaide Plains Council will be exposed to a number of major risks, including but not limited to:-

1. **GRFMA ceases as an entity;**
2. **Loss of capacity to influence upstream works;**
3. **Adverse impact on the Northern Adelaide Plains food bowl;**
4. **Potential increased costs to the Adelaide Plains' ratepayers;**
5. **Adverse Ministerial response; and**
6. **Reputational risk."**

CARRIED

4.1 **Committee Resolution** **2017/ 046**

Moved Mr Fairlie-Jones Seconded Mayor Flaherty

"that the Audit Committee recommend to Council that Council, having considered Item 4.1 - *Gawler River Floodplain Management Authority Review – Prudential Assessment – Withdrawal from the Authority,* dated 11 September 2017, in consideration of the report provided by Mr Hope, and in consideration of the many risks associated with pursuing the withdrawal from the GRFMA, hereby elects to remain one (1) of six (6) constituent councils comprising the regional subsidiary."

CARRIED

4.1 **Committee Resolution** **2017/ 047**

Moved Mr Fairlie-Jones Seconded Mayor Flaherty

"that the Audit Committee recommends to Council that Council, having considered Item 4.1 - *Gawler River Floodplain Management Authority Review – Prudential Assessment – Withdrawal from the Authority,* dated 11 September 2017, notes that Council Resolution 2017/121, adopted at its meeting held on 15 May 2017, called for Council staff to *"...immediately initiate the appropriate procedures to allow Adelaide Plains Council to withdraw from [the] Gawler River*

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Subject to Confirmation

Floodplain Management Authority.

Further, Council notes that Council Resolution 2017/152, adopted at its meeting held on 19 June 2017, formally acknowledged *"...that in order to progress the actions associated with Council Resolution 2017/121:-*

1. ***A report be provided to the Council outlining the financial costs and risk associated with proceeding with membership with the GRFMA or alternatively withdrawing from the GRFMA; and***
2. ***In consideration of the above, Council duly considers its position in respect of activating Clause 20 of the GRFMA Charter (Dispute Resolution) in regard to the GRFMA's apparent unwillingness to review Council contributions.***

In resolving not to exit the GRFMA, Council forms the view that this position is not at odds with earlier resolutions of Council and therefore does not require a Notice of Motion to rescind Council Resolution 2017/121."

CARRIED

4.1 **Committee Resolution** **2017/ 048**

Moved Mayor Flaherty Seconded Mr Fairlie-Jones

"that the Audit Committee recommend to Council that Council, having considered Item 4.1 - *Gawler River Floodplain Management Authority Review – Prudential Assessment – Withdrawal from the Authority,* dated 11 September 2017, notes Minute GRB 17/061 from the August 2017 Ordinary Meeting of the GRFMA, namely:-

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

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

CARRIED

4.1 **Committee Resolution** **2017/ 049**

Moved Mr Fairlie-Jones Seconded Mayor Flaherty

"that the Audit Committee recommend to Council that Council, having considered Item 4.1 - *Gawler River Floodplain Management Authority Review – Prudential Assessment – Withdrawal from the Authority,* dated 11 September 2017, notes that at the appropriate time, Council's Long Term Financial Plan will need to be updated to reflect known financial contributions towards the cost of funding the Northern Floodway."

CARRIED

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Subject to Confirmation

4.1 **Committee Resolution** **2017/ 050**

Moved Mayor Flaherty Seconded Mr Fairlie-Jones

"that the Audit Committee recommend to Council that Council, having considered Item 4.1 - *Gawler River Floodplain Management Authority Review – Prudential Assessment – Withdrawal from the Authority,* dated 11 September 2017, instructs the Chief Executive Officer to prepare a report to the next meeting of the Audit Committee outlining the status of Council's Risk Management processes and whether or not there is indeed a Risk Management Plan and whether it needs to be updated."

CARRIED

4.2 Waste Collection Service – Internal Cost Model

Committee Resolution **2017/ 051**

Moved Mayor Flaherty Seconded Mr Fairlie-Jones

"that the Audit Committee recommend to Council that Council, having considered Item 4.2 – *Waste Collection Service – Internal Cost Model* dated 11 September 2017, acknowledges the cost calculations as appended to this report and titled 'Waste Collection Service Internal Cost Analysis', and in doing so Council understands the importance of referencing these costs when comparing the best offer from the Barossa Procurement Group tender process, closing on the 3 August 2017, with that of Council's internal cost model herein, which is to be considered at the November 2017 ordinary meeting."

CARRIED

5. REPORTS FOR INFORMATION

5.1 No reports for information

6. CONFIDENTIAL ITEMS

6.1 No Confidential Items

7. GENERAL BUSINESS

7.1 No General Business

8. NEXT MEETING

8.1 To be determined

Subject to Confirmation

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9. CLOSURE

There being no further business, the Chairman declared the meeting closed at 12.07pm.

Confirmed as a true record.

Chairman: .....

Date: ____/____/___

Subject to Confirmation

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Adelaide Plains Council	**13.1**	**Gawler River Floodplain Management Authority – minutes of meeting held 19 October 2017**
	Department:	**Executive Office**
	Report Author:	**Executive Assistant**
Date: 20 November 2017	**Container No:**	**CON12/314-2**
	Document No:	**D17/30590**

OVERVIEW

The purpose of this report is to facilitate the receiving and noting of the minutes from the 19 October 2017 Gawler River Floodplain Management Authority Special Meeting.

RECOMMENDATION

"that Council receives and notes the minutes of the Gawler River Floodplain Management Authority Meeting held 19 October 2017."

Attachments

1. **Minutes of meeting held 19 October 2017**

References

Legislation

Not Applicable

Council Policies

Not Applicable

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GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

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

Address: 266 Seacombe Road SEACLIFF PARK SA 5049
Mobile: 0407717368
Email: davidehitchcock@bigpond.com
Website gawler.sa.gov.au/grfma

M E E T I N G M I N U T E S

Committee	**Gawler River Floodplain Management Authority**
Held On	**Thursday 19 October 2017 at 9.50 am**
Location	**Mallala (Adelaide Plains Council)**

WELCOME

Mr Ian Baldwin formally welcomed Board Members, Deputy Board Members, Observers and the Executive Officer and opened the ninety ninth meeting of the Board.
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PRESENT

Mr Ian Baldwin, Independent Board Member, Chair
Cr Malcolm Herrmann, Adelaide Hills Council, Board Member
Mr Marc Salver, Adelaide Hills Council, Deputy Board Member
Mayor Bob Sloane, The Barossa Council, Board Member
Mr Gary Mavrinac, The Barossa Council, Board Member
Mr Sam Dilena, Gawler Council, Board Member
Mr Mal Hemmerling, City of Playford, Board Member (arrived 9.57am)
Cr Denis Davey, City of Playford, Board Member
Mr Greg Pattinson City of Playford, Deputy Board Member
Mr James Miller, Adelaide Plains Council, Board Member
Cr Mel Lawrence, Adelaide Plains Council, Board Member
Cr Terry-Anne Keen, Adelaide Plains Council, Deputy Board Member
Mr Andrew Philpott, Light Regional Council, Deputy Board Member (arrived 10.12am)
Mr Martin Waddington, Adelaide Plains Council, Observer
Mr David Hitchcock, Executive Officer

APOLOGIES

Mr Brian Carr, Light Regional Council, Board Member
Cr Adrian Shackley, Gawler Council, Board Member

GRB 17/069 Observers

Moved: Mr. J Miller Seconded: Mayor Bob Sloane

That Cr Terry-Anne Keen, Adelaide Plains Council and Mr. Martin Waddington, Adelaide Plains Council, be appointed as Observers.

CARRIED

GRB 17/070 Minutes of the GRFMA meeting 24/8/17

Moved: Cr D Davey Seconded: Cr M Lawrence

That the Minutes of the previous Gawler River Floodplain Management Authority Board meeting held on 24/8/17 as per copies supplied to members, and amended be adopted as a true and correct record of that meeting.

CARRIED

Note Amendment: Cr Terry-Anne Keen, Adelaide Plains Council, Deputy Board Member.

GRB 17/071 Confidential Minutes of the GRFMA meeting 24/8/17

Moved: Mr. M Salver Seconded: Cr M Lawrence

That the confidential Minutes of the previous Gawler River Floodplain Management Authority Board meeting held on 24/8/17 as per copies supplied to members be adopted as a true and correct record of that meeting.

CARRIED

GRB 17/072 Minutes of the GRFMA Special meeting 5/10/17

Moved: Mr. G Mavrinac Seconded: Mr. S Dilena

That the Minutes of the Special Meeting of the Gawler River Floodplain Management Authority Board held on 5/10/17as per copies supplied to members and as amended be adopted as a true and correct record of that meeting.

CARRIED

Noting changes to GRB 17/06 3. To now read: That the Executive Officer make inquiries to ascertain how much it might cost to undertake the further work indicated at page 21 of the Gawler River Flood Plain Review Project Report, including provision of estimated ongoing costs.

GRB 17/073 In Confidential 10.05 am

Moved: Mr. G Mavrinac Seconded: Mr. M Salver

That under the provisions of Section 90(2) of the Local Government Act 1999, an Order be made that the public be excluded from attendance at the meeting in order to consider in confidence agenda item 8.1 Land Acquisition,
excepting the following persons:

- **Executive Officer; and**
- **Deputy Board Members.**

And Further;
That the GRFMA Board is satisfied that it is necessary that the public be excluded to enable the Board to receive, discuss or consider the report at the meeting on the following ground/s:

Section 90(3)(d)&(e) information the disclosure of which—

(i) could reasonably be expected to prejudice the commercial position of the person who supplied the information to the Board where the disclosure of it would, on balance, be contrary to the public interest.

And Further;
That 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 and discussion confidential.

CARRIED

Discussion ensued regarding item 8.1. without the need for further specific action.

GRB 17/074 Out of Confidential 10.10am

Moved: Cr M Herrmann Seconded: Cr M Lawrence

That the GRFMA having considered this matter in confidence under Section 90(2) and 90(3)(d) &(e) of the Local Government Act 1999, makes an order pursuant to Section 91(7), that the attachments and details of documents of the confidential Minutes of the meeting held on 19 June 2017, Item 8.1 Land Acquisition which was considered in confidence pursuant to Section 90(3)(d) &(e) remain confidential until settlement concludes.

CARRIED

GRB 17/075 UNHaRMED

Moved: Mr. J Miller Seconded: Cr D Davey

That the GRFMA:

1. **Receive the report; and**
2. **Request the Executive Officer to facilitate a workshop with the University of Adelaide and relevant constituent Council staff (planning and engineering) on UNHaRMED to enable consideration and recommendation of the preferred pathway for GRFMA (and Council) participation and utilisation of the program.**

CARRIED

(EO to correspond with Council CEOs to facilitate suitable Council staff representatives)

GRB 17/076 GRFMA Charter Review.

Moved: Cr M Herrmann Seconded: Mr. S Dilena

That the GRFMA:

1. **Receive the report;**
2. **Notes the pending potential decision by the Minister for Local Government in relation to the Adelaide Plains Council's application for withdrawal from the GRFMA and determines that the advancement of the Charter Review for the GRFMA be deferred until the December 2017 meeting of the GRFMA; and**
3. **Request the Executive Officer to make inquiries with the LGA Mutual Liability Scheme on any relevant risk issues that might need to be considered should the GRFMA not proceed with recommended flood mitigation initiatives provided in the Final Gawler River 2016 Flood Review Project report.**

CARRIED

Conflict of Interest
Cr Lawrence advised of his membership of the Adelaide Plains Council Development Assessment Panel, noted that as such he had a prescribed interest in relation to item 8.4 arising for decision by the GRFMA, and left the meeting at 10.45am.

GRB 17/077 Proposed Land Division (non-complying)

Moved: Mr. G Mavrinac Seconded: Mr. M Salver

That the GRFMA:

1. **Receive the report; and**
2. **Determine that a letter of support not be provided to Regional Planning Directions at this time on the basis that the formal planning assessment process will include the opportunity and process for the GRFMA to provide comments on the proposed land division.**

CARRIED

Cr Lawrence returned to the meeting at 10.57 am.

GRB 17/078 Adelaide Plains Council - Decision to withdraw from GRFMA

Moved: Cr M Lawrence Seconded: Mr. S Dilena

That the GRFMA:

1. **Receive the report; and**
2. **That consideration of the matters raised be deferred until such time as:**
   - **the process of the Charter review by the GRFMA is determined; and**
   - **formal application by the Adelaide Plains Council to withdraw from GRFMA has been determined by the Minister for Local Government.**

CARRIED

Mr. M Salver left the meeting at 11.15 am.

GRB 17/079 GRFMA Financial Report

Moved: A Philpott Seconded: Cr D Davey

That the financial report as at 30 September 2017 showing a balance of total funds available of $168,866.67 be received.

CARRIED

GRB 17/080 GRFMA Correspondence

Moved: Mayor B Sloane Seconded: Mr. J Miller

That the correspondence be received.

CARRIED

Following conduct of meeting business, the Chair Mr Ian Baldwin noted the media article, *"The Bunyip, October 18th 2017, Ratepayers back APC flood stance"* and expressed disappointment that the article in his view did not fairly represent the discussion undertaken at the Special Meeting held on 5 October 2017, noting particularly that all GRFMA members had engaged in open discussion and support for a GRFMA Charter review. The Chair further advising that he would discuss this matter with the Bunyip Newspaper journalist responsible for the article and seek a balance of opinion in future press releases.

Closure of meeting

The Chair thanked the Adelaide Plains Council for hospitality as host and noted the next Ordinary Board Meeting will be held 9.45 am, Thursday 14 December 2017, City of Playford.

Meeting closed 11.18 am.

Confirmed Chair…….

Adelaide Plains Council	**14.1**	**Our Journey: Two Years On.....**
	Department:	**Executive Office**
	Report Author:	**Chief Executive Officer**
Date: 20 November 2017	**Container No:**	**CON12/1199**
	Document No:	**D17/30494**

EXECUTIVE SUMMARY

It is precisely two years ago that the then-named District Council of Mallala was perhaps at its lowest ebb. 20 November 2015: Mayor's pending resignation; CEO tenure in doubt; office relocation furore; Pinery fires imminent; relationships fractured at all levels; high staff turnover; poor governance frameworks; administration intervention touted. The Council was in crisis.

Against that backdrop, and noting that two years has elapsed since these events, it is timely to reflect on our journey and to acknowledge all the wonderful achievements that this Council has delivered for its community. Provided for below is just a snapshot of some of the notable achievements Council (Council Members and Administration alike) has delivered:-

- concerted stabilisation of the organisation
- organisational rebranding – council name change
- delivered the Strategic Plan 2017-2020
- heavily advanced the Northern Food Bowl Protection Areas DPA
- assisted in the ongoing development of the NAIS project
- successfully managed the Mallala CWMS and negotiated with the LGA to secure significant funding to remedy a failed scheme
- adoption of the Two Wells Stormwater Management Plan
- reviewed and updated the long term financial plan
- debt reduction – cash advanced facility debt of $4.5m to now $1.3m. Long term debt of $5.5m to now $4.5m. Total debt reduction over two years is $4.2m
- rates in arrears reduction – peaked in 2016 at $710,000 to now $538,000
- adopted conservative annual business plans and budgets and heavy engagement with Council Members and community
- adopted a revised asset management plan
- International Bird Sanctuary proclamation

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- successfully reorganised the organisational structure – focus on Governance, Finance, Development and Infrastructure
- secured a new executive leadership team
- ran three supplementary elections for new Council Members
- adopted the Enterprise Bargaining Agreement for the next three years
- presided over Two Wells growth (residential, educational hub, retail)
- ongoing focus on GRFMA and associated charter review
- office consolidation (5 to 3)
- concerted focus on upholding good governance practices – introduction of an independent Governance Advisory Panel
- reviewed and updated numerous policies and procedures
- overhauled the council and committee agenda and minute templates
- council chamber redevelopment
- ongoing delivery of capital and maintenance works program
- heavily advanced the tender process for kerbside collection (possible regional procurement opportunity)
- completed a review of our s41 committee structure
- strategic IT focus
- council website overhaul
- council intranet development

As head of the administration I would like to take this opportunity to acknowledge the tremendous support provided by my executive leadership team and all staff in advancing so many pivotal platforms in such a short period of time. Adelaide Plains Council has perhaps delivered more in a two year period than what many councils would forward plan over one or possibly two terms.

With that in mind, it is disappointing that certain factions continue to wish to place Council in a negative light. Recent communications from the Adelaide Plains Ratepayers and Residents Association (APRRA) dated 26 October 2017 state that ratepayers *"...are no longer prepared to accept continual bad decisions and lack of responsibility shown by council staff. These outcomes* (being the asbestos matter) *highlight the incompetence of middle management and the inability of the CEO to administer responsibility for these continual unsatisfactory outcomes created by managers and staff."*

While The Bunyip newspaper provided me an opportunity to rebut these assertions, I elected to refrain. Engaging in a media stoush does little for relationship building going forward although nor do the recent actions of the APRRA. It is important to acknowledge that Adelaide Plains Council is indeed a growth Council being administered by a small number of dedicated staff by comparison to our neighbouring councils. When one reflects on the significant workload imposed on these very staff and the long list of notable

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achievements referenced herein, it places into context the comments by the APRRA and provides balance.

The achievements that this Council has delivered since November 2015 have been remarkable and I congratulate Council Members and Administration alike for their collective efforts over this challenging period. Adelaide Plains Council exists to serve its community and remains committed to providing the best level of service to its ratepayers.

RECOMMENDATION

"that Council, having considered Item 14.1 – *Our Journey: Two Years On...*, dated 20 November 2017, receives and notes the report and in doing so acknowledges the significant achievements and outcomes Council (Council Members and Administration alike) has delivered since November 2015."

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Adelaide Plains Council	**14.2**	**Ordinary Council Meeting Schedule 2018**
	Department:	**Executive Office**
	Report Author:	**Chief Executive Officer**
Date: 20 November 2017	**Container No:**	**CON12/573**
	Document No:	**D17/29931**

EXECUTIVE SUMMARY

- Council is required to set its meeting schedule for 2018.
- Traditionally Council has met on the third Monday of each month commencing at 6.30 pm and while this day appears to suit both Council Members and staff, it is worthwhile assessing whether or not the commencement time is suitable.
- As Council Members would note with a 6.30 pm commencement time meetings often run well into the evening and right up until curfew period.
- It may be worthwhile Council Members considering a slightly earlier commencement time to enable the meeting to get through all the business without having to invoke curfew or return the next day to complete the business on the agenda.
- With meetings often comprising Open Forum, Deputations, Presentations and Briefings, we often find ourselves not commencing core business on the agenda until well into the evening and this practice can be improved with a slightly earlier commencement time.

RECOMMENDATION

"that Council, having considered Item 14.2 – *Ordinary Council Meeting Schedule 2018*, dated 20 November 2017, receives and notes the report and in doing so assigns Ordinary Council meetings for 2018 to be on the third Monday of each calendar month, commencing at 5.30 pm, with the exception of January, where the meeting will be held on the fourth Monday of the month".

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	14.3	**Review of Council Committee Structure**
	Department:	**Governance and Communications**
	Report Author:	**General Manager – Governance and Communications**
Date: 20 November 2017	**Container No:**	**CON17/95**
	Document No:	**D17/18874**

EXECUTIVE SUMMARY

- The purpose of this report is for Council to consider and review its current Committee structure. The review has been undertaken following Council's resolution of 16 January 2017.
- Since January 2017, Management have provided advice and recommendations regarding the current Committee structure.
- Two Workshops have been held with Council Members and discussions and ideas from those workshops have been taken into account.
- This report provides an overview of the current Committee structure, with recommendations for Council to consider.
- It is recommended that the current structure of twelve (12) committees be reduced to seven (7), which will better align with Council's organisational structure and also facilitate a smoother and more efficient functioning of Council.
- The recommendations have been made following extensive consideration and consultation by Management and Council Members, and it is therefore recommended that a report be brought back for further consideration if Council holds a different position.

RECOMMENDATION(S)

"that Council, having considered Item 14.3 – *Review of Council Committee Structure*, dated 20 November 2017, receives and notes the report and in doing so:-

1. **Acknowledges that Council is required by legislation to establish the following four (4) Committees:-**
    a. **Building Fire Safety Committee;**

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b. **Council Assessment Panel;**
c. **Strategic Planning and Development Policy Committee; and**
d. **Audit Committee.**

2. **Resolves to change the name of the mandatory Strategic Planning and Development Policy Committee to *'Strategic Planning and Economic Development Committee'* and in doing so, requests that a review of the Terms of Reference be undertaken in order to incorporate Council's economic development function.**
3. **Ceases the operation and therefore dissolves the following current Section 41 Council Committees:-**
   a. **Animal Management Advisory Committee;**
   b. **Chief Executive Officer Review Committee;**
   c. **Community Development and Advisory Committee;**
   d. **Economic and Infrastructure Advisory Committee; and**
   e. **Mallala and Districts Homes Committee.**
4. **Retains the following current Section 41 Council Committees:-**
   a. **Environmental Management Advisory Committee;**
   b. **Governance Advisory Panel; and**
   c. **Mallala and Districts Historical Committee.**
5. **Resolves to change the name of the Environmental Management Advisory Committee to *'Infrastructure and Environment Committee'.***
6. **Resolves to change the name of the Mallala and Districts Historical Committee to *'Adelaide Plains Council Historical Committee'*.**
7. **Resolves to undertake a review of the Terms of Reference of all remaining Section 41 Committees (including membership composition and meeting frequency) in order to incorporate the relevant changes and finalise the Committee Review process.**
8. **Authorises the Chief Executive Officer to take any other administrative action required in order to implement the above."**

BUDGET IMPACT

N/A

RISK ASSESSMENT

N/A

Attachments

1. Proposed Committee Structure

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DETAILED REPORT

Purpose

The purpose of this report is to review Council's current Committee Structure. **Attachment 1** depicts the proposed revised structure. The review is in accordance with Council's decision of 16 January 2017 which was to support Management to undertake a review of Council's Committee structure, with a focus on alignment to Council's organisational structure.

Background/History

Council, at its meeting held 16 January 2017, resolved as follows (Resolution 2017/012):-

> ***"that Council, having considered Item 17.3 – Committee Review, dated 16 January 2017 supports Management to undertake a review of Council's Committee structure, including holding future workshops and bringing further detailed reports back to Council for consideration, with a focus to be on alignment to Council's organisation structure."***

Subsequent to this, workshops were held with Council Members on 14 August 2017 and 3 October 2017. There have also been subsequent communications between Management and Council Members in relation to the review. Discussions and ideas shared at the workshops have formed the basis of the recommendations that are now presented for Council's consideration.

Discussion

Section 41 of the *Local Government Act 1999* stipulates that councils may establish committees to assist council in the performance of its functions. Examples of such assistance may include carrying out projects on behalf of the council, managing or administering property, facilities or activities on behalf of the council, overseeing works, policies or frameworks on behalf of the council.

The role of Section 41 committees is also to inquire into and report to the council on matters within the ambit of the council's responsibilities.

Irrespective or whether Council establishes any committee(s) under Section 41 of the *Local Government Act 1999*, it must have four (4) mandatory committees as prescribed under the relevant legislation.

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Current Structure

Adelaide Plains Council currently has twelve (12) committees, which includes the four (4) mandatory committees listed below. Council's current committees are as follows:-

Mandatory (under legislation)

1. Building Fire Safety Committee (s71 of *Development Act 1993*)
2. Council Assessment Panel (s83 of *Planning, Development and Infrastructure Act 2016*)
3. Strategic Planning and Development Policy Committee (s101A of *Development Act 1993*)
4. Audit Committee (s126 of *Local Government Act 1999*)

Non-mandatory (established by Council under s41 of *Local Government Act 1999*)

5. Chief Executive Officer Review Committee
6. Animal Management Advisory Committee
7. Community Development and Advisory Committee
8. Economic and Infrastructure Advisory Committee
9. Environmental Management Advisory Committee
10. Governance Advisory Panel
11. Mallala and Districts Historical Committee
12. Mallala and Districts Homes Committee

Review/Proposed Structure

Council must retain all four (4) of the current mandatory committees and so for the purpose of this review, the mandatory committees will not be explored in any depth. The only recommendation in relation to the mandatory committees is for the Strategic Planning and Development Policy Committee to assume an economic development function. A review of the current Terms of Reference and renaming the Committee to *'Strategic and Economic Development Committee'* is therefore recommended.

An overview of the remaining committees established under Section 41 of the *Local Government Act 1999* is provided below.

Chief Executive Officer Review Committee
Role: To determine, in conjunction with the Chief Executive Officer (CEO), Key Performance Measures for the CEO and review the CEO's performance.
Membership: All Council Members
Delegation: Nil – Recommend to Council
Department: Executive Office
Findings of Review: Most councils appoint 3-4 Council Members (including the Mayor) and an External Facilitator to undertake the CEO's performance review.

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Recommendation:

- To dissolve the CEO Review Committee as in effect the full Council is undertaking the review.

Animal Management Advisory Committee

Role: To administer responsibilities under the *Dog and Cat Management Act 1995.*
Membership: 4 Council Members, 1 Veterinarian, 1 Greyhound Breeder/Trainer, 1 Dog Breeder, 2 Animal Owners, 1 Farming Property Owner
Delegation: Nil – Recommend to Council
Department: Development and Community
Findings of Review: Committee has not met since late 2011, following finalisation of Council's Animal Management Plan.

Recommendation:

- To dissolve the Animal Management Advisory Committee.

Community Development and Advisory Committee

Role: To provide advice on projects and initiatives relating to the strategic focus area and to review Council's community development performance.
Membership: 2 Council Members, 7 Community Members, 1 RDA Barossa Representative
Delegation: Nil – Recommend to Council
Department: Development and Community
Findings of Review: Committee has not met since late 2015. The Committee's previous functions (e.g. responsibility for Community Partnerships Fund, Community Bus, Community Directory and New Residents Kits) were initially picked up by Council staff. However, further to the finalisation of the 2017/2018 budget, several of these items are not funded currently.

Recommendation:

- To dissolve the Community Development and Advisory Committee.

Economic and Infrastructure Advisory Committee

Role: To provide advice to Council on the delivery of the strategic focus area and to review Council's economic development and infrastructure initiatives.
Membership: 3 Council Members, 7 District Business or Community Members, 1 RDA Barossa Representative
Delegation: Nil – Recommend to Council

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Department: Infrastructure/Finance and Economic Development/Development and Community
Findings of Review: Committee has never met.

Recommendation:

- To dissolve the Economic and Infrastructure Advisory Committee;
- Channel economic development function into the mandatory Strategic Planning Strategic Planning and Development Policy Committee (as mentioned above); and
- Channel infrastructure function into the proposed 'Infrastructure and Environment Committee' (refer below).

Environmental Management Advisory Committee

Role: To provide advice and reports to Council regarding the delivery of the strategic focus area and natural and built environment and to review Council's performance in the provision of environmental initiatives.
Membership: 2 Council Members, 7 Community Members, 1 Adelaide and Mt Lofty NRM Representative
Delegation: Nil – Recommend to Council
Department: Development and Community/Infrastructure
Findings of Review: Committee last met in March 2016.

Recommendation:

- To retain the Environmental Management Advisory Committee;
- Rename the Committee to *'Infrastructure and Environment Committee'*; and
- Review the Terms of Reference.

Governance Advisory Panel

Role: To review, monitor and provide advice to Council in relation to its governance and legislative framework, policies and processes and as requested, to consider and provide advice on conflict of interest and code of conduct matters.
Membership: 2 Council Members (Mayor and Deputy Mayor), 3 Independent Members and 1 Legal Advisor (no voting rights)
Delegation: Nil – Recommend to Council
Department: Governance and Communications
Findings of Review: Panel established in early 2016 as a key focus of the CEO. Plays an important role in ensuring Council's legal obligations are adhered to and increases transparency, accountability and independence of governance processes.

Recommendation:

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- To retain the Governance Advisory Panel; and
- Review the Terms of Reference.

Mallala and Districts Historical Committee

Role: To undertake historical and heritage research and coordinate the management of the Mallala Museum.
Membership: 1 Council Member and up to 10 Community Members
Delegation: Under Section 137 of the *Local Government Act 1999* to expend approved funds.
Department: Development and Community
Findings of Review: Important function for the district and the management of the Museum.

Recommendation:

- To retain the Mallala and Districts Historical Committee;
- Rename the Committee to *'Adelaide Plains Council Historical Committee'*; and
- Review the Terms of Reference.

Mallala and Districts Homes Committee

Role: To oversee Council's community housing arrangements and identify and target future social housing needs and funding opportunities.
Membership: 2 Council Members, 3 Community Members and 1 Junction Australia Representative
Delegation: Nil – Recommend to Council
Department: Development and Community
Findings of Review: Committee has not met since 2015. In January 2017 Council entered into a Lease Agreement and Working Agreement with 'Junction Australia' to manage the units (housing), and as such the Mallala and Districts Homes Committee is no longer required.

Recommendation:

- To dissolve the Mallala and Districts Homes Committee.

Conclusion

It is recommended that Council's current structure of twelve (12) committees be reduced to seven (7), which will better align with Council's organisational structure and needs, and also facilitate a smoother and more efficient functioning of Council. Amongst other factors, the recommendations within this report have taken into account the role, membership and delegations of each committee. Council can, of course, review the Terms of Reference (including functions, membership etc) of any committee at any time.

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Further, it is worth noting that Council undertakes regular informal gatherings (e.g. workshops, briefing sessions) in accordance with the *Local Government Act 1999* to enhance the decision-making processes. These gatherings provide opportunities for Council and Committee Members to become better informed on issues and seek further clarification.

The review of Council's Committees will assist with ensuring that Council's strategies, operations and corporate objectives are being achieved. It will also allow the organisation to continue to develop, while ensuring legislative compliance.

References

Legislation

Local Government Act 1999

Development Act 1993

Planning, Development and Infrastructure Act 2016

Dog and Cat Management Act 1995

Council Policies

Terms of Reference of each Committee

Informal Gatherings Policy

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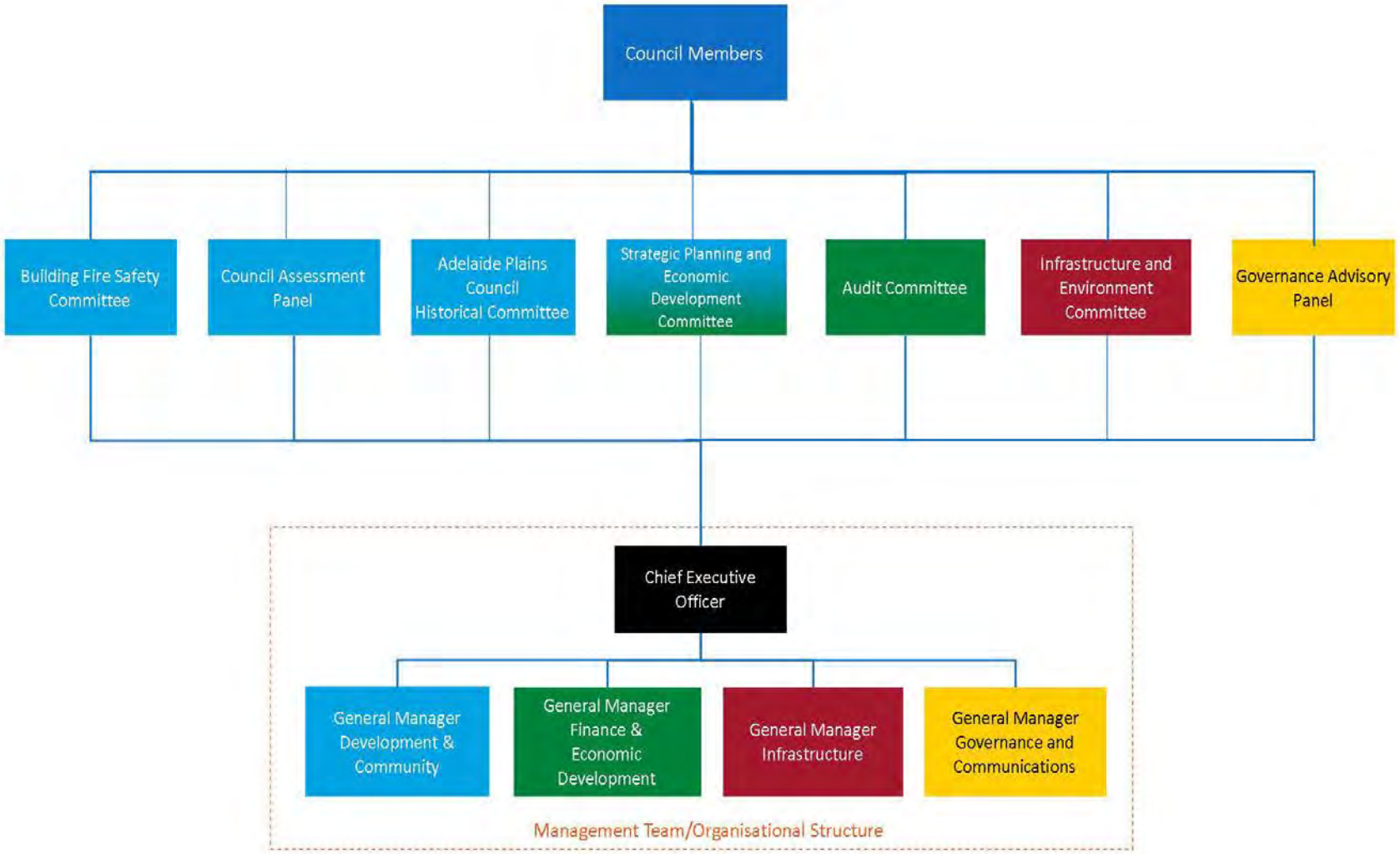
Attachment 1 – Proposed Committee Structure



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	14.4	**Appointment of Deputy Mayor**
	Department:	**Governance and Communications**
	Report Author:	**General Manager, Governance and Communications**
Date: 20 November 2017	**Container No:**	**CON12/1199**
	Document No:	**D17/29598**

EXECUTIVE SUMMARY

- The purpose of this report is for Council to make a decision regarding the appointment of a Deputy Mayor.
- The current office held by Cr Lawrence expires on 21 November 2017 and so Council is required to consider the Deputy Mayor appointment commencing from 22 November 2017.
- In accordance with the *Local Government Act 1999*, Council may resolve to appoint a Deputy Mayor and such appointment will be chosen by the members of the Council from amongst their own number. Council has the ability to determine the term of office, providing it does not exceed the member's term of office.
- It is recommended that Council appoints its Deputy Mayor for the period 22 November 2017 until the conclusion of the current term of Council, being the date of the next General Election in November 2018.
- Council may choose a Deputy Mayor by either a resolution or an election process determined by Council. Whichever method is used, the term of office should be determined first.
- It is recommended that the resolution only process (option 1) be used if there is only one candidate, the indicative ballot and subsequent resolution (option 2) if there is between 1-2 candidates, and an election process and subsequent resolution (option 3) if there are more than two candidates.
- Based on Council's previous practice, the indicative ballot and subsequent resolution method has been inserted in the below recommendation.

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RECOMMENDATION 1

"that Council, having considered Item 14.4 – *Appointment of Deputy Mayor*, dated 20 November 2017, receives and notes the report and in doing so resolves that:-

1. **The term of office for the position of Deputy Mayor for the Adelaide Plains Council be from 22 November 2017 until the expiration of the current term of Council, being the date of the next General Election in November 2018; and**
2. **The method of choosing a Deputy Mayor be by indicative vote to determine the preferred person.**
3. **Upon completion of the vote Council will, by resolution appoint the successful Council Member as its Deputy Mayor."**

RECOMMENDATION 2

"that Council, having considered Item 14.4 – *Appointment of Deputy Mayor*, dated 20 November 2017, appoints Councillor_____ as Deputy Mayor for the Adelaide Plains Council."

BUDGET IMPACT

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

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RISK ASSESSMENT

The appointment of a Deputy Mayor will ensure the continued operation of Council in the event the Mayor is absent/not available. It is important for Council to have an appointed representative to preside over meetings, attend civic functions and ceremonies and provide a voice for Council and the community. The appointment of a Deputy Mayor ensures that these roles and responsibilities are undertaken in the absence of the Mayor.

Attachments

Nil

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DETAILED REPORT

Purpose

The purpose of this report is for Council to make a decision on the appointment of a Deputy Mayor.

Background/History

Section 51 of the *Local Government Act 1999* stipulates that if Council has a Mayor, there may also be a Deputy Mayor, if the Council so resolves. Council may determine the term, with that term not exceeding four (4) years.

Since the commencement of the current term of Council, Council's practice has been to appoint a Deputy Mayor for a one (1) year term. At its meeting held 21 November 2016, Council appointed Cr Mel Lawrence to the role of Deputy Mayor for a one (1) year period, to expire in November 2017 (refer Resolutions 2016/360 and 2016/371).

Council is therefore to consider the appointment of a Deputy Mayor for the ensuing one (1) year period, commencing on 22 November 2017 and expiring at the expiration of the current term in November 2018.

Discussion

Under Section 51 of the *Local Government Act 1999*, the Deputy Mayor is to be chosen by the Members of the Council from among their own number and will hold office for a term determined by Council.

The Council may choose not to appoint a Deputy Mayor, in which case a Member must be chosen from among the Council Members each time there is a requirement to replace the Mayor in his/her official duties, when the Mayor is absent.

A Deputy Mayor provides crucial support to the Mayor, not only in fulfilling the role of Chair at meetings where the Mayor may be absent, but also in attending civic functions and ceremonies on behalf of either the Mayor in his absence, or the Council. Generally speaking, it is advantageous that a Deputy Mayor has a broad understanding of the role local government plays in its community and possesses a sound knowledge of the *Local Government Act 1999*, particularly insofar as meeting procedures are concerned, in the event the Mayor is unable to chair Council or Committee meetings.

The Deputy Mayor (based on current rates) receives an allowance of $11,643.76 (which is 1.25 times the annual allowance for Councillors).

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The *Local Government Act 1999* does not stipulate the method for appointing a Deputy Mayor. Council can therefore choose its method from the following:-

1. By resolution; or
2. By indicative vote and subsequent resolution; or
3. An election process determined by the Council.

Whichever method is used, the term of office must be determined first.

The method determined by Council may depend on the number of candidates/nominations received. It is recommended that the simple resolution process (option 1) be used if there is only one candidate, the indicative ballot and subsequent resolution (option 2) if there is between 1-2 candidates, and an election process and subsequent resolution (option 3) if there are more than two candidates.

Below is a summary of the different methods for Council's information.

1. <u>By resolution</u>

An appointment by resolution can be complicated if there is more than one candidate. It is necessary for each motion nominating a member to be considered individually and voted upon before any further motion is considered. The Mayor would have to ascertain those voting for, those against and declare the result.

If the first candidate is successful then no further nominations can be considered (except through the process of revoking, in which case Council's meeting procedures would need to be complied with and a motion on notice would need to be submitted). This also means that no other candidate could be considered if the first motion is successful.

2. <u>By indicative vote followed by a resolution</u>

A variation of the option of resolution only, is that of the Mayor taking a vote of Members present at the meeting to determine the preferred person and then the Council, by resolution, appointing that person as the Deputy Mayor. Council would need to agree on this method by resolution as it is not within the ambit of the Mayor alone to decide the process.

3. <u>By an election process (and resolution) determined by Council</u>

This method enables multiple nominations to be considered at the same time.

Nominations will be invited by the Mayor from amongst the members. They do not have to be in writing nor do they have to be seconded. Nominations will be achieved simply by indicating *"I nominate Council Member_____"*.

The Mayor will then enquire as to whether the person nominated is prepared to accept the nomination. While that person may agree to accept the nomination, she/he has the right to withdraw at any time before the matter is put to a vote. If a member is absent from the meeting this would not preclude them from being nominated. They would need to have

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advised the Mayor prior to the meeting as to whether or not they are prepared to accept the nomination.

If only one person is nominated, that person will be declared elected. If more than one person is nominated, the matter will proceed to a vote. All Members present are required to vote in the election. In this case, it is not a conflict of interest to vote for yourself if you have been nominated.

Council must determine the method of voting, which can be by a show of hands or by secret ballot.

Should only two nominations be received, the successful candidate will be the one with the greater number of votes.

If more than two nominations are received, Council must determine the method of voting, e.g. first past the post, preferential system (eliminating candidate with lowest vote and distribute remaining votes by preference).

Conflict of Interest Issues

The identification of a preferred member for the position of Deputy Mayor through taking an indicative vote or an election process does not attract the application of the conflict of interest provisions. In other words, all persons nominated for such a position are able to participate in the indicative ballot or election process.

However, an appointment by motion and resolution or the confirmation of the outcome of an indicative ballot by motion and resolution (part two of the recommendation above) will result in the nominated person receiving payment of an allowance greater than that set for Council Members. This means that the Council Member whom it is proposed to appoint will receive a direct financial benefit by way of an increased allowance payment. In these circumstances, the conflict of interest provisions operate to require the Council Member who is to be nominated by the motion to declare a 'material conflict of interest' and to remove themselves from the decision making process as required by Section 74(1) of the *Local Government Act 1999.*

Conclusion

The appointment of a Deputy Mayor means that Council will not need to revisit the appointment of a replacement to fulfil the Mayor's official duties, each time that the Mayor is absent. It will also ensure that the necessary mechanisms are put in place to support the Mayor in carrying out his civic duties and will assist with strengthening the leadership and stability of the Council. It is recommended that Council appoint a Deputy Mayor for the ensuing one (1) year period.

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References

Legislation

Local Government Act 1999

Local Government (Members Allowances and Benefits) Regulations 2010

Council Policies

Nil

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Adelaide Plains Council	**14.5**	**2017/2018 – First Budget Update**
	Department:	**Finance and Economic Development**
	Report Author:	**General Manager – Finance & Economic Development**
Date: 20 November 2017	**Container No:**	**CON 12/433**
	Document No:	**D17/30286**

EXECUTIVE SUMMARY

- Council's 2017/2018 Adopted Budget forecast an Operating Deficit of $904,042.
- As a result of the First Budget Update, the Operating Deficit has been increased by $846,220 to $1,750,262 primarily as a result of 50% of this financial year's Financial Assistance Grant (FAG) was received in June 2017 (a timing issue).
- Council adopted new spending proposals post 10 July 2017 to the value of $25,000.
- In addition, operating projects expenses of $113,859 that was earmarked for last financial year was brought forward to this financial year as the funds were not spent in the last financial year.
- Following is the summary of the budget changes as a result of First Budget Update ($).

Operating Deficit as per the budget adopted on 10 July 2017	(904,042)
New council resolutions resulting extra expenses	(25,000)
Expenses carried forward from 2016/2017 Financial Year	(113,859)
Unfavourable budget variances (Increase operating deficit)	(933,085)
Favourable budget variances (Reduce operating deficit)	225,724
Revised Operating Deficit following First Budget Update	(1,750,262)

- $282,450 not spent from the 2016/2017 Capital Project budget was brought forward to this financial year as those capital programs will be completed in this financial year.
- As of 13 November 2017, Council had outstanding short-term borrowings of $960,616 ($1,593,854 at 30 June 2017), at an interest rate of 3.75%.
- As of 13 November 2017, the outstanding balance of long-term debenture loans was $4,563,407 ($4,738,645 at 30 June 2017) with a fixed interest rate ranging from 4.45% to 8.10%.
- Council's overdue rates as at 30 June 2017 were $607,163. As of 13 November 2017, the balance of overdue rates has been reduced to $392,270. In addition, $145,862 of quarter 1 rates are still due resulting total overdue rates as at 13 November 2017 being $538,132.

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RECOMMENDATION

"that Council, having considered Item 14.5 – *2017/2018 – First Budget Update*, dated 20 November 2017, receives and notes the report and in doing so;

1. **Receive and note the project progress reports contained in Attachment 1 & 2; and**
2. **Pursuant to Regulation 9 (1) (a) of the *Local Government (Financial Management) Regulations 2011*, adopt the updated Budgeted Financial Statements as contained within Attachment 3".**

BUDGET IMPACT

Increase in Operating deficit : By $846,220

RISK ASSESSMENT

Nil

Attachments

1. **2017/2018 Operating Projects Progress Report.**
2. **2017/2018 Capital Works Program Progress Report.**
3. **Updated 2017/2018 Budgeted Financial Statements.**

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DETAILED REPORT

Purpose

The purpose of this report is to provide the Council with a summary of the updated Budget position for the year ended 30 June 2017 following the First Budget Update based on year-to-date September 2017 actual performance.

Background/History

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. These being:

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

➢ **Budget Update**

The Budget Update report sets outs a revised forecast of the Councils 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 entitled **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 requires a Budget Update report to include a revised forecast of the Council's operating and capital investment activities compared with estimates set out in the Adopted Budget, however it is recommended by the Local Government Association 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 Finan[illegible]s

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compared with 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 surplus 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.

i. Recurrent Budget (A deficit of $84,336 for 2017/2018));
ii. Operating Project Budget (A deficit of $819,706 for 2017/2018);

resulting, 2017/2018 Adopted Budget forecast of an Operating Deficit of $904,042.

As a result of the First Budget Update, the Operating Deficit from recurrent operations is forecast to increase by $732,361 to $816,697 mainly due to 50% of the 2017/2018 Financial Assistance Grant from the Grant Commission received in advance in June 2017 and therefore recorded as an income in prior year, resulting 2017/2018 income being reduced by the advance payment. In addition, there have been other significant adjustments made to Recurrent Budget (please refer to **Table 1** below) which have become known since the adoption of the 2017/2018 Annual Budget on 10 July 2017.

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Table 1: Recurrent Budget Changes – First Budget Update – September 2017 ($)

Budget Variance Description	Amount
New Council Resolutions resulting extra expenses	
Cost of GRFMA Prudential assessment by an external consultant.	(11,000)
CEO Office Expenses.	(7,500)
Council decision to donate $2,000 for advertising and promotion of the Northern Plains Food Festival to be held on 25 March 2018.	(2,000)
Council share of the installation of a regional flood monitoring and warning/alert system for the Light and Wakefield River catchments.	(4,500)
Total New Council Resolutions resulting extra expenses	**(25,000)**
Unfavourable Budget Variances	**Amount**
50% of the 2017/2018 Financial Assistance Grant from the Grant Commission received in advance in June 2017 and therefore recorded as an income in prior year resulting 2017/2018 income being reduced by the advance payment.	(575,985)
Estimated cost of removing asbestos contamination. Potentially recoverable from Council insurer.	(120,000)
Cost of Governance Support Officer. The contract was extended from 30/06/2017 to 30/06/2018 due extensive work requiring in drafting and reviewing leases and other agreements, undertaking road closures, dealing with community land and associated agreements, including attending meetings with clubs/organisations etc.	(86,621)
Income from Mallala Dump site was over estimated.	(63,000)
Cost of IT support services from Civica relating to prior financial years not paid on-time due to invoice disputes. Now being required to pay following the settlement of invoice disputes.	(27,640)
Employee costs of IT & Communication Officer position were under budgeted.	(20,000)
Cost of the printing & distribution of "Communicator Newsletter" was not budgeted in the adopted budget due to oversight. (The management is currently investigating the possibility of e-mailing the newsletter).	(12,000)
Library casuals at Two Wells Library were not budgeted in the adopted budget due to oversight.	(11,000)
Adopted budget contained a contingency budget allocation of $5,000 for hardware replacement. This amount is determined to be insufficient due to ageing Council IT equipments.	(5,000)
Dublin Parklands Revegetation Project 2017-2018- Grant of $4,704 was received in 2016/2017. However, the expenditure is to be incurred in this financial year.	(4,704)
Cost of Community Profile ID that provides statistical information on APC community, based on ABS Surveys not provided in the adopted budget.	(3,000)
Actual contribution to Mid North Community Passenger Network for 2017/2018 is higher than budgeted.	(1,200)
Other sundry unfavourable budget variations.	(2,935)
Total Unfavourable Budget Variances	**(933,085)**

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Favourable Budget Variances	
Reimbursement from Adelaide & Mount Lofty Ranges Board for Coastal Officer was not included in the adopted budget.	92,465
Proceeds from the sale of road reserves to OTR Two Wells.	65,116
Income associated with loan given to Mallala Bowling Club and LGFA Bonus payments have been estimated as an expense by mistake in the adopted budget calculations.	32,064
Unbudgeted income received from insurer for Pinary Fire.	19,659
Insurance claim received for Mallala CWMS inundation. Expenses recorded in 2016/2017 Financial Year.	11,420
Higher than budgeted Special Distribution from Workers Compensation Scheme.	5,000
Total Favourable Budget Variances	**225,724**
Total Recurrent budget changes	**(732,361)**

- **Operating Project Budget**

As part of the Adopted Budget, Council approved an operating project budget of $819,706 for 2017/2018 Financial Year. While there is no changes to this Council approved new operating project budget, there was a carried forward operating project budget of $113,859 from 2016/2017 Financial year added to this year program as those programs were not completed in last year as planned (Please refer to **Table 2** below). As a result, the updated operating project budget in this year would be $933,565.

Table 2: Operating Project Budget Changes – First Budget Update – September 2017 ($)

Expenses Carried Forward from 2016/2017 Financial Year	Amount
Horticultural & Rural Lands Development Plan Amendments.	(71,000)
Cost of the review of Adelaide Plains Council Strategic Plan.	(34,949)
Northern Food bowl - Allied Food Industries Study.	(7,910)
Total Expenses Carried Forward from 2016/2017 Financial Year	**(113,859)**

Year-to-date September progress update of the 2017/2018 Operating Project Budget is contained in **Attachment 1**.

- **Capital Project Budget**

Council adopted a Capital Budget expenditure of $2,098,959 for the 2017/2018 Financial Year, which comprised of new/upgraded capital projects costs of $934,180 and a renewal budget of $1,164,779. Following the First Budget Review, the total Capital expenditure budget will be is expected to increase by $112,881 to $2,211,840 due to combined impact of projects not completed in 2016/2017 Financial Year being carried forward

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year ($282,450), upgrade and modifications to the Waste Water Treatment Plant and associated infrastructure at Mallala CWMS ($500,000) and Hard Road upgrade that will not be go ahead due to unsuccessful grant application ($681,000). They are;

Table 3: Capital Project Budget Changes – First Budget Update – September 2017 ($)

Budget Variance Description	Amount
Expenses Carried Forward from 2016/2017 Financial Year	
Replacement of Backhoe - Purchase completed in September 17 under budget.	(105,400)
Dublin Institute repairs (Salt damp repairs, Stormwater, Gutters & Fascias, Painting, and Rendering)-Not yet Completed.	(74,210)
Resheeting - Worden Road - Helps to Wasleys.	(4,879)
Resheeting - Broster Road - Hall to Powerline.	(11,896)
Resheeting - Old Dublin Road - Mallala Two Wells to Hill.	(32,636)
Resheeting - Old Dublin Road - Shannon to Long Plains.	(23,484)
Replacement of 2 X Utes - Purchase completed in August 17 under budget.	(29,945)
Total Carried Forward Expenses	**(282,450)**
New Capital Expenses Added	
Council received $500,000 on 29/9/17 from LGA for upgrade and modifications to the Waste Water Treatment Plant and associated infrastructure at Mallala CWMS.	(500,000)
State Heritage Listed Mallala Monument upgrade - Fully paid by Federal Government Grant.	(11,431)
Total New Capital Expenses	**(511,431)**
Reduction in 2017/2018 Capital Program	
Hart Road Upgrade - Capital Grant of $490,500 will also be removed from the budget.	681,000
Total Increase in Capital Expenses	**(112,881)**

Year-to-date September progress update of the 2017/2018 Operating Project Budget is contained in **Attachment 2**.

➢ **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 Third Budget Update is contained in **Attachment 3**.

Conclusion

The Third Budget Update for the 2017/2018 Financial Year provides the last opportunity to amend the 2017/2018 Adopted Budget, to reflect any changes in budget estimates based on;

- ✓ audited results to 30 June 2017;

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- ✓ the three (3) quarters results to 30 September 2017; and
- ✓ any new decisions by the Council, subsequent to the adoption of the Budget in July 2017.

References

Legislation

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

Section 123 (13) of the Local Government Act 1999

Council Policies

Budget Management Policy

Funding Policy

Treasury Management Policy

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OPERATING PROJECT PROGRESS REPORT 2017-2018

	A	B	C = A + B	D	E = C - D					
Project Name	Adopted Budget	Q1 Budget Change	Total Budget Following Q1 Budget	YTD September 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
Delegations Software - 'ReliansSys'	1,500	-	1,500	-	1,500	No	Dec-17	No	Dec-17	Currently working with the software provider
Annual Building Maintenance Program										
- Windows, doors and gutters cleaning	10,000	-	10,000	-	10,000	No	Dec-17	No	Dec-17	Council Maintenance Officer is to organise routine building tasks, major component is coastal toilets and shelters refurbishment which will go out for request for quote before December.
- Insect spray around perimeter of Council Buildings	5,000	-	5,000	-	5,000	No	Dec-17	No	Dec-17	
- Coastal Painting Program & Public Toilets	40,000	-	40,000	-	40,000	No	Dec-17	No	Dec-17	
- Tennis/Netball Court Clean	5,000	-	5,000	-	5,000	No	Dec-17	No	Dec-17	
Installation of single lane roundabout	500,000	-	500,000	-	500,000	No	Jun-18	No	Jun-18	May be deferred to 2017/2018 FY
Allied Food Industries Land Supply Study & Northern Fo	70,000	-	70,000	-	70,000	Yes	Not Applicable	No	Jun-18	Potential budget savings
Webb Beach Community Emergency Management Plan	50,000	-	50,000	-	50,000	No	Feb-18	No	Jun-18	
General Inspector 0.40 FTE	36,316	-	36,316	8,470	27,846	Yes	Not Applicable	No	Jun-18	
Engineer 0.06 FTE	64,200	-	64,200		64,200	No	Feb-18	No	Jun-18	
Take 5 safety program & smart phones to access the pro	5,000	-	5,000	-	5,000	No	Jun-18	No	Jun-18	
Review of 5 By-Laws (Permits & Penalties/Local Govt. La	10,000	-	10,000	-	10,000	No	Apr-18	No	Jun-18	
Building Biodiversity	12,000	-	12,000	-	12,000	No	Nov-17	No	May-18	Plant order will be done next week & planning will be happening around April/May
Two Wells Service Center Landscaping	10,690	-	10,690	10,666	24	Yes	Not Applicable	No	Jan-18	Budget didn't included internal labour cost. Therefore, likely to be slightly over budget.
Horticultural & Rural Lands Development Plan Amendm	-	71,000	71,000	-	71,000	Yes	Not Applicable	No	Jun-18	Scope of work is covered by Food Bowl DPA. Potential budget savings.
Review of APC Strategic Plan	-	34,949	34,949	34,949	-	Yes	Not Applicable	Yes	Not Applicable	
Northern Food bowl - Allied Food Industries Study	-	7,910	7,910	9,813	- 1,903	Yes	Not Applicable	Yes	Not Applicable	
	819,706	113,859	933,565	63,898	869,667					

CAPITAL PROJECT PROGRESS REPORT 2017-2018-YTD SEPTEMBER 2018

	A	B	C = A + B	D	E = C - D					
Project Name	Adopted Budget	Q1 Budget Change	Total Budget Following Q1	YTD September 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
Annual New Sealing Program										
Dublin Road and Shannon Road - Intersection upgrade	26,500		26,500	-	26,500	No	Dec-17	No	Dec-17	
Germantown Road (Gawler Road to End of Seal) Reconstruction	150,000		150,000	-	150,000	No	Dec-17	No	Dec-17	
Hart Road - Sheeted to Sealed Project	681,000	(681,000)	-	-	-	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Project will not go ahead due to unsuccessful grant application
Annual Resealing Program										
Boundary Rd (045) from Gawler Rd to Hayman Rd	46,457		46,457	147	46,310	No	Nov-17	No	Nov-17	
Dublin Rd (025) from Powerline Rd to Hall Rd	80,048		80,048	1,151	78,897	No	Nov-17	No	Nov-17	
Port Parham Rd (020) from Beach Rd to Webb Beach Rd	83,935		83,935	-	83,935	No	Nov-17	No	Nov-17	
Port Parham Rd (025) from Webb Beach Rd to First Street	25,337		25,337	-	25,337	No	Nov-17	No	Nov-17	
Annual Resheeting Program										
Nairn Rd (010) from Franks Rd to Hall Rd	37,855		37,855	108	37,746	No	Apr-18	No	Apr-18	
March Rd (010) from Owen Rd to Davies Rd	49,285		49,285	1,269	48,016	No	Feb-18	No	Feb-18	
March Rd (005) from Balaklava Rd to Owen Rd	37,707		37,707	-	37,707	No	Feb-18	No	Feb-18	
Franks Rd (010) from Calomba Rd to Ross Rd	33,816		33,816	125	33,691	No	May-18	No	May-18	
Franks Rd (015) from Ross Rd to Broster Rd	46,686		46,686	-	46,686	No	May-18	No	May-18	
Earl Rd (010) from Old Dublin Rd to Cawrse Rd	43,679		43,679	49	43,630	No	Mar-18	No	Mar-18	
Curnow from Carwse sth. to resheet end near hay shed.700 metres	19,300		19,300	139	19,161	No	May-18	No	May-18	
Gordon Rd (015) from Porter Rd to Church Rd	37,830		37,830	8,614	29,216	No	Nov-17	No	Nov-17	
Wasley Rd (025) from Big Rabbit Rd to Gallipoli Rd	43,008		43,008	60	42,948	No	Dec-17	No	Dec-17	
Pratt Rd (020) from Mallala - Two Wells Rd to Gordon Rd	40,323		40,323	22,817	17,506	Yes	Not Applicable	Yes	Not Applicable	Completed awaiting costs to be processed.
Stockyard Rd (005) from Mallala - Two Wells Rd to End	5,455		5,455	-	5,455	No	Jun-18	No	Jun-18	
Simpkin Rd from Germantown to Williams 1420 mts.	49,330		49,330	88,355	- 39,025	Yes	Not Applicable	Yes	Not Applicable	Completed awaiting costs to be processed.
Simpkin Rd from Williams to Harvey 1200 mts.	41,688		41,688	-	41,688	Yes	Not Applicable	Yes	Not Applicable	Completed awaiting costs to be processed.
John West Rd from Old Port Wakefield Rd to last house access 380 mts.	8,664		8,664	1,887	6,777	Yes	Not Applicable	Yes	Not Applicable	Completed awaiting costs to be processed.
Davis Rd (005) from Smith Rd to McEvoy Rd	26,506		26,506	182	26,324	No	Dec-17	No	Dec-17	
Harris Rd (005) from Port Wakefield Rd to Schlodder Rd	13,408		13,408	235	13,173	No	Jun-18	No	Jun-18	
Third Street (Dublin) (015) from End of Seal to Schlodder Rd	4,932		4,932	227	4,706	No	Jun-18	No	Jun-18	
Gilbert's Rd (005) from Port Wakefield Rd to North Parham Rd	71,122		71,122	58,752	12,370	Yes	Not Applicable	Yes	Not Applicable	Completed awaiting costs to be processed.
Third Street (Wild Horse Plains) (005) from Second Street to End	5,477		5,477	5,364	113	Yes	Not Applicable	Yes	Not Applicable	Completed awaiting costs to be processed.
Slant Rd (005) from Port Wakefield Rd to Wild Horse Plains Rd	49,986		49,986	113	49,873	Yes	Not Applicable	Yes	Not Applicable	Completed awaiting costs to be processed.
Fourth Street (Wild Horse Plains) (005) from Second Street to First Street	3,263		3,263	6,552	- 3,289	Yes	Not Applicable	Yes	Not Applicable	Completed awaiting costs to be processed.
Gregor Rd (005) from Day Rd to Aunger Rd North	77,764		77,764	7,196	70,569	No	Feb-18	No	Feb-18	
Barabba Rd (020) from Butler Street to Redbanks Rd	67,025		67,025	-	67,025	No	May-18	No	May-18	
Annual New Footpath Program										
Eden to Tangari Footpath Access	15,000		15,000	527	14,473	No	Feb-18	No	Feb-18	
Gawler Road - Old Mallala Road to Rowe Crescent (141m)	11,280		11,280	-	11,280	No	Apr-18	No	Apr-18	
Mary Street - Aerodrome Road to Chivell Street (105m)	8,400		8,400	-	8,400	No	Apr-18	No	Apr-18	
Gawler Road - Drew Street to Railway (20m)	3,000		3,000	-	3,000	No	Apr-18	No	Apr-18	
Other Capital Program										
Parham Camping Ground Toilets - Septic tank and soakage	20,000		20,000	-	20,000	No	Feb-18	No	Feb-18	
Security System for Mallala/TW Office Reception, TW Library & Mallala Chamber	9,500		9,500	-	9,500	No	Mar-18	No	Mar-18	
Pram Ramp renewal to DDA compliant	10,000		10,000	-	10,000	No	Apr-18	No	Apr-18	
Grace Plains Cemetery - Fencing	5,394		5,394	-	5,394	No	Feb-18	No	Feb-18	
Russel Road & Trim Road - Drainage construction (pipes and crossovers)	25,000		25,000	-	25,000	No	Feb-18	No	Feb-18	
Middle Beach CWMS - Treatment Plant Irrigation Pump	4,500		4,500	-	4,500	No	Dec-17	No	Dec-17	
Tractor Kobota B3030 (Plant No 119)	75,000		75,000	-	75,000	No	Jan-18	No	Jan-18	
Three computers & 2 Ipads for Library - Two Wells Library	4,500		4,500	-	4,500	No	Jan-18	No	Jan-18	
State Heritage Listed Mallala Monument upgrade		11,431	11,431	-	11,431	No	Jan-18	No	Jan-18	
Resheeting - Worden Road - Helps to Wasleys 2016/17		4,879	4,879	5,046	- 167	Yes	Not Applicable	No	Dec-17	
Resheeting - Broster Road - Hall to Powerline 2016/17		11,896	11,896	7,051	4,845	Yes	Not Applicable	No	Dec-17	
Resheeting - Old Dublin Road - Mallala Two Wells to Hill 16/17		32,636	32,636	6,747	25,889	Yes	Not Applicable	No	Dec-17	
Resheeting - Old Dublin Road - Shannon to Long Plains 16/17		23,484	23,484	8,332	15,152	Yes	Not Applicable	No	Dec-17	
Mallala CWMS	-	500,000	500,000	107,782	392,218	Yes	Not Applicable	No	Jun-18	Council received $500,000 on 29/9/17 from LGA for upgrade and modifications to the Waste Water Treatment Plant and associated infrastructure at Mallala CWMS.
Dublin Institute repairs (Salt damp repairs, Stormwater, Gutters & Fascias, Painting, Rendering)	-	74,210	74,210	-	74,210	No	Dec-17	No	Dec-17	Work remaining includes; Salt damp repairs, Stormwater, Gutters & Fascias,Painting,Rendering
- Backhoe	-	105,400	105,400	105,400	-	Yes	Not Applicable	Yes	Not Applicable	Purchase of new Backhoe & 2 X Utes were completed under budget
- Ute Asset Management	-	11,7	Return to Index	11,705	- 0	Yes	Not Applicable	Yes	Not Applicable	
- Ute General Inspector	-	18,2		18,240	- 0	Yes	Not Applicable	Yes	Not Applicable	
	2,098,959	112,881	2,211,840	474,170	1,737,670					

ADELAIDE PLAINS COUNCIL
BUDGETED STATEMENT OF COMPREHENSIVE INCOME ($)
FOR THE YEAR ENDED 30 JUNE 2018

	ADOPTED BUDGET 2016-2017	FIRST BUDGET REVIEW CHANGES		REVISED BUDGET FOLLOWING FIRST UPDATE	AUDITED FINANCIAL STATEMENTS 2016-2017
		OPERATING PROJECTS	RECURRENT OPERATING		
INCOME					
Rates	9,073,257	-	-	**9,073,257**	**8,645,445**
Statutory charges	335,205	-	-	**335,205**	**324,430**
User charges	142,825	-	(63,000)	**79,825**	**112,317**
Other grants, subsidies and contributions	1,679,566	-	(575,985)	**1,103,581**	**2,819,370**
Investment Income	1,500	-	-	**1,500**	**5,598**
Reimbursements	162,443	-	311,013	**473,456**	**350,992**
Other Income	14,969	-	25,836	**40,805**	**138,941**
Total Revenues	**11,409,765**	**-**	**(302,136)**	**11,107,629**	**12,397,093**
EXPENSES					
Employee Costs	4,739,668	**-**	118,825	**4,858,493**	**4,755,167**
Materials, contracts and other services	3,569,046	**-**	311,400	**3,880,446**	**3,923,091**
Depreciation, Amortisation & Impairment	2,806,820	**-**	-	**2,806,820**	**2,906,604**
Finance Costs	328,567	**-**	-	**328,567**	**378,491**
Share of loss - joint ventures & associates	50,000	**-**	-	**50,000**	**64,515**
Operating Project Expenses	819,706	**113,859**	-	**933,565**	**-**
Total Expenses	**12,313,807**	**113,859**	**430,225**	**12,857,891**	**12,027,868**
OPERATING SURPLUS / (DEFICIT)	(904,042)	**(113,859)**	**(732,361)**	**(1,750,262)**	**369,225**
Asset Disposal & Fair Value Adjustments	10,000	**-**		**10,000**	**17,500**
Amounts specifically for new or upgraded assets	490,500	20,931	-	**511,431**	**39,258**
Physical resources received free of charge	-	**-**	**-**	**-**	**1,143,818**
NET SURPLUS (DEFICIT)	(403,542)	**(92,928)**	**(732,361)**	**(1,228,831)**	**1,569,801**
Other Comprehensive Income					
Changes in revaluation Surplus	2,764,589	-	-	**2,764,589**	**8,589,411**
Impairment (expense) offset to asset revaluation reserve	(430,000)			**(430,000)**	**(233,957)**
Share of Other comprehensive Income - joint ventures	(30,000)	-	-	**(30,000)**	
TOTAL OTHER COMPREHENSIVE INCOME	2,304,589	**-**	**-**	**2,304,589**	**8,355,454**
TOTAL COMPREHENSIVE INCOME	1,901,047	**(92,928)**	**(732,361)**	**1,075,758**	**9,925,255**

ADELAIDE PLAINS COUNCIL
BUDGETED BALANCE SHEET ($)
AS AT 30 JUNE 2018

	ADOPTED BUDGET 2016-2017	FIRST BUDGET REVIEW CHANGES		REVISED BUDGET FOLLOWING FIRST UPDATE	AUDITED FINANCIAL STATEMENTS 2016-2017
		OPERATING PROJECTS	RECURRENT OPERATING		
ASSETS					
Current Assets					
Cash and cash equivalents	21,472		-	**21,472**	**113,158**
Trade & other receivables	584,651	-	-	**584,651**	**913,194**
Inventories	266,000	-	-	**266,000**	**199,960**
Total Current Assets	872,123	-	-	**872,123**	**1,226,312**
Non-current Assets					
Equity accounted investments in Council businesses	4,758,438	-	-	**4,758,438**	**4,684,408**
Infrastructure, Property, Plant & Equipment	88,716,846	**112,881**	-	**88,829,727**	**100,797,527**
Other Non-current Assets	442,400	-	-	**442,400**	**131,601**
Total Non-current Assets	93,917,684	**112,881**	-	**94,030,565**	**105,613,536**
Total Assets	94,789,806	**112,881**	-	**94,902,687**	**106,839,848**
LIABILITIES					
Current Liabilities					
Trade & Other Payables	1,189,400	-	-	**1,189,400**	**1,178,662**
Borrowings	2,816,658	**205,809**	**732,361**	**3,754,828**	**2,208,747**
Provisions	748,000	-	-	**748,000**	**827,771**
Total Current Liabilities	4,754,058	**205,809**	**732,361**	**5,692,228**	**4,215,180**
Non-current Liabilities					
Long-term Borrowings	3,473,790	-	-	**3,473,790**	**4,123,752**
Long-term Provisions	73,229	-	-	**73,229**	**194,612**
Total Non-current Liabilities	3,547,019	-	-	**3,547,019**	**4,318,364**
Total Liabilities	8,301,077	**205,809**	**732,361**	**9,239,247**	**8,533,544**
NET ASSETS	86,488,730	**(92,928)**	**(732,361)**	**85,663,441**	**98,306,304**
EQUITY					
Accumulated Surplus	29,713,115	**(92,928)**	**(732,361)**	**28,887,826**	**31,368,217**
Asset Revaluation Reserve	56,680,665	-	-	**56,680,665**	**66,843,137**
Other Reserves	94,950	-	-	**94,950**	**94,950**
TOTAL EQUITY	86,488,730	**(92,928)**	**(732,361)**	**85,663,441**	**98,306,304**

ADELAIDE PLAINS COUNCIL
BUDGETED STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2018

	ADOPTED BUDGET 2016-2017	FIRST BUDGET REVIEW CHANGES		REVISED BUDGET FOLLOWING FIRST UPDATE	AUDITED FINANCIAL STATEMENTS 2016-2017
		OPERATING PROJECTS	RECURRENT OPERATING		
	$	$	$	$	$
ACCUMULATED SURPLUS					
Balance at end of previous reporting period	30,116,657	-	-	**30,116,657**	**29,798,416**
Net Result for Year	(403,542)	**(92,928)**	**(732,361)**	**(1,228,831)**	**1,569,801**
Balance at end of period	29,713,115	**(92,928)**	**(732,361)**	**28,887,826**	**31,368,217**
ASSET REVALUATION RESERVE					
Balance at end of previous reporting period	54,376,076	-	-	**54,376,076**	**58,487,683**
Gain on revaluation of infrastructure, property, plant & equipment	2,764,588.74	-	-	2,764,589	**8,589,411**
Impairment (expense) offset to asset revaluation reserve	(430,000.00)	-	-	(430,000)	**(233,957)**
Share of other comprehensive income - joint ventures and associates	(30,000.00)	-	-	(30,000)	**-**
Balance at end of period	56,680,665	**-**	**-**	**56,680,665**	**66,843,137**
OTHER RESERVES					
Balance at end of previous reporting period	94,950	-	-	**94,950**	**94,950**
Balance at end of period	94,950	**-**	**-**	**94,950**	**94,950**
TOTAL EQUITY AT END OF REPORTING PERIOD	86,488,730	**(92,928)**	**(732,361)**	**85,663,441**	**98,306,304**

ADELAIDE PLAINS COUNCIL
BUDGETED CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2018

	ADOPTED BUDGET 2016-2017	FIRST BUDGET REVIEW CHANGES		REVISED BUDGET FOLLOWING FIRST UPDATE	AUDITED FINANCIAL STATEMENTS 2016-2017
		OPERATING PROJECTS	RECURRENT OPERATING		
CASH FLOWS FROM OPERATING ACTIVITIES	$	$	$	$	$
Receipts					
Rates	9,073,257	-	-	9,073,257	8,748,020
Statutory charges	335,205	-	-	335,205	321,327
User charges	142,825	-	(63,000)	79,825	126,656
Other grants, subsidies and contributions	1,500	-	-	1,500	7,198
Investment Income	1,679,566	-	(575,985)	1,103,581	2,780,112
Reimbursements	162,443	-	311,013	473,456	350,992
Other Income	14,969	-	25,836	40,805	138,941
				-	
Payments				-	
Employee Costs	(4,739,668)	-	(118,825)	(4,858,493)	(4,699,816)
Materials, contracts and other services	(4,388,752)	(113,859)	(311,400)	(4,814,011)	(3,930,345)
Finance payments	(328,567)	-	-	(328,567)	(404,640)
Net Cash provided by (or used in) Operating Activities	1,952,778	(113,859)	(732,361)	1,106,558	3,438,445
CASH FLOWS FROM INVESTING ACTIVITIES					
Receipts					
Grants specifically for new or upgraded assets	490,500	20,931	-	511,431	39,258
Sale of replaced assets	10,000	-	-	10,000	24,409
Payments				-	
Expenditure on renewal/replacement of assets	(1,164,779)	(282,450)	-	(1,447,229)	(1,003,865)
Expenditure on new/upgraded assets	(934,180)	169,569	-	(764,611)	(1,183,709)
Net Cash provided by (or used in) Investing Activities	(1,598,459)	(91,950)	-	(1,690,409)	(2,123,907)
CASH FLOWS FROM FINANCING ACTIVITIES					
Receipts					
Proceeds from Borrowings	137,696	205,809	732,361	1,075,866	4,868,000
Payments					
Repayments of Borrowings	(614,893)	-	-	(614,893)	(6,741,942)
Net Cash provided by (or used in) Financing Activities	(477,197)	205,809	732,361	460,973	(1,873,942)
Net Increase (Decrease) in cash held	(122,877)	-	-	(122,877)	(559,404)
Cash & cash equivalents at beginning of period		-		-	
Cash & cash equivalents at end of period	(122,877)	-	-	(122,877)	(559,404)
Cash & cash equivalents as per Balance Sheet for as at 30 June	21,472			21,472	113,158

ADELAIDE PLAINS COUNCIL
BUDGETED UNIFORM PRESENTATION OF FINANCES
FOR THE YEAR ENDED 30 JUNE 2018

	ADOPTED BUDGET 2016-2017	FIRST BUDGET REVIEW CHANGES		REVISED BUDGET FOLLOWING FIRST UPDATE	AUDITED FINANCIAL STATEMENTS 2016-2017
		OPERATING PROJECTS	RECURRENT OPERATING		
	$	$	$	$	$
Operating Revenues	11,409,765	-	(302,136)	11,107,629	12,397,093
less Operating Expenses	(12,313,807)	(113,859)	(430,225)	(12,857,891)	(12,027,868)
Operating Surplus / (Deficit) before Capital Amounts	(904,042)	(113,859)	(732,361)	(1,750,262)	369,225
less Net Outlays on Existing Assets					
Capital Expenditure on renewal and replacement of Existing Assets	1,164,779	282,450	-	1,447,229	1,003,865
less Depreciation, Amortisation and Impairment	(2,806,820)	-	-	(2,806,820)	(2,906,604)
less Proceeds from Sale of Replaced Assets	(10,000)	-	-	(10,000)	(24,409)
	(1,652,042)	282,450	-	(1,369,592)	(1,927,148)
less Net Outlays on New and Upgraded Assets					
Capital Expenditure on New and Upgraded Assets (including investment property & real estate developments)	934,180	(169,569)	-	764,611	1,183,709
less Amounts received specifically for New and Upgraded Assets	(490,500)	(20,931)	-	(511,431)	(39,258)
	443,680	(190,500)	-	253,180	1,144,451
Net Lending / (Borrowing) for Financial Year	304,320	(205,809)	(732,361)	(633,850)	1,151,922

	14.6	**Review of Short Stay Accommodation Policy**
	Department:	**Finance and Economic Development**
	Report Author:	**General Manager – Finance & Economic Development**
Date: 20 November 2017	**Container No:**	**CON12/233**
	Document No:	**D17/30522**

EXECUTIVE SUMMARY

- At the September Council meeting held 18 September 2017, following resolution was passed:-

  18.1 Short Stay Accommodation Policy

  Moved Cr Strudwicke Seconded Cr Keen ***2017/ 292***

  "that council staff meet with several community members, nominated by the Ratepayers Association, and representatives of the Mallala Lions Club, with a view to develop and propose any modifications to the Short Stay Accommodation Policy, that addresses issues such as fees charged, payment methods, and time limit exemptions (such as for part time workers). Any requested policy revisions to be presented in a report to a future meeting of council."

  CARRIED

- Accordingly, the management met with Mr Alvin Jenkins, Mr Brenton Bell and Mr Neil Slater on 10 November 2017.
- The summary of the changes proposed by the three (3) community members are as follows;
  i. Camping should be restricted to persons occupying the camping site;
  ii. Instances of domestic violence and court appearances should be regarded as an exceptional circumstances that warrants an extension of 14 days stay period;
  iii. Campers must dispose of black water only at designated disposal points;

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iv. Not allow generators to be used between the hours of 10:00pm and 07:00am on site;

v. Only commercial trucks should not be allowed to camp on site;

vi. When reviewing Council's Short Stay Accommodation Policy, community groups should be included as stake holders.

vii. Management recommends that the adoption of any further amendments to the Short Stay Policy be deferred pending consideration of the MOU for the Mallala camp grounds.

RECOMMENDATION 1

"that Council, having considered Item 14.6 – *Review of Short Stay Accommodation Policy*, 20 November 2017, receives and notes the report and in doing so notes that the adoption of any further amendments to the short stay policy will be deferred pending consideration of the MOU for the Mallala camp grounds".

BUDGET IMPACT

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

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RISK ASSESSMENT

Not Applicable.

Attachments

1. **Not Applicable**

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Adelaide Plains Council	**14.7**	**Closed Circuit Television (CCTV) for the Lewiston Open Space facility**
	Department:	**Infrastructure**
	Report Author:	**Strategic Infrastructure Coordinator**
Date: 20 November 2017	**Container No:**	**CON12/963**
	Document No:	**D17/29042**

EXECUTIVE SUMMARY

- Provide Council with the appropriate intelligence to reduce crime and further destruction of community assets.
- Installation and operating budget impact.
- Past history of the anti social behaviour.
- The benefits of the installation of Closed Circuit Television (CCTV) system.

RECOMMENDATION

"that Council, having considered Item 14.7 – *Closed Circuit Television CCTV for the Lewiston Open Space facility*, dated 20 November 2017, receives and notes the report and in doing so considers the inclusion within the 2018-2019 budget a new CCTV system for the open space facility at 210 Hayman Road Lewiston, at an approximate cost of $10,000 plus ongoing operating costs of $25 per month."

BUDGET IMPACT

Estimated Cost:	$ 10,000
Future ongoing operating costs:	$ 25.00 Data plan per month plus staff time
Is this Budgeted?	No

There are two ways Council administration can operate the system.

Option 1: have the ability to access the cameras immediately off site via telemetry to increase the likelihood of possible prosecution with the support of SAPOL advising staff there is a public risk (SIM Card required).

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Option 2: access the recorded footage on site only, that is if anti social behaviour has been noticed by staff or if it is reported to Council via the customer service centre and as the location is isolated history indicates this is usually a few days later. (will not require a SIM card).

RISK ASSESSMENT

Council will be required to develop a Closed Circuit Television (CCTV) Policy to ensure clear control parameters and legislation are adhered to.

Attachments

1. **Site Map – CCTV Proposed Camera Locations**

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DETAILED REPORT

Purpose

To consider installing Closed Circuit Television (CCTV) system at the playground at 210 Hayman Road to create a safer environment for residents and visitors and for the protection of the community assets under the care and control of Council.

Background/History

A Special meeting of Council was held 10 July 2017, for the 2017-2018 adoption of the Annual Business Plan and budget. Council administration submitted a new initiative budget bid to install new CCTV cameras at the 210 Hayman Road open space facility to try to reduce the amount of crime to ensure a safe and usable public facility. This was voted against and excluded from the 2017-2018 budget.

At the 17 July 2017 Ordinary Council meeting a resolution was passed to revisit the installation of the CCTV system at 210 Hayman Road facility.

> *19.1 Lewiston Playground – Surveillance Cameras*
>
> *Moved Cr Di Troia Seconded Cr Jones* ***2017/ 222***
>
> ***"that a report be brought back to Council with updated costings for the installation of security cameras and signage at the Lewiston Playground, 210 Hayman Road, Lewiston."***
>
> ***CARRIED***

Council and community members have been extremely frustrated with some of the activities that has undertaken at this very popular facility throughout it construction.

Anti Social behaviours:

- Three occasions, fencing panels have been pulled out and stolen from the playground area;
- Paper towels and the bin was set alight in the toilet damaging the walls, sink, ceiling and floor;
- Window of the Toilet smashed;
- Toilet vent pipe smashed;
- Graffiti on the toilets, playground equipment and seating areas numerous times;
- Rocks thrown at the community notice board;
- Burnouts in the unsealed car park.

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Discussion

In today's world of technological advancements with a focus on security, safety and illegal dumping of waste is something that Council administration have been investigating and researching to protect the community and infrastructure assets. In particular the Lewiston open space facility as it is exposed to poor behaviour due to the its isolated location. One of the best deterrents to prevent illegal activity is by considering the installation of a new CCTV surveillance system.

The CCTV system consists of high quality cameras and digital recording equipment that will be used to monitor any illegal activities only. The vision will have good coverage of the car park and all of the recreation open space. It is a form of visual security which can be recorded by transferring the data to other devices like computers, mobile phones etc using (IP). Internet Protocol solutions and can be easily provided to South Australia Police (SAPOL) for possible prosecution or awareness of the antisocial behaviour.

Goals of a surveillance camera system:

- CCTV surveillance cameras provide enhanced security with utmost clarity and with the ease of access;
- Connection to the CCTV surveillance system via your mobile phone;
- To improve property security to reduce the risk of illegal activities;
- Possible prosecution and reclaim costs for vandalism or stolen property;
- To create a safe and vibrant place for the leisure and pleasure of the community, and visitors to the public space;
- Closed Circuit Television policy to be developed

The purpose for which the information is being obtained:

- People will be aware that they may be subject to CCTV surveillance by the way of signage;
- The CCTV surveillance will only be used to identify crimes occurring within the CCTV area;
- The CCTV surveillance will not be used to monitor or track individuals who have not obviously been involved in a crime;
- The CCTV surveillance will not be used for general intelligence gathering.

Conclusion

Given the isolated location of the open space facility at 210 Hayman Road Lewiston, consideration of the new CCTV surveillance system to be installed will enable Council administration to better manage the anti social behaviours protecting a valuable asset and help provide a safe place to the community and visitors.

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References

Legislation

Local Government Act 1999

State Records Act 1997

Freedom of Information Act

Listening and Surveillance Act 1972

Council Policies

Records Management Policy

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Contact Details		Disclaimer
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Adelaide Plains Council	**14.8**	**Waiving Development Application Fees – Mallala Uniting Church Op Shop**
	Department:	**Development and Community**
	Report Author:	**General Manager, Development and Community**
Date: 20 November 2017	**Container No:**	**DD7.2017.192**
	Document No:	**D17/29174**

EXECUTIVE SUMMARY

- The Mallala Uniting Church have lodged a Development Application to convert old Sunday School rooms to an Op Shop, and have requested that Council waive the associated Development Application fees
- After consideration of the financial impact, Council needs to decide whether to waive all, part or no development application fees associated with the project.

RECOMMENDATION(S)

"that Council, having considered Item 14.8 – *Waiving Development Application Fees – Mallala Uniting Church Op Shop*, dated 20 November 2017, receives and notes the report and in doing so authorises the Chief Executive Officer (who in turn may delegate authority to General Manager – Development and Community) to inform the Mallala Uniting Church that they will be responsible for all Development Application fees associated with Development Application 312/192/2017."

BUDGET IMPACT

Cost $376.75 in total, made up of:-

- $62.50 Lodgement
- $39.00 Planning assessment
- $68.00 Building assessment
- $66.50 Application for change in building classification
- $44.75 Certificate of Occupancy
- $96.00 Application for Issue of Schedule of Essential Safety Provisions

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Future ongoing operating costs:	Nil
Is this Budgeted?	No

RISK ASSESSMENT

Should Council decide to waive the Development Application fees, Council may receive similar requests to waive Development Application fees from other not-for-profit community and sporting organisations.

While this is not considered a significant risk, as Council does not receive many of these requests annually, it will still have financial implications for Council, in the form of reduced income from Development Act fees.

Attachments

1. **Correspondence from Mallala Uniting Church Chairperson – John Blacket, seeking waiving of Development Application fees**

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DETAILED REPORT

Purpose

The Mallala Uniting Church have requested that Development Application (D/A) fees associated with D/A 312/192/2017 be waived. The request is presented to Council for consideration, as currently no policy exists.

Background/History

The Mallala Uniting Church have lodged a D/A to convert an old Sunday School building into an Op Shop. The change in proposed use of the building requires development assessment and approval.

An email addressed to the Development Services Coordinator (**Attachment 1**) seeks the waiving of the $101.50 lodgement and planning assessment fees paid to Council on 14 September 2017. However an additional amount of $275.25 required under the *Development Act 1993* and related to the Building assessment of the application was also paid to Council on 19 October 2017. A further letter (also attached) addressed to the Planning Officer requested the waiving of fees but did not specify an amount.

Discussion

Council does not have a policy on waiving development application fees for community based not-for-profit organisations. The decision to waive any fees has previously been at the determination of the Chief Executive Officer. Recent examples are as summarised below:

Year	Organisation	Project	Fees
2012	Thompson Beach Progress Association	Community Shed	Paid
2013	Mallala Museum	Renovation project	Waived ***(Legislative/heritage fees still applied)***
2014	Mallala Football Club	Gymnasium Project	Paid
2015	Mallala Mens Shed	Mens Shed	Waived ***(Legislative/heritage fees still applied)***
2016	Two Wells Regional Action Team	Courthouse painting	Paid
2017	Dublin History Group	Split system air conditioner	Waived ***(and legislative/ heritage fees paid by Council as well)***

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If Council decided to waive the Development Application fees associated with this application there is likelihood that similar requests will be received from other not-for-profit community and sporting organisations.

Although Council does not receive many of these requests annually, any decision to waive fees effectively reduces the annual level of income received by Council from Development Act fees.

Given that the fees for the application have already been paid, any decision by Council to waive fees would actually require a refund of fees to the applicant.

It is noted that the assessment of the application has been completed and a Decision Notification for Development Approval is currently being processed by administrative staff.

Conclusion

Council has the ability to waive Development Application fees for community not-for-profit organisations, however this reduces the annual Development Act fee income received. Council will need to decide whether to waive any of the fees applicable to the Mallala Uniting Church relating to D/A 312/192/2017.

References

Legislation

Development Act 1993

Council Policies

No current policy in place

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Brendon Schulz

From: John & Chris Blacket [redacted]
Sent: Thursday, 14 September 2017 2:37 PM
To: Info
Subject: Mallala Uniting Church Op Shop

BRENTON SCHULZ

DEVELOPMENT SERVICES COORDINATOR

I am writing on behalf of the Mallala Uniting Church as Chairperson in regards to the application to use an existing unused building as a Community Op Shop.

The application number is 312/192/2017

The fee paid was $101.50)

The Op Shop we believe will be quite an asset to the Community. We have already had quite a number of people volunteer to assist

us with this venture seeing the need for it especially in regards to young families. We plan to start with opening 2 days a week then increase ours hours once established.

We therefore request the Adelaide Plains Council waive the suggested fees because of its charitable nature. We would appreciate any assistance you could give in this regard.

Yours sincerely

John Blacket

Chairperson (Mallala Uniting Church)

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit http://www.symanteccloud.com

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ADELAIDE PLAINS COUNCIL DEVELOPEMENTAL PLANNING OFFICER

The Mallala Uniting Church believes our Community would benefit from an Op Shop operating in our town, so we have proposed that our building previously used as Sunday School rooms now be opened as an Op Shop operating 2 days per week. Friday 9am to 4pm and Saturdays 9am to 12 noon.

Because of the charitable nature of this business, we, the Mallala Uniting Church request the Adelaide Plains Council wave the suggested fees as this should be quite a positive asset in our town.

Looking forward to your response

John Blacket (Chairperson)

Mallala Uniting Church Congregation

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	14.9	Australia Day Awards – Selection Panel
	Department:	**Development and Community**
	Report Author:	**General Manager, Development and Community**
Date: 20 November 2017	**Container No:**	**CON12/206**
	Document No:	**D17/29850**

EXECUTIVE SUMMARY

- To provide the Council with the recommendations of the Australia Day Council of SA for the composition of a Selection Panel for the Australia Day Awards in line with the Guidance and Criteria for Local Government Authorities.

RECOMMENDATION(S)

"that Council, having considered Item 14.9 – Australia Day Awards Selection Panel, dated 20 November 2017, receives and notes the report and in doing so:-

1. **Recommends that Council appoints an Australia Day Awards Selection Panel to determine the winners of the Australia Day Awards,**
2. **Recommends that the Panel comprise and hereby appoints:**

   two (2) Council Members _____, and _____,

   one (1) staff member _____,

   one (1) member representing Regional Development Australia – Barossa _____, and

   one (1) community member (ie previous award recipient) _____,
3. **Recommends that the Panel's preferred award recipients are reported to the 18 December 2017 Council meeting for their consideration".**

BUDGET IMPACT

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

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RISK ASSESSMENT

With increased rigour to the justification process for recommendations of recipients of Australia Day Awards via such a Selection Panel, prior to Council deliberating on the matter, Council's risk if and when challenged will be reduced.

Attachments

1. **Australia Day Citizen of the Year Awards – Guidance and Criteria for Local Government Authorities (D17/29294)**

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DETAILED REPORT

Purpose

To recommend that Council appoints an Australia Day Awards Selection Panel to assess and determine the winners of the Australia Day Awards, in line with the Australia Day Council of SA Guidance and Criteria for Local Government Authorities, for the Australia Day Citizen of the Year Awards.

Background/History

The Australia Day Citizen of the Year Awards are presented annually to local citizens/groups that have made outstanding contributions to the community. The awards are provided by the Australia Day Council of SA (ADC of SA) and are administered by Local Government Authorities (Council) throughout the state. It is hoped that Councils will standardise their procedures in accordance with the Guidelines.

This recommendation comes after a complaint was submitted via Council's website in mid 2017, questioning the suitability of a past recipient of the Award.

Discussion

While the Council may compose the selection panel as it sees fit, the ADC of SA recommends a composition of Council Members and community representatives.

Selection panels are required to give consideration in assessing and comparing nominations against the criteria as set out in the Guidelines provided by the ADC of SA. It is important that sufficient time is allocated to fully participate in the selection process, and utilise the tools provided by the ADC of SA to guide decision making.

With increased rigour to the process of nominating the most appropriate recipients for Australia Day Awards via a Selection Panel and in turn Council deliberating on the matter, Council's risk if challenged will be reduced.

Once the Panel has met and determined their preferred Award recipients, this will be considered by Council at its 18 December 2017 meeting.

Conclusion

The ADC of SA recommends a panel composition should comprise five (5) persons and suggest that Council consider inviting previous Citizen of the Year recipients to contribute to this panel. Given the size of the Council region, options for panel composition could include:-

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- Two (2) Council Members, one (1) member of staff (either Library and Community Services Coordinator or General Manager, Development and Community), one (1) member of Regional Development Australia - Barossa and one (1) member of the community (ie previous award recipient).

References

Legislation

Nil

Council Policies

Nil

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THE AUSTRALIA DAY CITIZEN OF THE YEAR AWARDS

GUIDANCE AND CRITERIA
FOR LOCAL GOVERNMENT AUTHORITIES

The Australia Day Citizen of the Year Awards, Young Citizen of the Year Awards and Community Event of the Year Awards are presented annually to local citizens / groups who have made outstanding contributions to the community.

The Awards are provided by the Australia Day Council of South Australia and are administered by Local Government Authorities throughout the State on behalf of the Council.

About the Awards

Each year, communities across South Australia celebrate the achievements and contributions of outstanding members of their communities through the Australia Day Citizen of the Year Awards. Award recipients inspire us to get involved in our communities and contribute to our neighbourhoods.

The Australia Day Citizen of the Year Awards gives the opportunity to recognise someone who makes a difference in their community across 3 major categories:

Categories

Australia Day Citizen of the Year Award:

The most outstanding Citizen for the local government authority

Australia Day Young Citizen Award:

The most outstanding Young Citizen for the local government authority

The Community Event of the Year Award:

The person or group who has staged the most outstanding community event during the year

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Local government authorities may also present their own awards to reflect other achievement in their community.

In 2012 the Adelaide Plains Council introduced two additional award categories:

The Community Group of the Year Award:

The group must be based in the Adelaide Plains council area and have made a significant and beneficial contribution to the Adelaide Plains Council area and/or the community

The Community Project of the Year Award:

The project must be staged and/or completed between 1st December and November 30 in the previous year, be held entirely or predominantly in the Adelaide Plains Council area and be organised by or with the assistance of one or more community groups/members.

Selection Criteria

In choosing the recipients of the Australia Day Citizen of the Year Awards, regard is given to the nominee's achievements in the year immediately prior to receiving the award, as well as their past achievements and ongoing contribution to the community.

An individual need only be nominated once to be considered. The number of nominations received per nominee bears no weight in their selection.

The selection criteria for Citizen of the Year and Young Citizen of the Year are:

- Significant contribution to the community
- An inspirational role model for the Australian community
- The scope of impact the individual's contribution has on the local government area

The selection criteria for Community Event of the Year are;

- The quality of the event
- The scope of impact the event has on the local government area
- The event's contribution to the community

PLEASE NOTE it is not a requirement that the individual resides in the local government area. The focus should be on their SPECIFIC contribution to that local government area (e.g. an individual may live in a neighbouring council but has made a significant contribution to a community organisation within the respective council)

Selection panels will also give consideration to the following in assessing and comparing nominations against the above criteria:

- Personal, academic and professional achievements
- Contribution in the relevant field (how has the nominee or event 'put back' into their field to benefit others)
- Demonstrated leadership, innovation and creativity
- Contribution to development of regional community and/or economy

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- Future goals and likely impact
- Degree of difficulty of the achievement and sacrifices made
- Previous awards and recognition
- Voluntary work beyond paid employment
- Nature and length of activity or service
- Achievements as an individual or as part of a group or organisation
- Availability and commitment to promote community pride and active citizenship throughout the year of the recipient's appointment

Eligibility Criteria

- Nominees must be Australian citizens
- Awards will not be granted posthumously
- Self nominations will not be accepted
- Nominees must be at least 16 years of age in the year of the award presentation
- Nominees for the category of Young Citizen of the Year must be 30 years of age or less on 26 January in the year of the award presentation
- Sitting state and federal politicians, current vice-regal officers and current elected members of council are not eligible
- Retired politicians, elected members and vice-regal officers will be considered for work undertaken in addition to their official duties
- Unsuccessful nominees may be re-nominated in subsequent years
- Groups of people, organisations or couples will not normally be eligible for Citizen of the Year and Young Citizen of the Year, though in exceptional cases the selection panels reserve the right to consider such nominations.
- Both individuals and organisations should be considered for the Community Event of the Year as this recognises the organising body or committee responsible for the event
- Absolutely NO weight is given to the number of times a person or organisation is nominated
- Previous recipients of the award categories may receive the award in the future however the work that this person or organisation made in receiving the original award may not be considered.
- Councils may choose to re-submit nominations that do not receive an award for future consideration in subsequent years of the program

Marketing Templates

A marketing toolkit has been developed to assist in providing consistent materials for the nomination forms, advertisements and posters. This will be distributed each year to every council and is available on the website at www.citizenoftheyear.com.au/council-admin/

Online nominations are now possible via the website also with the nominations being emailed directly to the respective council.
Please also see the following attachments;

1) Template for nominee assessment
2) Order form for marketing materials
3) Order form for certificates and frames

Nomination Period

The following dates are recommended for the nomination period;
Nominations Open: 1st day of October

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Nominations Close: 3rd Friday in November

Nominations received before 1st of October will still be accepted.
Nominations received after the closing date will be carried forward to the next nomination period in the following year.

The Australia Day Citizen of the Year Awards rely on nominations from the public. Nominations are open all year round, but there is a targeted marketing campaign from 1 October to the 3rd Friday in November.

The Australia Day Council of South Australia will:

- develop all marketing materials, including nomination forms, posters etc.
- Accept and process nominations through the Citizen of the Year Awards website and nominations sent directly to ADCSA
- Provide a Media Release Template for the Awards (see www.citizenoftheyear.com.au/council-admin)

Ideas for Councils to encourage nominations:

- Engage with committees and community groups in the nomination period to source nominations
- Promote the call for nominations to all appropriate contacts, websites and/or social media pages
- Mail out to Community Organisations in the community;
- Invite previous recipients to nominate others;
- Staff to nominate deserving recipients; (e.g. the Community Development area)
- Have previous recipients on the selection panels;
- Need to educate communities on what is “Community effort\involvement” - ie not necessarily big actions (such as a medical breakthrough) but rather actions that impact on others within the community (such as saving lives through teen suicide intervention)
- “think tanks” of some of the key stakeholders in the community may assist in identifying key people from the community that should be recognised
- Ask your Mayor to record a direct to camera video to promote on social media why you'd like to see them recognised. You can nominate online at www.citizenoftheyear.com.au.

Panel Composition and Guidelines

- The Local Government Authority may compose the selection panel as it sees fit however the following composition is recommended;
    - 2 elected members
    - 3 community representatives

Ranking sheet templates are available to download from www.citizenoftheyear.com.au/council-admin. It is recommended that nominee details are entered into the ranking sheet template before sending nominations to your panel. It is recommended that Councils shortlist their nominations in each of the categories before sending on to the panel.

All nominations are eligible to be considered for the Citizen of the Year Award. Anyone aged 16-30 can be also considered for Young Citizen of the Year.

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When selecting community representatives you may wish to consider asking previous Citizen of the Year Award recipients to contribute in this capacity.

Council selection panel meeting guide

A selection panel meeting guide is available for download at www.citizenoftheyear.org.au/council-admin

Presentations of Awards

The Australia Day Citizen of the Year Awards are usually presented at Australia Day events across South Australia. Consider adding the following people to your event invitations (if sent)

- Nominators of your finalists
- Past Australia Day Citizen of the Year recipients
- The selection committee members

Certificates and Frames

The Australia Day Council of SA provides a frame and certificate for each of the category winners for Members. Orders for this are due by Monday 27th November 2017.
Extra certificates or frames can also be supplied however there will be a small cost recovery charge.

State Awards

An overall state award will be presented for each category. This presentation will occur at Government House in the week prior to Australia Day, with presentations made by the sponsor and the Governor of South Australia. All councils are encouraged to forward their recipient in each category to be considered for the overall state awards. The closing dates for the state nominations is **15 December 2017** and should be forwarded to the Australia Day Council of South Australia via this website https://www.citizenoftheyear.com.au/sa-state-citizen-of-the-year-awards/ .

State recipients will be announced in the lead up to the event at Government House. If Councils wish to keep their recipients a surprise until Australia Day they are welcome to submit their previous year's recipient for the Award.

In the past, press releases on Australia Day, for the Awards, have not been very successful. Since trialling media releases about 4 days prior to Australia Day eve media coverage has increased considerably. Many councils have advised that they used to release winner's names on Australia Day but found a greater response and benefits from releasing those details early.

Each Mayor in South Australia is invited to attend the State announcement. Should your recipient be announced as the State Citizen of the Year you may wish to encourage your Mayor to attend the announcement.

Social Media
When using social media channels to promote the Awards please consider tagging the Australia Day Council as follows
Facebook: @Australia Day in South Australia
Twitter: @AustraliaDaySA

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Instagram: @AustraliaDaySA

It would also be appreciated if the Media Partner Channel 9 is acknowledged, where appropriate

Major Sponsor

The Media Partner is Channel 9. Where possible it is requested that they are acknowledged and their logos displayed on marketing materials.

After the presentation – suggested ways to support your recipient

- Establish a mentor program to formally match new recipients with past recipients.
- Sit down with recipients following the presentation to discuss what they would like to achieve and focus on during their year as an award recipient.
- Facilitate introductions with key council figures and with people and organisations relevant to their individual goals.
- Present recipients with a list of events and opportunities so that they can determine how involved they would like to be throughout the year in additional activities.
- Personally invite recipients to as many events as possible and ask them to contribute when appropriate. Avoid bulk invites.
- Some Councils give a letter of congratulations with the award – include in that letter the details of your marketing coordinator and ask the recipient to email them with any achievements they have throughout the year. This will give you more content to use year round.
- Invite your recipient to have a coffee or lunch with your Mayor – these recipients are doing great things and they would love the opportunity to share their passion with your Mayor
- Ask them to be the guest speaker at Council event such as Citizenship Ceremonies – their commitment to your Council will inspire others
- Engage with Community groups such as Lions or Apex Groups – there could be the potential for your recipient to speak at one of their lunches or events and share their stories.
- Ask recipients to contribute on committees or in workshops
- Have your previous recipients sit on your selection panels
- Feature the Community Event of the Year on your Council events page
- Ask them to tell their experiences on camera of receiving the award

FOR MORE INFORMATION PLEASE CONTACT:
Australia Day Council of South Australia Inc.
GPO Box 2343
Adelaide SA 5001
Email: adcsa@sa.gov.au
Ph: (08) 8463 5436
Fax: (08) 8463 5449

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Frequently asked questions

How rigid are the Guidelines for the COY Award selection process?
The Guidelines are exactly that, guidelines. They were developed as a standardised process for the COTY Awards. However, it is recognised that some Councils are not able to fully comply with the guidelines because of their operations and may prefer a minor, local modification to a particular rule rather than ignore that rule entirely. It is simply hoped that Councils will try to standardise their procedures in accordance with the Guidelines to simplify the awards process and assist with marketing, nominations, selection, etc.

Does a person have to live in a Council area to be eligible for an award in that Council area?
- The ADCSA would prefer the person to be considered in the Council area where the activity\contribution actually occurred;
- Noted that most Councils seem to adopt a more flexible interpretation for eligibility rather than 'living' in the area.

What happens if a nominee dies before Australia Day?
Although the Guidelines do not allow for posthumous awards Councils have the flexibility to consider each case on its merits. For example, in one Council a nominee was selected but then they died before Australia Day. The Council still made the presentation because of the outstanding contribution this nominee had made. On the contrary, another Council has stuck by the Guidelines and not presented a posthumous award (although the person was duly recognised at the awards ceremony with an explanation).

Can a person win an award in more than one Council?
- Yes they can however when considering a previous winner the contribution they made for the previous award should not be considered

Do Nominees need to be advised of their nomination?
- Nominees do not have to be advised;
- Nominees also do not have to accept their award.

What if my recipient doesn't want to participate?

Try to ascertain what their reservations are about participating in the Awards program. Some of the most common reasons people don't want to participate are:

- They feel uncomfortable being associated with Australia Day or the date
- They are in a team and don't want to be singled out for their work
- They don't do the work for recognition

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Adelaide Plains Council	**14.10**	**Open Space and Places for People Grants**
	Department: **Report Author:**	**Development and Community** **General Manager, Development and Community**
Date: 20 November 2018	**Container No:** **Document No:**	**CON12/1209** **D17/29116**

EXECUTIVE SUMMARY

- To update the Council Members on the application to the Department of Planning, Transport and Infrastructure 'Places for People' grant application.
- To request budget provision be applied to the project (if successful); or
- Delegate the Chief Executive Officer to formally request withdrawal of the application for funding.

RECOMMENDATION(S)

"that Council, having considered Item 14.10 – Open Space and Places for People Grants, dated 20 November 2017, receives and notes the report and in doing so:-

1. **Includes $25,000 toward the project in the second quarter budget review"**

   or

2. **Delegate the Chief Executive Officer to formally request withdrawal of the application".**

BUDGET IMPACT

Estimated Cost:	$25,000
Future ongoing operating costs:	Operational
Is this Budgeted?	No

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RISK ASSESSMENT

The project is entirely dependent on the success of an application submitted to Fund My Neighbourhood (FMN) by a sporting organisation. If the community application is unsuccessful, the Council application to *'Places to People'* will be withdrawn.

Attachment

Nil

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DETAILED REPORT

Purpose

To determine if Council would consider contributing budget funds to a grant application, or direct the Chief Executive Officer to withdraw the application.

Background/History

Council, at its 3 October 2017 Special Council Meeting, resolved "*that Council submit a grant application for the Two Wells Playground Project through the Department of Planning, Transport and Infrastructure"* (2017/310), on the basis that no matching funding from APC would be required.

The Department of Planning, Transport and Infrastructure (DPTI) provide 'Open Space and Places for People' funding grants to '*provide investment into the planning and improvement of open space and public realm in South Australia*'.

The intention of the Chamber was to apply for funding to compliment a community grant application submitted to *Fund My Neighbourhood* (FMN), utilising this funding (if successful) as the required matching financial contribution. If the community application was not successful, it would be the intention of Council to withdraw the application to DPTI.

Applications for Open Space and Places for People funding were open until 20 October 2017.

Discussion

The Open Space and Places for People Grant Program provides two funding streams: - *Open Space* and *Places for People* and it was established that the proposed project primarily aligned with *Places for People*.

When preparing the application for submission, further discussions with DPTI revealed that Council would need to contribute some financial component towards the project, in addition to the community contribution (if successful).

Keeping in mind Council's limited budget capacity, and with the application deadline of 20 October 2017, staff conservatively applied for funding of $25,000, with the proposal to match it with Council's contribution of $25,000. Together with the *(successful)* community funds this would represent a Council contribution of $25,000 toward a project with a total value of $145,000. A table highlighting contributions and total project value is shown below:

Community Contribution (if FMN successful)	Places for People Contribution	Council Contribution (if FMN successful)	Total project value
$95,000	$25,000	***$25,000***	**$145,000**

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Conclusion

The project is entirely dependent on the success of an application to FMN by a community organisation. If the community application is successful, the provision of allocated funding would enable Council to achieve a larger project with a relatively small contribution. If the community application is unsuccessful, the Council application to *'Places to People'* will be withdrawn.

Additionally, there is an opportunity for Council to submit applications to Open Space and Places for People for funding in the future to enhance or expand on the project.

References

Legislation

Nil

Council Policies

Nil

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Adelaide Plains Council	**14.11**	**Asbestos Management at the Carslake Road quarry site**
	Department:	**Infrastructure**
	Report Author:	**General Manager Infrastructure**
Date: 20 November 2017	**Container No:**	**CON17/347**
	Document No:	**D17/30006**

EXECUTIVE SUMMARY

- A number of reports and communiqués previously released.
- The Environment Protection Authority (EPA) issued a Clean Up Order (CUO) for the Carslake Road Quarry site on 7 November 2017
- Council has followed all requirements outlined in the Clean Up Order (CUO) including the adherence to tight timeframes.
- The clean up of the Carslake Road quarry site concluded on 13 November
- The Carslake Road quarry site was not licensed to receive waste
- A clean up certificate has now been issued by Greencap dated 13 November 2017 (**Attachment 2**)
- There will be budget implications to remedy this issue which will be considered in the forthcoming 2017-2018 financial year quarterly review.
- Council is seeking to recoup some of the costs from its insurers
- Other corrective and preventative actions are being investigated as part of an internal investigation to prevent this from happening again including the review of relevant Council policies and procedures.
- Council will be considering a further report concerning the receiving of building waste at the Two Wells Transfer Station and Mallala Resource Recovery Centre, together with a number of other management recommendations.

RECOMMENDATION(S)

"that Council, having considered Item 14.11 – *Asbestos Management at the Carslake Road quarry site*, dated 20 November 2017, receives and notes the report and in doing so:-

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1. **Endorses the actions taken to date with regard to the remediation of the Two Wells Transfer Station Carslake Road Quarry site in accordance with Environment Protection Authority (EPA) Clean up Order issued by the EPA on 8 November 2017;**
2. **Determine that only building waste transported by vehicles, utilities and trailers (not by light truck) be permitted to access the Transfer Station at Two Wells and Mallala Resources Recovery Centre to ensure the adequate inspection of the waste prior to and during unloading; and**
3. **Calls for a further report to consider management practices at the Two Wells Transfer Stations and Mallala Resource Recovery Centre, with a particular focus on safety, cost and monitoring methodology of waste presented at these facilities".**

BUDGET IMPACT

Removal and Disposal of ACM at Carslake Road	$120,000 - $140,000
Air monitoring and issue of site cleanup certificate	$3,000
Contract work to date	$2,500
Future ongoing operating costs:	Nil
Is this Budgeted?	No

This amount will need to be considered at the next quarterly budget review in November 2017.

Note that the largest proportion of the cost is the disposal of the ACM at a suitably licensed asbestos landfill. This cost would be incurred regardless of whether the waste was taken from the quarry site or directly from the Two Wells Transfer Station.

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RISK ASSESSMENT

By adopting the recommendations, Council will mitigate a number of risks as follows.

- The EPA are satisfied that Council has done all that is asked to remedy the situation and are therefore will likely be satisfied that all risks to the environment are addressed.
- Public health is safeguarded.
- Safe Work SA is satisfied that all reasonable steps have been taken to safeguard staff health including health checks and removal of ACM from the work site.
- Short term changes to procedures for receiving building waste at the Two Wells Transfer Station and Mallala Resource Recovery Centre will help identify any asbestos present within loads before they are unloaded.
- A further review of policies and practices will ensure further improvements are made to further minimise risks into the future.

Attachments

1. **Environment Protection Authority - Clean Up Order (7 November 2017)**
2. **Clean Up Certificate (Carslake Road site)**

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DETAILED REPORT

Purpose

The purpose of this report is to provide Council with a progress update on the status of the removal of the Asbestos Containing Material (ACM) located at the Carslake Rd Dublin site and remedial action taken at the Two Wells Transfer Station.

Background/History

On 22 August 2017, ACM was identified during a clean up operation of stockpiled building waste material at the Two Wells Transfer Station. This triggered a series of events that occurred and has been reported on via several communiqués as follows:

- Council Report, Item 3.1 – '*Two Wells Transfer Station Waste Matters*, dated 3 October 2017
- Report to the Governance Advisory Panel, Item 5.1 – *'Discovery of Asbestos – Two Wells Waste Transfer Station'* dated 18 October 2017.'
- Media Release
- Confidential Memorandum Dated 6 November 2017

Discussion

Since the last formal communiqué a number of matters have been progressed, and accordingly the following is provided as an update.

Two Wells Transfer Station

The building waste lay down area at the Two Wells Transfer Station has now been capped with between 250 to 300mm of Clay/Rubble as per recommendations by Greencap, Industrial Hygienist. The site has been inspected by Greencap and certified as clean and deemed safe.

Although the site has been deemed safe, there is a requirement to update Councils Asbestos Register. This means that the site remains known to contain asbestos and future management and development of that site will need to take this into consideration.

Carslake Road, Quarry site

The Environment Protection Authority (EPA) issued a Clean Up Order (CUO) on 7 November 2017. (**Attachment 1**). Having already been advised of the likely contents of the CUO beforehand, Council were able to get a head start on complying with all its requirements which included conducting a Request For Quote (RFQ) process for the

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appropriate removal and disposal of the ACM and also formerly engaging Greencap to provide air monitoring services and assistance in directing the clean up operation and finally to issue the formal Clean Up Certificate.

According to the EPA the Carslake Road Quarry is not licensed to receive building waste and should not have been used for the purposes of processing this waste into road rubble regardless of the fact that at the time the building waste was thought to be picked clean of asbestos material by Councils asbestos removal contractors.

In the meantime Council has continued to keep the Carslake Road site watered as per EPA requirements and recommendations from Greencap until the removal and disposal of ACM has occurred. The Carslake Road quarry site remained cordoned off and warning signage displayed with the intent of restricting access to unauthorised personnel. The crushing site remained non operational until the ACM matter had been appropriately remedied and clearance certificate issued by Greencap and accepted by the EPA. The owner of the property has been kept informed of progress along the way.

Council engaged McMahon Services Australia Pty Ltd to remove and dispose of the ACM from the Carslake Road quarry site and Council has independently engaged Greencap, Industrial Hygienists to conduct air monitoring and testing for the duration of removal and disposal of ACM.

Works began on the 8 November 2017 and concluded on the 13 November 2017. Air monitoring took place for the entire operation with test results showing less than the detectable limits of 0.01 fibres per ml. When asked if this was an acceptable reading Greencap Pty Ltd advised "Yes all the results were below the detection limit of <0.01 fibres/ml which basically means, we didn't find anything!"

Following removal of all the waste material, Greencap on 13 November 2017 conducted an assessment of the surface areas where waste was stockpiled and where trucks were loaded. Once Greencap were satisfied all waste materials was removed and no ACM is visible on the surface of the site, an Asbestos Clearance Certificate was issued to the EPA and Council for the Carslake Rd quarry site.

Given the less than detectable levels of airborne asbestos fibres recorded over all days of testing during the removal process, Greencap are of the opinion that further testing beyond the boundaries of the quarry site will not likely show results that are different and so is not warranted. The EPA concurred with this view in a telephone conversation on 14 November 2017.

Safework SA

Safework SA advised they are satisfied with Council's internal investigation into this incident and the proposed corrective actions to prevent this incident from recurring. Council are

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required to review all procedures and provide additional training to key personnel. Once corrective actions have been completed Safework SA will require evidence of completion and once satisfied they will close the file.

Local Government Association Workers Compensation Scheme (LGAWCS)

Council has sought assistance from the LGAWCS by an independent party to conduct an external investigation into this incident to determine the root cause of what occurred and prevent it from happening again. Council is awaiting a response from the LGAWCS.

Local Government Association Mutual Liability Scheme (LGAMLS) and Local Government Association Asset Mutual Fund (LGAAMF)

Council has contacted its insurers to recoup some of the associated costs resulting from this incident. Council is awaiting a response from the LGAMLS and LGAAMF.

Conclusion

Council has diligently acted upon the instruction provided by the Environmental Protection Authority (EPA) within the Clean Up Order (CUO).

All Asbestos Contaminated Material has been removed and disposed of and appropriate monitoring during this process occurred.

Council has received a report from Greencap advising the Carslake Road quarry site is clear of Asbestos and is safe to recommence work activities.

Council is seeking to recoup some of the costs associated as a result of this issue.

Council are seeking external independent review of the issue and shall review relevant Council policies and procedures and review training requirements to prevent this happening again.

References

Legislation

WHS Act and Regulations 2012

Environmental Protection Authority Act

Local Government Association Act 1999

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Council Policies

Asbestos Management Procedure

Hazard Management Procedure

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ENVIRONMENT PROTECTION ACT, 1993
CLEAN UP ORDER

(Issued pursuant to Section 99(1) of the *Environment Protection Act, 1993*)

TO:	Adelaide Plains Council
OF:	2a Wasleys Road, Mallala SA 5502
SITE/S to which the Order relates	256 Carslake Road Dublin SA 5501 Section 321 Hundred of Dublin Dublin SA CT6135/208 ("the Site")

PURPOSE OF ORDER:

- The Environment Protection Authority of South Australia (the EPA) is satisfied that **Adelaide Plains Council** has contravened section 45(5) of the *Environment Protection Act 1993* ("the Act") which provides:

  The holder of an environmental authorisation must not contravene a condition of the authorisation.

This order has been issued pursuant to section 99(1) of the Act for the purposes of requiring **Adelaide Plains Council** to take specified action within a specified period to make good any resulting environmental damage caused by a contravention of the Act.

PARTICULARS OF NON COMPLIANCE:

You, Adelaide Plains Council:

- On or before 15 September 2017 received Asbestos Containing Material (ACM) contrary to conditions of your environmental authorisation, number 1704 ("the licence").
- Condition U-430 of your licence states that you must only receive certain types of waste, including construction and demolition waste (inert) and construction and demolition waste (mixed).
- Subsequent to an EPA site inspection on 15 September 2017, you engaged environmental consultants Greencap to undertake a site assessment and test samples of material taken from the site.
- This material was confirmed to be ACM by a NATA-accredited laboratory on 22 September 2017.
- Stockpiles of construction and demolition waste containing ACM are deemed to be asbestos waste in accordance with the EPA Guideline "Wastes containing asbestos - removal, transport and disposal" (February 2017).

ENVIRONMENT PROTECTION ACT, 1993
CLEAN UP ORDER

(Issued pursuant to Section 99(1) of the *Environment Protection Act, 1993*)

REQUIREMENTS OF ORDER:

You, Adelaide Plains Council, are hereby ordered to:

1. Engage a suitably qualified and experienced environmental consultant ("the Consultant") to-prepare an Action Plan (the Plan) to the satisfaction of the EPA, that includes but is not limited to:
    a. a map of the Site indicating all asbestos waste located at the Site;
    b. actions required to undertake the removal and disposal of all identified asbestos waste at the Site;
    c. engagement of appropriately licensed asbestos removal contractors and transporters to remove all asbestos waste from the Site and dispose at a waste depot authorised by the EPA to receive such waste;
    d. timeframes for when each of these actions will be undertaken.

    Compliance date: 08 November 2017

2. Provide to the EPA evidence that the asbestos has been removed and disposed of as required by the Plan

    Compliance date: 17 November 2017

3. Comply with the Plan to the satisfaction of the EPA.

    Compliance date: 24 November 2017

ENVIRONMENT PROTECTION ACT, 1993
CLEAN UP ORDER

(Issued pursuant to Section 99(1) of the *Environment Protection Act, 1993*)

NOTE: Compliance with this Clean Up Order does not absolve you of criminal responsibility from a breach of the *Environment Protection Act* 1993 The Environment Protection Authority ("the Authority") reserves the right to pursue other enforcement measures including prosecution. Further, pursuant to s135 of the Act, the Authority may seek recovery of administrative and technical costs associated with contraventions.

.....

Stephen Barry
DELEGATE
ENVIRONMENT PROTECTION AUTHORITY

Date: 7 November 2017

ENVIRONMENT PROTECTION ACT, 1993
CLEAN UP ORDER

(Issued pursuant to Section 99(1) of the *Environment Protection Act, 1993*)

IMPORTANT NOTICE

You have the right of appeal to the Environment Resources and Development Court against this order within 14 days of service of the order. For information on how to lodge an appeal, contact the Court on 8204 0300.

Making an appeal does not affect your obligations under this order unless the Court makes a decision affecting this order (section 107 Environment Protection Act).

Failure to comply with this order is an offence under the Environment Protection Act. Significant penalties may be imposed (section 99(8) Environment Protection Act) and there may also be penalties for each day of ongoing failure to comply (section 123 Environment Protection Act).

You are advised that the EPA will record the details of this order on the EPA Public Register pursuant to section 109(3) (ia) of the Environment Protection Act.

SERVICE OF ORDER

To: Adelaide Plains Council

At: 2a Wasleys Rd Mallala

Time and Date: 7 November 2017 2pm

Personal/post/facsimile: facsimile

Signed: [signature]

Name: COONEY of the Environment Protection Authority

****
*** TX REPORT ***
****

TRANSMISSION OK

TX/RX NO	0845
DESTINATION TEL #	085272242
DESTINATION ID	
ST. TIME	07/11 12:38
TIME USE	00'52
PAGES SENT	4
RESULT	OK

EPA South Australia

ENVIRONMENT PROTECTION ACT, 1993
CLEAN UP ORDER

(Issued pursuant to Section 99(1) of the *Environment Protection Act, 1993*)

TO:	Adelaide Plains Council
OF:	2a Wasleys Road, Mallala SA 5502
SITE/S to which the Order relates	256 Carslake Road Dublin SA 5501 Section 321 Hundred of Dublin Dublin SA CT6135/208 ("the Site")

PURPOSE OF ORDER:

- The Environment Protection Authority of South Australia (the EPA) is satisfied that **Adelaide Plains Council** has contravened section 45(5) of the *Environment Protection Act 1993* ("the Act") which provides:

  The holder of an environmental authorisation must not contravene a condition of the authorisation.

This order has been issued pursuant to section 99(1) of the Act for the purposes of requiring **Adelaide Plains Council** to take specified action within a specified period to make good any resulting environmental damage caused by a contravention of the Act.

PARTICULARS OF NON COMPLIANCE:

You, Adelaide Plains Council:

- On or before 15 September 2017 received Asbestos Containing Material (ACM) contrary to conditions of your environmental authorisation, number 1704 ("the licence").
- Condition U-430 of your licence states that you must only receive ce types of waste, including construction and demolition waste (inert) and consti on and demolition waste (mixed).
- Subsequent to an EPA site inspection on 15 September 2017, you e ged environmental consultants Greencap to undertake a site assessmen d test samples of material taken from the site.
- This material was confirmed to be ACM by a NATA-accredited laboratory on 22

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Greencap
12 Greenhill Road
Wayville SA 5034
P: (08) 8299 9955
www.greencap.com.au

ASBESTOS CLEARANCE CERTIFICATE REPORT NO: J153137

DATE OF INSPECTION:	13 November 2017		
TIME OF INSPECTION:	12:30-2:00		
PROPERTY NAME/ ADDRESS:	Carslake Road DUBLIN		
ASBESTOS REMOVAL CONTRACTOR:	McMahon Services - 5606372	SUPERVISOR:	Martin Griffiths
NOTIFICATION NO:	N/A		
LOCATION:	Several areas in which asbestos impacted waste was located on the surface		
WORK UNDERTAKEN:	Removal of asbestos impacted waste materials, Refer Pg.2-5		
LIMITATIONS / COMMENTS:	None		
INSPECTION NOTES: The undersigned found no visible asbestos containing materials from the area(s) in which waste materials were removed. It is noted that there were several areas (4 in total) in which the source material had been spread out across the surface in small windrow piles. Following removal of waste material each area as well as the internal access road between them were all inspected and cleared of asbestos containing materials.			

The inspection conducted following the removal of waste materials which contained bonded asbestos cement sheet fragments, as listed above, has been conducted with reference to Safe Work Australia's Code of Practice "How to Safely Remove Asbestos" December 2011 & the South Australian 'Work Health and Safety Regulations 2012', section 474. Specifically noted sections in section 474 are point (4) (a) and (b) these note one aspect each; one, the area is free from visually evident asbestos contamination and two, airborne fibre monitoring results were all below 0.01 fibre/ml on all days in which removal works occurred.

Airborne Fibre Monitoring, together with this visual inspection, confirms that the former location(s) of the waste material which contain asbestos cement sheet fragments as specified above is fit for re-occupation (asbestos related matters only) and is compliant with requirements of SafeWork SA, Attorney General's Department.

Caution should be exercised with regard to other asbestos containing materials (ACM), exposed or detected if further waste material are identified with in this area. It should be noted that this clearance certificate is based on the date & time of inspection, should further works be conducted after this date, caution must be taken to ensure asbestos is not transferred in the certified area.

Under the SA WHS Regulations 2012, it is a requirement that the asbestos register for this property be revised (updated) to reflect the changes resulting from this asbestos removal.

For any further information please do not hesitate to contact the undersigned on 8299 9955.

Signed:

Jess Miller
Senior Environmental Consultant
Asbestos Assessor Licence Number - 554501

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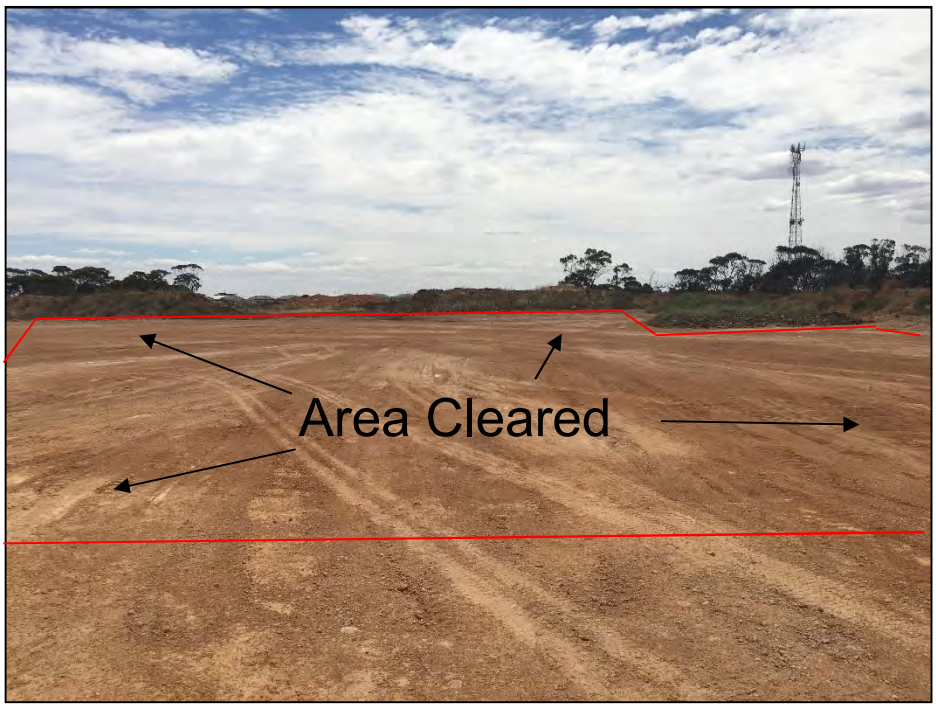
ASBESTOS CLEARANCE CERTIFICATE REPORT NO: J153137 (PHOTOGRAPHS)



Photograph 1: View looking north at main waste removal area (Area 1)..

Photograph 2: View looking northeast at main waste removal area (Area 1).

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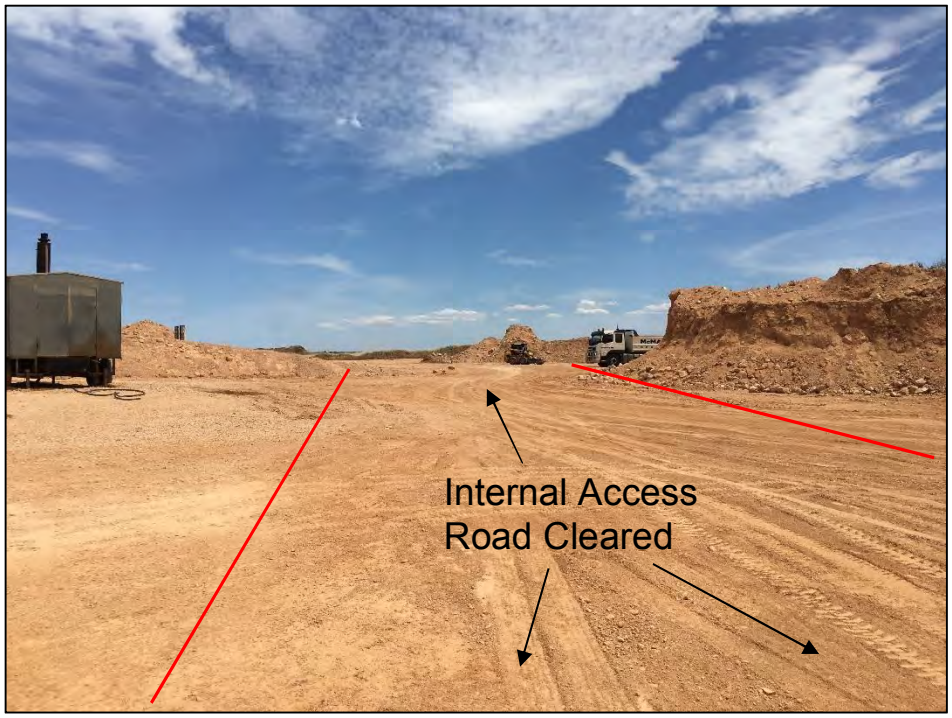
Photograph 3: View looking northwest at main waste removal area (Area 1).



Photograph 4: View looking southwest at internal access road (between Area 1 and Areas 2 -4).

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Photograph 5: View looking west at Area 2 where waste materials were removed.

Photograph 6: View looking south at Area 3 where waste materials were removed.

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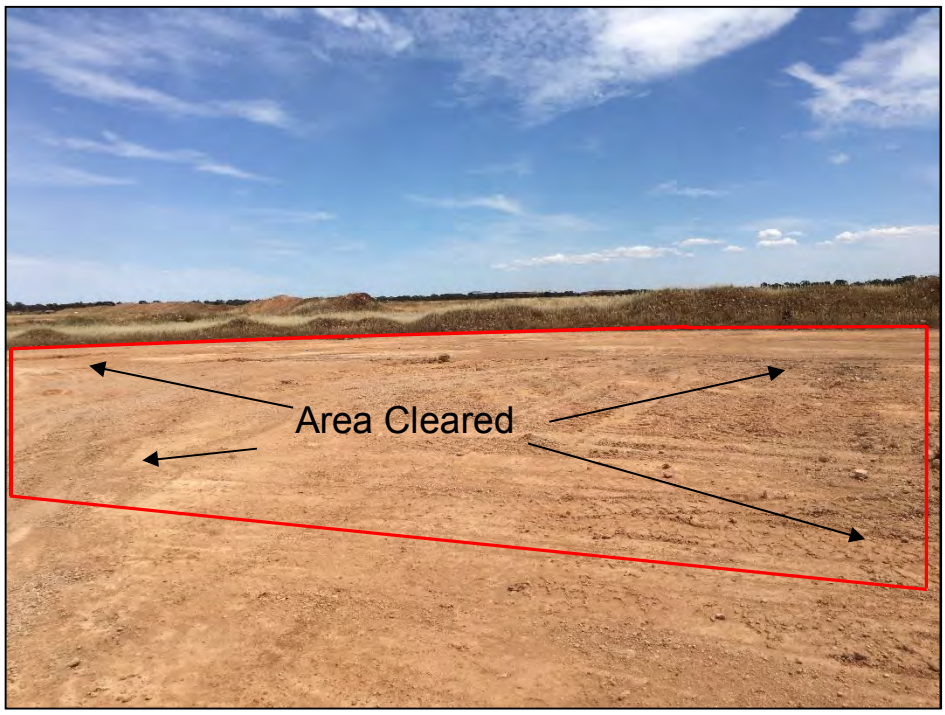

Photograph 7: View looking southwest at Area 4 where waste materials were removed.

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Adelaide Plains Council	**15.1**	**Council Resolutions/Action Report**
	Department:	**Executive Office**
	Report Author:	**Administration Support Officer**
Date: 20 November 2017	**Container No:**	**CON12/1199**
	Document No:	**D17/30081**

OVERVIEW

To provide for Council's information and monitoring, the status of actions that are currently being processed **(Attachment 1).**

This report provides the status of Council Resolutions that have not yet been closed out (finalised) for the period *April 2015 to September 2017*. However, those previously outstanding matters that have been finalised since the last report to Council are also included for the sake of completeness.

The Council Resolutions for *October 2017* are provided in full for Council Members' information.

Administration acknowledges the efficiencies afforded the Council Members monitoring their performance and the confidence built using transparent control measures.

RECOMMENDATION

"that Council, having considered Item 15.1 – *Council Resolutions/Action Report*, dated 20 November 2017, receives and notes the report."

Attachments

1. **Resolution Status Report**

References

Legislation

Local Government Act 1999

Local Government (Procedures at Meetings) Regulations 2013

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Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')	Responsible Department	Carried/ Lost
03-Oct-17	2.1	Gawler River Floodplain Management Authority Review – Withdrawal from the Authority	"that Council, having considered Item 2.1 – Gawler River Floodplain Management Authority Review – Withdrawal from the Authority, dated 3 October 2017, receives and notes the report."	**2017/302**	Completed	Executive Office	C
03-Oct-17	2.1	Gawler River Floodplain Management Authority Review – Withdrawal from the Authority	"that ahead of the Gawler River Floodplain Management Authority (GRFMA) undertaking a review of its Charter, Council instructs its CEO to engage a suitably qualified financial analyst to undertake a review of Adelaide Plains Council's percentage rate contribution as it relates to flood mitigation infrastructure and, factoring in all relevant criteria (particularly comparisons to the City of Playford including capacity to pay) provide a view in respect of what that contribution should be."	**2017/303**	Ongoing - awaiting quotations	Executive Office	C
03-Oct-17	2.1	Gawler River Floodplain Management Authority Review – Withdrawal from the Authority	"that ahead of the GRFMA releasing the final version of the AWE Northern Floodway report to member councils for their endorsement, the Chief Executive Officer be instructed to engage a suitably qualified person to undertake a peer review of the report and provide a view in respect of the impact this infrastructure will have on the economic footprint of Adelaide Plains Council."	**2017/304**	Ongoing - awaiting quotations	Executive Office	C
03-Oct-17	3.1		"that Item 3.1 – Two Wells Transfer Station – Waste Matters be brought forward and dealt with before Item 2.2."	**2017/305**	Completed	Executive Office	C
03-Oct-17	3.1	Two Wells Transfer Station - Waste Matters	"that 1. Pursuant to Section 90(2) of the Local Government Act 1999, Council orders that all members of the public, except [Chief Executive Officer, General Manager – Governance and Communications, General Manager – Development and Community, General Manager – Infrastructure, Health and Safety Officer and Minute Secretary], be excluded from attendance at the meeting for Agenda Item 3.1 – 'Two Wells Transfer Station – Waste Matters'. 2. Council is satisfied that, pursuant to Section 90(3)(e) of the Local Government Act 1999, matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person; and on the basis that information within the report and annexure contains information about Council employees and the safety and wellbeing of all persons involved; and it would be unreasonable to disclose this information at this time. 3. Council is satisfied that the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or discussion confidential."	**2017/306**	Completed	Infrastructure	C

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Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')	Responsible Department	Carried/ Lost
03-Oct-17	3.1	Two Wells Transfer Station - Waste Matters	"that Council, having considered Item 3.1 – 'Two Wells Transfer Station – Waste Matters', dated 3 October 2017, receives and notes the report and in doing so:- 1. Acknowledges that unlawfully disposed Asbestos Containing Material (ACM) was discovered at the Two Wells Waste Transfer Station amongst approximately 450 tonne of building waste material and notes the actions taken by staff post its discovery to mitigate health and safety risks; 2. Acknowledges that an unexpected expense will be incurred by Council in order to remove the ACM currently located at the Dublin quarry site and to remediate the affected areas at the Two Wells Waste Transfer Station and Dublin quarry site and in doing so acknowledges that an adjustment will need to be made as part of the 2017/2018 budget review process; 3. Delegates the authority to the Chief Executive Officer to engage a suitably qualified contractor(s) to remove the ACM currently located at the Dublin quarry site and remediate the site to the satisfaction of the Environment Protection Authority; 4. Delegates the authority to the Chief Executive Officer to engage a suitably qualified contractor(s) to assess and, if necessary, remediate the Two Wells Waste Transfer Station building waste area (now void of building waste) to the satisfaction of the EPA; 5. Calls for a further report to the October ordinary meeting of Council to consider any further requirements that may be imposed by the EPA or SafeWork SA;	**2017/307**	Agenda - refer GAP minutes	Infrastructure	C
03-Oct-17	3.1	Two Wells Transfer Station - Waste Matters	"that 1. Having considered Agenda Item 3.1 – 'Two Wells Transfer Station – Waste Matters' in confidence under Sections 90(2) and 90(3)(e) of the Local Government Act 1999, Attachment 1 and the identification of the contracted company within the agenda item report, remain confidential and not available for public inspection until further order of the Council. 2. Pursuant to Section 91(9)(a) of the Local Government Act 1999, this confidentiality order be reviewed every 12 months. 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."	**2017/308**	Completed	Infrastructure	C
03-Oct-17	2.2	Fund My Neighbourhood	"that Council, having considered Item 2.2 – Fund My Neighbourhood – List of Projects, dated 3 October 2017, receives and notes the report and in doing so:- 1. Supports the projects as recommended in Attachment 1 for inclusion in the 'public voting' as part of the 'Fund My Neighbourhood' programme in the terms sought by the Department of the Premier and Cabinet; and 2. In the event that any late project submissions are received, authorises the Chief Executive Officer to determine whether the project is to be included in the 'public voting' as part of the 'Fund My Neighbourhood' programme in the terms sought by the Department of the Premier and Cabinet."	**2017/309**	Completed	Finance and Economic Development	C
03-Oct-17	2.2	Fund My Neighbourhood	"that Council submit a grant application for the Two Wells Playground Project through the Department of Planning, Transport and Infrastructure."	**2017/310**	Ongoing	Development and Community	C
10-Oct-17	2.1	Gawler River Floodplain Management Authority Review – Withdrawal from the Authority	"that Council, having considered Item 2.1 – Gawler River Floodplain Management Authority – Withdrawal from the Authority, dated 10 October 2017, receives and notes the report."	**2017/311**	Completed	Executive Office	C

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Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')	Responsible Department	Carried/ Lost
10-Oct-17	2.1	Gawler River Floodplain Management Authority Review – Withdrawal from the Authority	"that the Chief Executive Officer write to the GRFMA requesting the following concerns and observations be tabled at the October 2017 Ordinary Meeting of the GRFMA:- • What consultation has been undertaken with the community and potentially affected landowners the subject of the northern floodway? • Is it intended that consultation would occur prior to member councils signing off on the final AWE report? • How can member councils direct their respective communities to understand the GRFMA's long term financial plan when the Authority has not advanced this document? • Council will not be in a position to provide comment on the final AWE report until it has undertaken its peer assessment of the said report, and • Council continues to progress the notion of withdrawal while simultaneously undertaking to commission independent assessments in respect of the charter."	**2017/312**	Completed- Questions on Notice tabled	Executive Office	C
16-Oct-17	2.1	Confirmation of Council Minutes – Special Meeting held 10 July 2017	"that the minutes of the Ordinary Council Meeting held on Monday 10 July 2017 (MB Folios 13563 to 13575, inclusive), be accepted as read and confirmed."	**2017/313**	Completed	Executive Office	C
16-Oct-17	2.2	Confirmation of Council Minutes – Ordinary Meeting held 18 September 2017	"that the minutes of the Ordinary Council Meeting held on Monday 18 September 2017 (MB Folios 13617 to 13633, inclusive), be accepted as read and confirmed."	**2017/314**	Completed	Executive Office	C
16-Oct-17	2.3	Confirmation of Council Minutes – Special Meeting held 3 October 2017	"that the minutes of the Special Council Meeting held on Tuesday 3 October 2017 (MB Folios 13634 to 13640, inclusive), be accepted as read and confirmed."	**2017/315**	Completed	Executive Office	C
16-Oct-17	2.4	Confirmation of Council Minutes – Special Meeting held 10 October 2017	"that the minutes of the Ordinary Council Meeting held on Tuesday 10 October 2017 (MB Folios 13641 to 13643, inclusive), be accepted as read and confirmed."	**2017/316**	Completed	Executive Office	C
16-Oct-17	12.1	Mallala and Districts Historical Committee – meeting held 6 September 2017	"that Council receives and notes the minutes of the Audit Committee meeting held 11 September 2017."	**2017/317**	Completed	Executive Office	C
16-Oct-17	13.1	Gawler River Floodplain Management Authority – minutes of Special Meeting held 5 October 2017	"that Council receives and notes the minutes of the Gawler River Floodplain Management Authority Special Meeting held 5 October 2017."	**2017/318**	Completed	Executive Office	C

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Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')	Responsible Department	Carried/ Lost
16-Oct-17	14.1	Establishment of a Business Council for the Adelaide Plains	"that Council, having considered Item 14.1 - Establishment of a Business Council for the Adelaide Plains, dated 16 October 2017, receives and notes the report and in doing so:- 1. Pledges support to the notion of establishing a Business Council for the Adelaide Plains as a means of promoting economic development priorities, facilitating economic growth and identifying opportunities to grow the economic investment base of the region; 2. Instructs its Chief Executive Officer to formally advise the President of the Adelaide Plains Ratepayers and Residents Association of Council's interest and commitment in pursuing same; 3. Instructs the Chief Executive Officer (who in turn may delegate authority to the General Manager – Finance and Economic Development) to prepare a draft Charter and Terms of Reference for a proposed Business Council model in concert with the President of the Adelaide Plains Ratepayers and Residents Association; 4. Instructs the Chief Executive Officer (who in turn may delegate authority to the General Manager – Finance and Economic Development) to engage heavily with the Chief Executive Officer of Regional Development Australia – Barossa to seek their support and assistance in the development of the Business Council and to ensure that there is no duplication of effort in relation to work RDA Barossa is currently undertaking in the Adelaide Plains region; and 5. Requests that the draft Charter and Terms of Reference be brought back to a meeting of the Strategic Planning and Economic Development Committee for ratification, to be subsequently endorsed by Council."	**2017/319**	Ongoing	Executive Office/Finance and Economic Development	C
16-Oct-17	14.2	Annual Report 2016-2017	"that Council, having considered Item 14.2 – Annual Report 2016-2017, dated 16 October 2017, receives and notes the report and in doing so:- 1. Adopts the Annual Report 2016-2017 as presented in Attachment 1 to this Report, subject to the endorsement of the Audited Annual Financial Statements 2016-2017; and 2. Authorises the Chief Executive Officer to make any necessary final amendments to the Annual Report."	**2017/320**	Ongoing - Awaiting financial statements	Governance and Communications	C
16-Oct-17	14.3	Administration and Operations Closure – Christmas /New Year	"that Council, having considered Item 14.3 – Administration and Operations Closure – Christmas /New Year, dated 16 October 2017, authorises the Chief Executive Officer to finalise the administrative and public notification requirements associated with the Christmas / New Year closure applicable within the following dates and times: • Depot Operations closed from 12.00 pm Thursday 21 December 2017 and resuming normal operations from Tuesday 2 January 2018; • Administration closed from 4.00 pm Friday 22 December 2017 and resuming normal operations from Tuesday 2 January 2018; • Two Wells Library closed from 4.00 pm Friday 22 December 2017, Mallala Library closed from 12.00 pm Wednesday 20 December 2017, and both sites resuming normal operations from Tuesday 2 January 2018, and • Waste Service sites (Two Wells Transfer Station and Mallala Resource Recovery Centre) closed from 11.00 am Thursday 21 December 2017 and resuming normal operations from Thursday 4 January 2018."	**2017/321**	Completed	Executive Office	C
16-Oct-17	14.4	Moquet Lee Reserve Upgrade Support	"that Council, having considered Item 14.4 – Moquet Lee Reserve Upgrade Support, 16 October 2017, receives and notes the report and in doing so:- 1. Approves the use of Council's resources to the value of $3,900.00, at no charge, for the purpose of carrying out earthworks at t Moquet Lee site Grace Plain. The resources required being s ced from reductions in other areas of Councils works program namely road maintenance and c struction."	**2017/322**	Ongoing	Infrastructure	C

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Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')	Responsible Department	Carried/ Lost
16-Oct-17	14.5	Add New Bank Account Signatory	"that Council, having considered Item 14.5 - Add New Bank Account Signatory, dated 16 October 2017, receives and notes the report and in doing so:- 1. Appoints Jean Ann Barr be added as an authorised signatory to all Council Bank Accounts and have authority to process all online banking transactions, and 2. Authorises Council Chief Executive Officer to finalise the administrative requirements associated with BankSA."	**2017/323**	Completed	Finance and Economic Development	C
16-Oct-17	15.1	Council Resolutions/Actions	"that Council, having considered Item 15.1 – Council Resolutions/Action Report, dated 16 October 2017, receives and notes the report."	**2017/324**	Completed	Executive Office	C
16-Oct-17	15.2	Fresh Produce Food Safety Round Table 2017	"that Council, having considered Item 15.2 – *Fresh Produce Food Safety FRSC Round table 2017* , dated 16 October 2017, receives and notes the report."	**2017/325**	Completed	Development and Community	C
16-Oct-17	15.3	Library & Community Services – Quarterly Report – July to September 2017	"that Council, having considered Item 15.3 – Library & Community Services – Quarterly Report – July to September 2017, dated 16 October 2017, receives and notes the report."	**2017/326**	Completed	Development and Community	C
16-Oct-17	15.4	LGA Conference & Annual General Meeting 2017	"that the Council having considered Item 15.4 - LGA Conference & Annual General Meeting 2017, dated 16 October 2017, notes and receives the report."	**2017/327**	Completed	Executive Office	C
16-Oct-17	15.5	Lewiston Ward Councillor Supplementary Election – Provisional Results	"that Council, having considered Item 15.5 – Lewiston Ward Councillor Supplementary Election – Provisional Results, dated 16 October 2017, receives and notes the report."	**2017/328**	Completed	Governance and Communications	C
16-Oct-17	18.1	Mallala CWMS Anglican Church Exemption	"that council exempt St Peters Anglican Church, Mallala, from the annual CWMS service charge indefinitely, or until the congregation grows to a point that makes it necessary to build an ablution block."	**2017/329**	Completed	Finance and Economic Development	C
16-Oct-17	18.2	Accelerated Roadwork Infrastructure Program	"that Council instruct the Chief Executive Officer to bring back a report in relation to Council's ability to fund an accelerated roadwork infrastructure program that focuses on:- - ability to borrow significant funds to undertake new road sealing projects on key road networks servicing our horticulture, agriculture and industry nodes (up to $5 million) - impact on Council's Asset Management Plan - impact on Council's Long Term Financial Plan - any other relevant factors The primary purpose being to advance our major investment nodes and precincts to facilitate future growth and economic development."	**2017/330**	N/A	Executive Office	L
16-Oct-17	18.3	Chamber Audio System	"that a report be prepared in relation to the establishment of an audio system for the Council Chambers as previously forecast including budget impact and the ability to record meetings."	**2017/331**	Ongoing	Finance and Economic Development/ Infrastructure	C
16-Oct-17	18.4	Notice of Motion to the Gawler River Floodplain Management Authority (GRFMA)	Notice of Motion to the Gawler River Floodplain Management Authority (GRFMA) - "In order to obtain consistency across councils along the Gawler River Floodplain in relation to levee bank maintenance, the Executive Officer be instructed to seek advice in relation to whether landowners can carry out levee bank maintenance without having to obtain council approval, and further, formally request of Member C[illegible]cils to advise what their compliance regimes are surrounding levee bank maintenance."	**2017/332**	Ongoing - to be submitted to the December GRFMA meeting	Executive Office	C

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Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')	Responsible Department	Carried/ Lost
16-Oct-17	18.5	Request for Ministerial Meeting – GRFMA Withdrawal	"that the Chief Executive Officer write to the Minister and Shadow Minister for Local Government requesting a meeting to discuss the Adelaide Plains Council decision to withdraw from the Gawler River Floodplain Management Authority (GRFMA). The delegation to consist of the Adelaide Plains Council GRFMA Board Members and Deputy Board Members."	**2017/333**	Completed	Executive Office	C
16-Oct-17	21.1	Urgent Business	"that the information as received from Two Wells Regional Action Team with regards to a proposed Two Wells Skate Park be tabled."	**2017/334**	Completed	Executive Office	C

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RESOLUTION REGISTER AND ACTION SHEET (April 2015 - September 2017) - Unfinalised Items

Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')	Responsible Department
27-Apr-15	17.2	Lewiston Community Focal Point Study - Phase 2: Cost Benefit Analysis (CON13/8)	"that the Council, having considered Item 17.2 - *Lewiston Community Study Phase 2: Cost Benefit Analysis,* dated 27 April 2015, request that a report be brought back to Council to include costs, flooding concerns, native vegetation issues, identified community club and group participation and minimum cost infrastructure requirements for Hams Park, Clara Harniman Reserve and 210 Hayman Road."	**2015/129**	Agenda - 20/11/17	Development & Community
18-Jan-16	14.2	Dedicated car parking facilities (CON12/537)	"that the Chief Executive Officer be instructed to bring a report back to council that provides suitable options for the provision of dedicated car parking facilities at Webb Beach, Parham and Thompson Beach. Further, that in undertaking this research, the CEO be instructed to commence discussions with agencies such as Fisheries, Coast Protection Branch, Native Vegetation Council, Natural Resources Management Board, DPTI, and the Northern Adelaide International Bird Sanctuary with a view of obtaining their position and the prospect of securing funding for this initiative."	**2016/005**	Ongoing - in regard to AIBS Draft Management Plan	Infrastructure
20-Jun-16	16.6	Parham – Horse Activity Management (CON12/131)	"that Council endorses the continued use of Main Street between the Esplanade and East Terrace at Parham as a horse float parking area until the end of 2016, prior to a further report being brought back to Council on establishing a more permanent horse float parking option."	**2016/202**	Ongoing - formal Public Consultation to occur followed by a report back to Council	Development & Community
15-Aug-16	16.3	Regulation of Off Road Trail Bike Riding (CON12/202)	"that Council considers the possible introduction of a new bylaw to regulate trail bike riding activity on both private and public land into the next substantive bylaw review to take effect in 2017."	**2016/254**	Ongoing - by-law review 2018	Development & Community
15-Aug-16	16.5	Camping Grounds By-Laws and Length of Stay (CON12/961)	"that Council considers the possible introduction of a new bylaw to regulate length of stay matters associated with short term camping grounds into the next substantive bylaw review to take effect in 2017."	**2016/257**	Ongoing - by-law review 2018	Development & Community
19-Sep-16	16.5	Request for the Mallala Chamber Refurbishment (CON12/953)	"that Council, having considered Item 16.5 - Request for the Mallala Chamber Refurbishment, dated 19 September 2016, and further that Council adopts option 1 appended to the report with an imminent focus of upgrading the visual equipment in the 2016-2017 financial year with the maximum budget expenditure of $50,000, with a subsequent focus to be on upgrading the audio equipment and chamber furniture in the 2017-2018 financial year."	**2016/298**	Ongoing - part 1 of upgrade is complete, part 2 yet to commence	Infrastructure

Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')	Responsible Department
19-Sep-16	16.6	Suicide Prevention Network (CON12/1040)	"that Council, having considered Item 16.6 - Suicide Prevention Network dated 19 September 2016, that staff arrange a network proposal meeting with the Office of the Chief Psychiatrist and invite Rod McKenzie from Gawler Suicide Prevention Network, the Hon John Dawkins, Minister Leesa Vlahos, Local Member for Goyder Steven Griffiths, the Mallala Ratepayers Association along with representatives from local SAPOL, CFS, Ambulance, Lions Clubs, sporting clubs, RSL Branches, Elected Members and Staff".	**2016/300**	Completed	Community Development Officer
19-Sep-16	16.6	Suicide Prevention Network (CON12/1040)	"that Council, having considered Item 16.6 - Suicide Prevention Network dated 19 September 2016, that staff arrange a network proposal meeting with the Office of the Chief Psychiatrist and invite Rod McKenzie from Gawler Suicide Prevention Network, the Hon John Dawkins, Minister Leesa Vlahos, Local Member for Goyder Steven Griffiths, the Mallala Ratepayers Association along with representatives from local SAPOL, CFS, Ambulance, Lions Clubs, sporting clubs, RSL Branches, Elected Members and Staff".	**2016/300**	Agenda - 20/11/17	Development & Community
19-Sep-16	17.8	Two Wells Football & Netball Sporting Clubs Inc – Ground Lease (CON12/912)	"that Council, having considered Item 17.8 - Two Wells Football and Netball Sporting Clubs Inc – Ground Lease, dated 19 September 2016, authorises the Chief Executive Officer to negotiate and finalise any outstanding terms of the lease as provided for in Attachment 2 appended to report – Item 17.8."	**2016/320**	Ongoing - awaiting response from Crown Lands Unit of Department of Environment, Water & Natural Resources	Development & Community Governance & Communications
19-Sep-16	17.8	Two Wells Football & Netball Sporting Clubs Inc – Ground Lease (CON12/912)	"that Council, having considered Item 17.8 - Two Wells Football and Netball Sporting Clubs Inc – Ground Lease, dated 19 September 2016, and subject to Ministerial consent, authorises, pursuant to Sections 38 and 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer to execute under the common seal of Council, the lease agreement between the Adelaide Plains Council and Two Wells Football and Netball Sporting Clubs Inc."	**2016/321**	Ongoing - awaiting response from Crown Lands Unit of Department of Environment, Water & Natural Resources	Development & Community Governance & Communications
17-Oct-16	16.1	Hard Waste Voucher (CON12/573)	"that administration by way of report Council, investigate all options, costs, notify etc the possibility of a once a year voucher for bona fide residents hard waste by definition delivered to council transfer station."	**2016/330**	Agenda 20/11/17	Infrastructure
17-Oct-16	18.2	Kerbside Collection - Waste Truck Replacement (CON12/498)	"that Council, having considered Item 18.2 – Kerbside Collection - Waste Truck Replacement, dated 17 October 2016, endorses the CEO to allow administration to seek external quotations, prior to the scheduled replacement vehicle, to provide the Adelaide Plains Council's kerbside collection services through the Barossa Procurement Group with a further report to Council on the evaluation".	**2016/343**	Agenda 20/11/17	Infrastructure

Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')	Responsible Department
21-Nov-16	15.5	Independent Review of Coastal Settlements Adaptations Study	"that Council instructs the CEO to bring back a report on the cost of an independent and comprehensive review of Council's Coastal Settlement Adaptation Study inclusive of and not restrictive of all further relevant data, information historical or otherwise."	**2016/354**	Agenda - 18/12/17	Development & Community
21-Nov-16	17.8	Two Wells Golf Club Inc – Ground Lease	"that Council, having considered Item 17.8 – Two Wells Golf Club Inc – Ground Lease, dated 21 November 2016, receive and note the report, and in dong so:- A. Authorises the Chief Executive Officer to negotiate and finalise any outstanding terms of the lease, B. Subject to Ministerial consent, authorises, pursuant to Section 38 and 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer to execute under the common seal of Council, the lease agreement between the Adelaide Plains Council and Two Wells Golf Club Inc, C. In accordance with Section 166(1)(j) of the Local Government Act 1999, Council, being satisfied that the land comprised in Crown Record 5764/757, Assessment 40451, is being used by an organisation which, in the opinion of Council , provides a benefit or service to the local community, grants a discretionary rebate of 100 percent (%) of the rates imposed, effective from the 2017/18 rating year."	**2016/369**	Ongoing - awaiting response from Crown Lands Unit of Department of Environment, Water & Natural Resources	CEO Governance & Communications
19-Dec-16	17.5	Adelaide Plains Equestrian Club – Proposed Licence	"that Council, having considered Item 17.5 – Adelaide Plains Equestrian Club - Proposed Licence dated 19 December 2016, and subject to Development Approval being granted and remnant vegetation being adequately fenced off, authorises, pursuant to Sections 38 and 44 of the Local Government Act 1999, the Mayor and Chief Executive Officer to execute the Licence Agreement between Council and the Adelaide Plains Equestrian Club Inc, and to execute the licence agreement as amended."	**2016/394**	Ongoing - Staff are continuing negotiations with APEC and other community groups	Development & Community Governance & Communications'
19-Dec-16	17.7	The Light and Wakefield Rivers Monitoring and Alert System	"that Council, having considered Item 17.7 - The Light and Wakefield Rivers Monitoring and Alert System, dated 19 December 2016, In providing support for a 2015-2017 National Disaster Resilience Program project application, reserves its right to commit to funding and proceed with the project subject to considering a cost sharing model for the project ."	**2016/398**	Completed	Executive Infrastructure
19-Dec-16	17.8	Rededication of Crown Land – Two Wells Bowling Club	"that Council, having considered Item 17.8 – Rededication of Crown Land – Two Wells Bowling Club, receive and note the report and authorise the Chief Executive Officer to make application to Department of Environment, Water & Natural Resources (DEWNR) to have Section 144 Two Wells, comprised in CR 5755/735, rededicated for both a Recreation Reserve to accommodate the Two Wells Bowling Club and a Reserve for a Soldiers Memorial Garden to accommodate the War Memorial and the Playground area."	**2016/399**	Ongoing - letter sent to Crown Lands Unit of DEWNR requesting a rededication of the land	Governance & Communication

Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')	Responsible Department
19-Dec-16	17.8	Rededication of Crown Land – Two Wells Bowling Club	"that Council, having considered Item 17.8 – Rededication of Crown Land – Two Wells Bowling Club, amend the Club's existing lease over Section 144 comprised in CR 5753/647 to include portion of Allotment 103 comprised in CR 5753/647."	**2016/400**	Ongoing - awaiting legal advice	Governance & Communication
16-Jan-17	4.1	Independent Structural Report – Recommendations for Wasleys Bridge Maintenance	"that Council, having considered Item 17.4 – Independent Structural Report - Recommendations for Wasleys Bridge Maintenance, dated 19 December 2016, undertake consultation in relation to either closure or reduced load limit/local traffic only on Wasleys Bridge and that management bring a subsequent report back to Council for consideration."	**2017/003**	Ongoing	Infrastructure
16-Jan-17	17.1	Strategic Plan Update	"that Council, having considered Item 17.1 – Strategic Plan Update, dated 16 January 2017, endorses the commencement of the comprehensive review of its strategic management plan and delegates to the Chief Executive Officer the scoping and timeframe for the review and letting of the tender for the successful consultant; with further advice to be presented to Council at the first workshop."	**2017/009**	Completed	Development & Community
20-Feb-17	17.4	Section 270 Review – Hayman Road Playground	"that Council, having considered Item 17.4 – Section 270 Review – Hayman Road Playground, dated 20 February 2017, notes that the Chief Executive Officer will give consideration to what action, if any, is required with respect to the investigator's additional recommendations contained at paragraph 5.5 of the investigator's report, and take such action as deemed appropriate."	**2017/042**	Ongoing	Executive Office Governance & Communications
18-Apr-17	10.6	Governance Advisory Panel	"that the Council endorses the recommendation of the Governance Advisory Panel and requests that administration undertake an urgent review of the current Meeting Procedures, particularly in relation to current unsatisfactory Public Open Forum provisions."	**2017/082**	Completed	Governance & Communications
18-Apr-17	10.6	Governance Advisory Panel	"that the Council endorses the recommendation of the Governance Advisory Panel and requests that administration commence the immediate review or creation of a policy that requires all communications from Elected Members be addressed to a single point of entry to be determined by the Chief Executive Officer."	**2017/083**	Completed	Governance & Communications
18-Apr-17	12.1.1	Northern Food Bowl Projection Areas Development Plan Amendment	"that Council, having considered Item 12.1.1 – Northern Food Bowl Protection Areas Development Plan Amendment, 18 April 2017, receives and notes the report and in doing so instructs the Chief Executive Officer to immediately advance as a priority the preparation of the Development Plan Amendment."	**2017/084**	Agenda - Refer to SPDPC Minutes	Development & Community
18-Apr-17	12.2.1	Proposed Road Closure and Disposal – Portion of Old Port Wakefield Road Two Wells	"that Council, having considered Item 12.2.1- Proposed Road Closure and Disposal – Portion of Old Port Wakefield Road Two Wells dated 18 April 2017 receives and notes the report; and a) authorises Council staff to commence the Road Process pursuant to the Roads (Opening and Closing) Act 1991 to close portion of Old Wakefield Road, Two Wells adjacent Allotment 179 FP 162528 comprised in Certificate of Title Volume 5306 Folio 163; and b) Maloney Field Services be engaged to assist Council with the required Road Process pursuant to Part 3 of the Roads (Opening and Closing) Act 1991."	**2017/087**	Ongoing	Governance & Communications

Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')	Responsible Department
18-Apr-17	12.3.2	Two Wells Stormwater Management Plan – Final Version	"that Council, having considered Item 12.3.2 – Two Wells Stormwater Management Plan for Two Wells – Final version, dated 18 April 2017, receives and notes the report and in doing so: 1. Adopts the Two Wells Stormwater Management Plan (April 2017) as presented in Attachment 1 to this Report" 2. Authorises the General Manager Development & Community to submit the Two Wells Stormwater Management Plan (April 2017) to the Adelaide and Mount Lofty Ranges Natural Resources Management Board and Stormwater Management Authority for approval and subsequent gazettal".	**2017/090**	Ongoing - awaiting SMA Board approval November 2017	Development & Community
18-Apr-17	12.5.2	Camping Reserve	"that Council, having considered Item 12.5.2 – Camping Reserves, dated 18 April 2017, seek to commence discussions with interested parties to further develop an enhanced camping ground or caravan park at the new Mallala camp ground, and operate the facility into the future."	**2017/098**	Completed (refer resolution 2017/144)	Infrastructure / Finance & Economic Development
18-Apr-17	12.5.2	Camping Reserve	"that Council, having considered Item 12.5.2 – Camping Reserves, dated 18 April 2017, 1. Charge a fee of $10 per site per night applied to both Parham and the new Mallala camp ground and a coin operated timer be retrofitted to the existing shower at the Mallala oval set at $2 for a 7 minute shower."	**2017/099**	Ongoing - Council at July 2017 OCM endorsed the procurement of a ticket machine. Shower is now subject to negotiations with Lions re Mallala	Infrastructure / Finance & Economic Development
15-May-17	18.1	Short Stay Accomodation Policy	"that the next Short Stay Accommodation Policy Review be brought forward to June 2017 in conjunction with community and stakeholder consultation with view to include any changes or issues identified from community and stakeholder consultation updated into forward review."	**2017/115**	Completed	Executive Office - Notice / Development and Community
15-May-17	12.1	Audit Committee - meeting held 10 April 2017	"that Council endorses the recommendations of the 10 April 2017 Audit Committee meeting, by consideration of the application of a special rate to finance Council's contractual obligations with Hickinbotham Group associated with Eden and Liberty development in Two Wells applicable only to properties in those two developments subject to consideration of the Long Term Financial projections of revenue and expenses associated with the development."	**2017/118**	Completed	Finance and Economic Development
15-May-17	13.1	Gawler River Floodplain Management Authority – minutes of meeting held 28 April 2017	"that Council staff immediately initiate the appropriate procedures to allow Adelaide Plains Council to withdraw from Gawler River Floodplain Management Authority."	**2017/121**	Completed	Infrastructure / Finance & Economic Development
15-May-17	15.6	Lewiston Playground - 210 Hayman Road	"that Council, having considered Item 15.6 – Lewiston Playground - 210 Hayman Road, Monday May 2017, receives and notes the report and in doing so:- 1. Endorses $10,000 to the 2016/2017 budget to complete the remaining upgrade of the playground as per the Local Government Stimulation funding signed agreement deed."	**2017/135**	Completed	Infrastructure
22-May-17	2.1	Mallala Camping Grounds – Mallala Lions Club Proposal	"that Council, having considered Item 2.1 – Mallala Camping Ground – Mallala Lions Club Proposal, dated 22 May 2017, receives and notes the report and in doing so: - 1. instructs the Chief Executive Officer to continue to liaise with the Mallala Lions Club Executive with a view of negotiating appropriate terms and conditions for the advancement of a more permanent camping ground solution at Mallala."	**2017/144**	Ongoing - all items under the draft MOU appear to have been negotiated and/or have in principle support from both parties with the exception of the CWMS fees and charges associated with the ablution block	Governance and Communications

Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')	Responsible Department
22-May-17	2.3	Cemeteries Policy Review	"that Council, having considered Item 2.3 – Cemeteries Policy Review, dated 22 May 2017, instructs the Chief Executive Officer to commence a process reviewing the capacity of all cemeteries with a view to identifying appropriate land for future burials."	**2017/147**	Completed	Infrastructure / Finance & Economic Development
19-Jun-17	4.2	Audit Committee meeting 5 June 2017 Recommendation – Gawler River Floodplain Management Authority	"that Council having considered Item 4.2 – Audit Committee meeting 5 June 2017 Recommendation – Gawler River Floodplain Management Authority, dated 19 June 2017, endorses the Audit Committee resolution number 2017/021 and in doing so, resolves that in order to progress the actions associated with Council Resolution 2017/121:- 1. a report be provided to the Council outlining the financial costs and risk associated with proceeding with membership with the GRFMA or alternatively withdrawing from the GRFMA; and 2. in consideration of the above, Council duly considers its position in respect of activating Clause 20 of the GRFMA Charter (Dispute Resolution) in regard to the GRFMA's apparent unwillingness to review Council contributions."	**2017/152**	Completed	Executive Office / Governance and Communications
19-Jun-17	12.1	Audit Committee – minutes of meeting held 5 June 2017	"that Council endorses the recommendation of the Audit Committee, and receives and notes the 2017/2018 Annual Budget and 2018/2027 Long Term Financial Plan and commends the document to Council for adoption at its June 2017 Ordinary Meeting."	**2017/158**	Completed	Finance and Economic Development
19-Jun-17	12.1	Audit Committee – minutes of meeting held 5 June 2017	"that Council endorses the recommendation of the Audit Committee, that the Draft Debt Management Policy as presented in Attachment 1, with the inclusion of minor amendments adopted at the meeting, to this report for adoption at its June 2017 ordinary meeting".	**2017/159**	Completed	Finance and Economic Development
19-Jun-17	14.2	Policy Review – Public Consultation Policy	"that Council, having considered Item 14.2 – Policy Review – Public Consultation Policy, dated 19 June 2017, receives and notes the report and in doing so authorises Council's administration to undertake public consultation and invite submissions on the revised Public Consultation Policy document with 7.2 dot point 3 include The Bunyip for consideration and adoption at a subsequent Council meeting."	**2017/164**	Completed	Governance and Communications
19-Jun-17	14.5	Draft Strategic Plan 2017-2020 for Public Consultation	"that Council, having considered Item 14.5 – Draft Strategic Plan 2017-2020 for Public Consultation, dated 19 June 2017:- 1. Receives and notes the report; 2. Endorses the draft Strategic Plan 2017-2020; and 3. Authorises the Chief Executive Officer to proceed with public consultation on the draft Strategic Plan 2017-2020 in accordance with Council's Public Consultation Policy."	**2017/167**	Completed	Development and Community
19-Jun-17	15.4	Short Stay Accommodation Policy update	"that Council, having considered Item 15.4 – Short Stay Accommodation Policy update, dated 19 June 2017, receives and notes the report."	**2017/172**	Completed	Executive Office / Development and Community
17-Jul-17	14.2	Code of Conduct Investigation and Recommendation of Council's Governance Advisory Panel	"that Council, having considered Item 14.2 – Code of Conduct Investigation and Recommendation of Council's Governance Advisory Panel, dated 17 July 2017, receives and notes the report and in doing so formally requests Cr Lawrence to provide a written public apology to the staff concerned."	**2017/202**	Completed	Executive Office
17-Jul-17	19.1	Motion Without Notice - Lewiston Playground - Surveillance Cameras	"that a report be brought back to Council with updated costings for the installation of security cameras and signage at the Lewiston Playground, 210 Hayman Road, Lewiston."	**2017/222**	Ongoing - Agenda 20/11/17	Infrastructure

Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')	Responsible Department
21-Aug-17	14.3	Proposed Road Closure and Disposal – Portion of Old Port Wakefield Road Two Wells	"that Council, having considered Item 14.4 - Proposed Road Closure and Disposal – Portion of Old Port Wakefield Road Two Wells dated 21 August 2017 receives and notes the report and in doing so:- 1. Council make a Road Process Order in accordance with the Roads (Opening and Closing) Act 1991 to close the said portion of road marked "A" on Preliminary Plan 17/0038 for the purpose of Agreement for Transfer to OTR 137 Pty Ltd for the consideration of $60,000.00 (excluding GST) for merging with the adjoining Allotment 179 Filed Plan 162528 in Certificate of Title Volume 5306 Folio 163; 2. A Final Plan be prepared based on Preliminary Plan 17/0038 with no amendments; 3. Pursuant to Section 38 and 44 of the Local Government Act 1999, Council authorise the Mayor and Chief Executive Officer to sign and affix Council's seal to the necessary documents to give effect to the Road Process Order; and 4. That Council reaffirms it position that all costs associated with this project shall be borne by OTR 137 Pty Ltd."	**2017/244**	Ongoing	Governance & Communications
21-Aug-17	14.6	Draft Northern Food Bowl Protection Areas – Development Plan Amendment	"that Council, having considered Item 14.6 – Draft Northern Food Bowl Protection Areas Development Plan Amendment – Statutory Consultation, dated 21 August 2017, receives and notes the report and in doing so:- 1. authorises the Chief Executive Officer to release the Draft Northern Food Bowl Protection Areas Development Plan Amendment for concurrent Agency and Public Consultation pursuant to Section 25 (8)(b) of the Development Act 1993, subject to minor technical amendments as requested by DPTI; and, 2. authorises the Chief Executive Officer to coordinate a meeting open to the public to hear community representations (if required) on 30 October 2017 at 5.30pm at the Adelaide Plains Council Chambers, Redbanks Road, Mallala and provide advice to Council in respect to this matter pursuant to Section 25 (11) (b) of the Development Act 1993."	**2017/248**	Ongoing - Agenda - 18/9/17	Development & Community
21-Aug-17	18.1	Motion of Notice - Road Upgrade Assessment Tool	"that Council requests a report that addresses road upgrades in the context of Council's Asset Management Plan, and seeks to reintroduce a multi-criteria selection process broadly based on the existing 'Roads Matrix', with improvements that take into consideration the various purposes of road candidates, that if upgraded would provide economic, environmental or aesthetic benefits together with funding considerations."	**2017/254**	Agenda - 20/11/17	Infrastructure
18-Sep-17	12.2	Audit Committee – minutes of meeting held 11 September 2017	"that Council notes Minute GRB 17/061 from the August 2017 Ordinary Meeting of the Gawler River Floodplain Management Authority (GRFMA), namely:- "The Chair noted it would be opportune to start the consideration process for a GRFMA Charter review and foreshadowed presentation of an agenda report at the next meeting outlining possible terms of reference for a review". In noting the aforementioned resolution, Council fully supports the notion of commencing a review of the GRFMA Charter at the earliest opportunity."	**2017/270**	Completed	Exeucitve Office

Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')	Responsible Department
18-Sep-17	12.2	Audit Committee – minutes of meeting held 11 September 2017	"that Council endorses the recommendation of the Audit Committee and acknowledges the cost calculations as appended to this report and titled 'Waste Collection Service Internal Cost Analysis', and in doing so Council understands the importance of referencing these costs when comparing the best offer from the Barossa Procurement Group tender process, closing on the 3 August 2017, with that of Council's internal cost model herein, which is to be considered at the November 2017 Ordinary meeting."	**2017/272**	Completed	Infrastructure
18-Sep-17	14.2	Proposed Lease of Council Land – NBN Radio Network Base Station	"that Council, having considered Item 14.2 – Proposed Lease of Council Land – NBN Radio Network Base Station dated 18 September 2017 receives and notes the report, and in doing so:- 1. Continues to liaise with the Thompson Beach Progress Association Inc to have a portion of their leased area 'A' allocated to NBN Co Ltd (10m x 12m approximately) being portion of Section 248 DP 29513, Ruskin Road, Thompson Beach comprised in Certificate of Title Volume 5372 Folio 262 for the erection of a radio network base station, and seeks a formal position in this regard; 2. Authorises the Chief Executive Officer to liaise with NBN Co Ltd to negotiate and finalise the terms and conditions of the Lease Agreement and to seek the assistance of Norman Waterhouse Lawyers accordingly, with all associated costs to be borne by NBN Co Ltd; 3. Will undertake public consultation in regard to the proposed lease of the land to NBN Co Ltd in accordance with Section 202 of the Local Government Act 1999 and in accordance with its Public Consultation Policy, and will consider any objections (if any) prior to entering into a Lease Agreement with NBN Co Ltd; and Acknowledges that prior to the finalisation of a Lease Agreement, NBN Co Ltd will be required to submit a Development Application for the construction of the infrastructure	**2017/283**	Ongoing - Awaiting Location Plan and Engineering Drawings from NBN Co Ltd prior to seeking the consent of the Thompson Beach Progress Association to amend their lease followed by public consultation.	Governance and Communications
18-Sep-17	18.1	Short Stay Accommodation Policy	"that Council staff meet with several community members, nominated by the Ratepayers Association, and representatives of the Mallala Lions Club, with a view to develop and propose any modifications to the Short Stay Accommodation Policy, that addresses issues such as fees charged, payment methods, and time limit exemptions (such as for part time workers). Any requested policy revisions to be presented in a report to a future meeting of council."	**2017/292**	Ongoing	Development and Community
18-Sep-17	18.2	Tourism Strategy Development	"that Council staff investigate opportunities for collaboration, (either with the Ratepayers Association, or the future Business Council, or other interested parties) to develop strategies to increase district tourism (particularly in relation to short stay accommodation) by leveraging the established activities such as crabbing and fishing and the new opportunities offered by the International Bird Sanctuary, with the aim to provide economic flow on benefits to the community and a greater profile of the Adelaide Plains region and its produce, and that a report be provide for a future meeting of Council."	**2017/293**	Deferred - pending Business Council Charter adoption	Finance and Economic Development
18-Sep-17	18.4	Donation for Food Festival	"that Council donate $2,000 for advertising and promotion of the Northern Plains Food Festival to be held on 25 March 2018."	**2017/296**	Completed - awaiting invoice for payment	Finance and Economic Development

	15.2	**Suicide Prevention Network**
	Department:	**Development and Community**
	Report Author:	**General Manager, Development and Community**
Date: 20 November 2017	**Container No:**	**CON 17/447**
	Document No:	**D17/28241**

OVERVIEW

At the 19 September 2016 Ordinary meeting, Council resolved

16.6 Suicide Prevention Network (CON12/1040)

Moved Cr McColl Seconded Cr Keen ***2016/ 300***

"that staff arrange a Suicide Prevention Network (SPN) proposal meeting with the Office of the Chief Psychiatrist and invite Rod McKenzie from Gawler Suicide Prevention Network, the Hon John Dawkins, Minister Leesa Vlahos, Local Member for Goyder Steven Griffiths, the Mallala Ratepayers Association along with representatives from local SAPOL, CFS, Ambulance, Lions Clubs, sporting clubs, RSL Branches, Elected Members and Staff (2016/300)."

CARRIED

Preventing suicide is an agreed national and state priority (South Australian Suicide Prevention Plan 2017-2021), which requires a coordinated effort from all levels of Government. Understanding the contribution of the different layers of Government is challenging at times and this can impede attempts at a co-ordinated approach at the local community level.

During late 2016 time was spent researching the most successful way to commence a community led Suicide Prevention Network (SPN), based on several adjoining Councils. It was found that several approaches had worked better than others.

Over that time, there have been a number of changes involving members listed to be invited including:-

- State Electoral boundaries of Taylor and Goyder will change in March 2018.
- Goyder will become Narrunga, Taylor will have boundary amendments and Schubert will be introduced.

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- Leesa Vlahos has announced she will not be standing in the Taylor electorate in the next State election. John Gee has announced that he will be standing for the Taylor electorate and has provided a letter of support for the SPN.
- Steven Griffiths has announced he will not be standing in the Narrunga (formerly Goyder) electorate. Fraser Ellis has announced he will be standing for the Narrunga electorate in the next State election.

Due to the sensitive nature of suicide prevention, a lot of consideration and discussions occurred in the first half of 2017, with the Office of the Chief Psychiatrist, Gawler SPN Chair Rod McKenzie (now former Chair) and mover of Motion 2016/300 Councillor Karen McColl. As a result, the invitation list for the pilot meeting was amended to comprise Adam Clay, representative from the Office of the Chief Psychiatrist, Rod McKenzie former Gawler SPN chair, the Hon John Dawkins (for his long standing involvement in Suicide Prevention Networks), Councillor Karen McColl, residents who had registered an interest in the network and a relevant Council staff member (Community Development Officer). The general consensus was that the first priority was to hold a meeting to gauge community interest in determining if this group was willing to form a SPN, and then invite representatives from the initial list once established.

Advertisements for registrations of interest to establish a SPN were placed in local media outlets, as well as community noticeboards. A total of eight residents from several different locations within APC registered their interest; and the Mallala Men's Shed indicated their desire to provide their venue with some of their members in attendance. To assist with a possible group being community led, rather than being led by Council, this offer was taken up.

Invitations were sent to the above listed persons and those who had registered an expression of interest and the initial meeting was held on Tuesday, 24 October 2017 at the Mallala Men's Shed. The meeting was facilitated by Adam Clay, from the Office of the Chief Psychologist, and was well received by the group.

The group resolved to form an Adelaide Plains Suicide Prevention Network to commence work on developing a constitution, a suicide prevention network action plan and have determined to meet on a regular basis.

Once this group has formally developed, it is anticipated that representatives from the extended list in the initial motion will be invited to attend meetings to establish further links with the community.

With the commencement of a Suicide Prevention Network, staff will have limited ongoing involvement with this group.

RECOMMENDATION

"that Council, having considered Item 15.2 – Suicide Prevention Network, dated 20 November 2017, receives and notes the report. "

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Attachment

1. Poster – invitation for registrations of interest

References

Legislation

South Australian Suicide Prevention Plan 2017-2021

Council Policies

Barossa, Light and Lower North Region - Public Health and Wellbeing Plan

Adelaide Plains Council Strategic Plan 2017-2020

4.1 Advocate for equitable access to health information and support programs for our community.

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BE PART OF A SUICIDE PREVENTION NETWORK IN THE ADELAIDE PLAINS

A suicide prevention network (SPN) works towards reducing the stigma of suicide, encouraging community connectedness and providing information and education regarding available help.

As a part of the SA Public Health Plan, the Adelaide Plains Council is seeking expressions of interest from members of the community to establish a Suicide Prevention Network.

REGISTER YOUR INTEREST NOW

For further information contact Rob Veitch at Adelaide Plains Council or register your interest by phone: 8527 0200, email: info@apc.sa.gov.au or post: PO Box 18 Mallala 5502. Registrations can be marked confidential if preferred.

Registrations will enable Council to determine the level of interest to set up a pilot program with a view to the community establishing its own SPN.

Further information can be found at www.sahealth.sa.gov.au

Registrations close Friday 30 June 2016

Government of South Australia
SA Health

Adelaide Plains Council

Adelaide Plains Council	**15.3**	**Conservation Volunteers grant application support**
	Department:	**Infrastructure**
	Report Author:	**Coastal Conservation officer**
Date: 20 November 2017	**Container No:**	**CON17/206**
	Document No:	**D17/27635**

OVERVIEW

To inform Council Members that a letter of support for Conservation Volunteers to undertake a marine debris removal program was provided as part of a NRM community small community grant application.

RECOMMENDATION(S)

1. **"that Council, having considered Item 15.3 – *Conservation Volunteers grant application support*, 20 November 2017, receives and notes the report."**

Attachments

1. **Overview of project provided by Conservation Volunteers**
2. **Letter of support provided by Council**

References

Legislation

None

Council Policies

None

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Overview of project provided by Conservation Volunteers

Project name: Engaging the community to remove marine debris

Geographic area/s to be covered: Torrens Island and the northern beaches between Middle Beach and Port Parham.

Provide an overview of the project including the expected outcomes:
Marine debris has a wide variety of negative impacts for humans, wildlife and sensitive aquatic habitats. This rubbish can be responsible for a reduction in the abundance of economically important species and reducing tourism due to unattractive and potentially hazardous coastlines, as well as incurring large economic costs and losses to coastal industry through vessel damage. Research has shown that more than 80% of marine debris has originated from land-based sources, and it is therefore the behaviour of communities on land that need to change in order to reduce the incidence of this significant threat.
This project will provide the opportunity for the community to become proactive in collecting marine debris from our beaches and coastline, while increasing their awareness about the issue that this debris causes for the local marine environment. Witnessing the accumulation of debris on beaches and then quantifying the rubbish that is removed, provides an important opportunity to increase the knowledge, attitudes and motivation of members of the community concerning marine debris. This project will also provide the opportunity to discuss small behavioural changes that can contribute to reducing this threat and consequently protecting our marine life and aquatic environment.
The expected outcomes of this project therefore will be to: (1) Remove marine debris from Torrens Island and the northern beaches to protect marine life within the Adelaide Dolphin Sanctuary and the Adelaide International Bird Sanctuary; (2) Quantify the collected debris to contribute further data regarding type and potential origin to previous work that was undertaken by the Adelaide and Mount Lofty Ranges NRM; and (3) Increase awareness in the community concerning the issue of marine debris and actions that can be undertaken to prevent rubbish entering the marine environment.

Outline how you will involve and engage others to become partners in your project to enable you to deliver the best possible outcomes:
The mission of CVA is to inspire change by connecting people with nature and our projects are designed to enable members of the community to make a real difference to conserving the local environment. CVA has the ability to mobilise large numbers of volunteers through its reputation of providing safe engagement in on-ground environmental activities and therefore is well positioned to attract community volunteers to this project and therefore deliver the desired outcomes. Promotion will be undertaken at least one-month prior to the project through various online portals including Volunteering SA&NT, GoVolunteer, Seek and Active in Parks. The project will also be promoted on the CVA website and Facebook page, as well is in our Meetup Group and monthly eNews. In addition, CVA has developed a strong presence at all three universities and TAFE SA, along with networks throughout Adelaide that are happy to assist with project promotion.

Describe how your project used the best available knowledge and practices in natural resources management:
Marine debris is an important global issue, with efforts to reduce and prevent the accumulation of debris in the marine and coastal environment needing to be addressed within all sectors of society. Marine pollution, including debris, has been listed as a key threat for the Adelaide and Mount Lofty Ranges Marine Environment subregion and the locations for this project have been specifically selected to provide benefit for the Adelaide International Bird Sanctuary and Adelaide Dolphin Sanctuary.

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Outline how you will check that your project has been successful. What will you measure to demonstrate this?
Measures of success for this project will be the quantity of marine debris removed, as well as the distance of coastline that is targeted. After the marine debris has been collected it will be weighed, quantified and compared with previous research undertaken in South Australia. Another important measure of success will be the number of volunteers from the community that are engaged in this project, with a before and after survey being undertaken with all volunteers to understand their awareness about the issue of marine debris prior to the project and to capture what they have learnt during the day.

Outline how you will support and maintain your project into the future.
The aim of CVA is to provide more opportunities for our volunteers to be involved in marine debris removal and prevention projects in the future. CVA is therefore committed to trying to secure further funding and partnerships to enable more of these projects to be undertaken for the benefit of our local marine environment.

Project Start Date: March 2018
Project End Date: October 2018

Work Plan and budget Project Activities	Funding sought ($)	Volunteer hours (#)	Value of Volunteer Contribution*	Other Contributions ($)	Total ($)
Marine debris removal and data collection with Better Earth volunteer team – 6 days at $1000.00/day (including Team Leader, transportation, the provision of tools/equipment and PPE)	$4,500	384	$15,495	$1,500	$21,495
Data analysis	$400	24	$968	$200	$1,568
Total:	$4,900		$16,463	$1,700	$23,063

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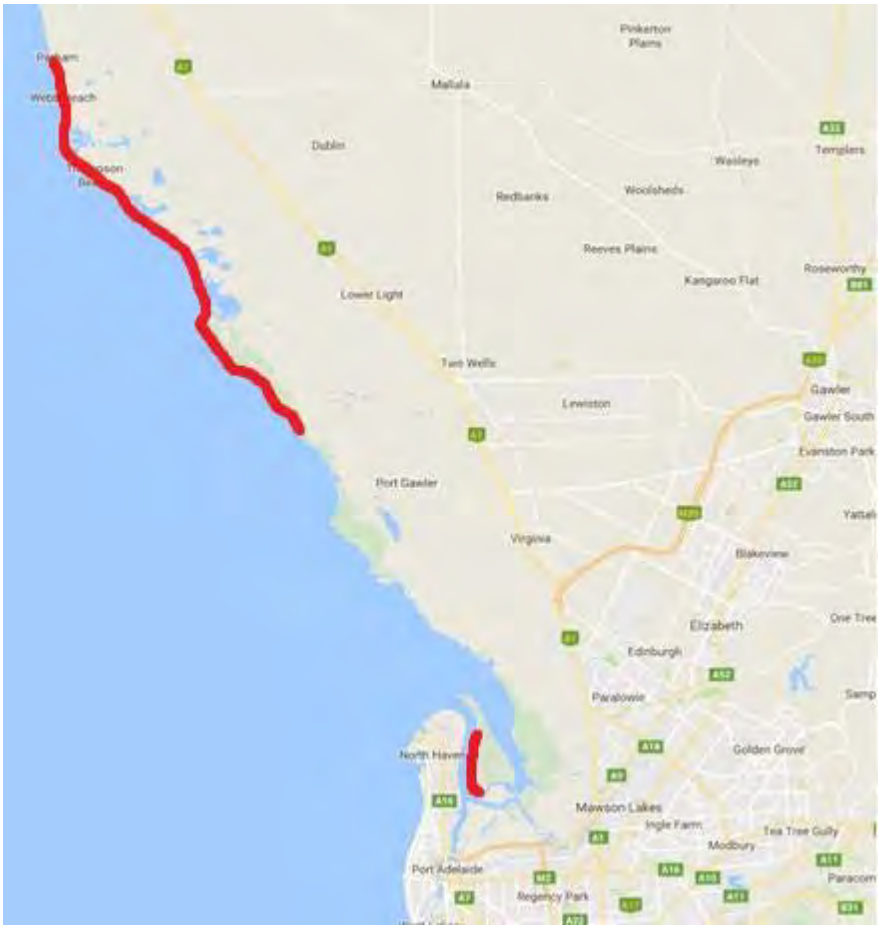

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Adelaide Plains Council

2a Wasleys Road
Mallala SA 5502

PO Box 18
Mallala SA 5502

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

ABN – 58 384 968 672

Our Reference: D17/26899

18 October 2017

Jacki Smith
Conservation Volunteers Australia
134 South Road
Torrensville, SA 5031

To whom it may concern,

Re: Letter of Support: Engaging the community to remove marine debris – Community NRM Action Grants

Adelaide Plains Council would like to express our support for marine debris removal projects being undertaken along the northern beaches.

We support the application of Conservation Volunteers Australia (CVA) to engage their volunteers in marine debris activities to increase awareness among the community about the issue of marine debris and allow volunteers to become proactive in reducing the impacts of this rubbish for the local environment.

Yours Sincerely

Martin Waddington
General Manager - Infrastructure

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Adelaide Plains Council	**15.4**	**Dog and Cat Management – Board Membership Nominations**
	Department:	**Development and Community**
	Report Author:	**General Manager, Development and Community**
Date: 20 November 2017	**Container No:**	**CON12/168**
	Document No:	**D17/29173**

OVERVIEW

In early August 2017 the LGA advised that the Minister for Sustainability, Environment and Conservation, Hon Ian Hunter MLC, was seeking local government nominations for three member positions on the Dog and Cat Management Board for terms of up to 3 years.

At the 21 August 2017 Ordinary meeting Council resolved the following:

> *15.3 Dog and Cat Management – Board Membership Nominations*
>
> *Moved Cr Strudwicke Seconded Cr McColl* ***2016/ 252***
>
> ***"that Council, having considered Item 15.3 – Dog and Cat Management – Board Membership Nominations, nominates Councillor Keen to put forward an application to the LGA for the Board Member position."***
>
> ***CARRIED***

In accordance with the resolution, Councillor Keen's nomination was subsequently forwarded to the LGA for consideration.

LGA advice received by Council on 27 October 2017 (**Attachment 1**) confirmed that at its meeting held on 28 September 2017 the LGA Board resolved to submit a panel of five nominees to the Minister for consideration. Councillor Keen's nomination was unsuccessful and in accordance with the LGA advice she has been notified of the Board's decision.

RECOMMENDATION(S)

1. **"that Council, having considered Item 15.4– *Dog and Cat Management – Board Membership Nominations*, dated 20 November 2017, receives and notes the report."**

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Attachments

1. **LGA Advice**

References

Legislation

Dog and Cat Management Act 1995

Council Policies

Nil

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Our reference: ECM 655864 : GR/AC

27 October 2017

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

Emailed: ahumphrys@apc.sa.gov.au

Dear Mr Miller

Dog and Cat Management Board

At its meeting on 28 September 2017 the LGA Board resolved to submit a panel of five nominees listed below (in alphabetical order) from which two members are to be appointed by the Minister to the Dog and Cat Management Board.

- Mayor Gillian Aldridge (City of Salisbury)
- Cr Gail Kilby (City of Onkaparinga)
- Cr Bob Schnell (City of Unley)
- Mr Paul 'Rocky' Warren (Mid Murray Council)
- Cr Lynda Yates (City of Holdfast Bay)

Thank you for your Council's nomination. Would you please formally notify Cr Keen of the Board's decision.

The Board further agreed to the joint nomination by the LGA Board and the Minister for Sustainability, Environment and Conservation of Dr Felicity-ann Lewis as Chairperson of the Dog and Cat Management Board for a further three year tem.

If you have any queries in relation to this matter please contact Senior Policy Officer, Gwyn Rimmington on 8224 2045 or email gwyn.rimmington@lga.sa.gov.au.

Yours sincerely

Lea Bacon
Director Policy
Telephone: (08) 8224 2025
Email: lea.bacon@lga.sa.gov.au

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Adelaide Plains Council	**15.5**	**Two Wells Stormwater Management Plan – Stormwater Management Authority approval and gazettal**
	Department: **Report Author:**	**Development and Community** **General Manager, Development and Community**
Date: 20 November 2017	**Container No:** **Document No:**	**CON13/32** **D17/30511**

OVERVIEW

At the 18 April 2017 Ordinary meeting Council adopted the Two Wells Stormwater Management Plan (SMP) and resolved the following:

12.3.2 Two Wells Stormwater Management Plan for Two Wells – Final version

Moved Cr Strudwicke Seconded Cr Keen ***2017/ 090***

"that Council, having considered Item 12.3.2 – *Two Wells Stormwater Management Plan for Two Wells – Final version, dated 18 April 2017, receives and notes the report and in doing so:*

1. ***Adopts the Two Wells Stormwater Management Plan (April 2017) as presented in Attachment 1 to this Report".***
2. ***Authorises the General Manager Development & Community to submit the Two Wells Stormwater Management Plan (April 2017) to the Adelaide and Mount Lofty Ranges Natural Resources Management Board and Stormwater Management Authority for approval".***

CARRIED

In accordance with the resolution, the SMP was forwarded to the Adelaide and Mount Lofty Ranges Natural Resources Management Board, who approved it in late May. In early June, the SMP was provided to the Stormwater Management Authority (SMA) for their consideration. With no SMA Board meeting held in June and then the current SMA Board members not appointed by State Cabinet until October, no SMA meeting was then held until early November.

SMA advice received by Council on 13 November 2017 (**Attachment 1**) confirmed that at its meeting held on 2 November 2017, the SMA Board resolved to approve the SMP and delegate authority to their Presiding Member to sign the gazettal notice. As promised in the same letter, the gazettal notice appeared on page 4567 of the Government Gazette on Tuesday 14 November 2017 (**Attachment 2**).

Throughout the first half of 2018, the following will occur:

- Council Members to be updated and in doing so, consider the priorities of the SMP, and the ability to source grant funding from the SMA, with matching funding required from Council (and for certain works referenced in the SMP - Hickinbotham's)
- Include this as part of the 2018-2019 Budget deliberation, along with SMA grant application(s) being lodged, subject to SMA (and Hickinbotham) funding being secured
- Engagement with the Two Wells community, in particular landowners in close proximity to proposed infrastructure works priorities of the SMP; on what the SMP means for the township of Two Wells
- Consideration of other possible SMP priorities throughout APC, as part of Council's Long Term Financial Plan ie Lewiston, Mallala and Dublin.

RECOMMENDATION(S)

1. **"that Council, having considered Item 15.5 – *Two Wells Stormwater Management Plan – Stormwater Management Authority approval and gazettal*, dated 20 November 2017, receives and notes the report."**

Attachments

1. **SMA letter**
2. **Government Gazette extract**

References

Legislation

Local Government Act 1999

Council Policies

Nil

Government of South Australia
Stormwater Management Authority

Level 5, 81-95 Waymouth Street
ADELAIDE SA 5000

GPO Box 1047
ADELAIDE SA 5001

Telephone: (08) 8124 4787
Email: DEWNRStormwaterAuthority@sa.gov.au

www.lga.sa.gov.au/sma

DEWNRD-0007185204

Mr Robert Veitch
General Manager Development and Community
Adelaide Plains Council
PO Box 18
MALLALA SA 5501

Dear Mr Veitch

Two Wells Stormwater Management Plan

The Stormwater Management Authority (the Authority) considered the Two Wells Stormwater Management Plan (the Plan) at its meeting on 2 November 2017. I am pleased to advise that the Authority made the following resolution:

Resolution 52.7.2.1: *The Authority resolved to:*

(1) Approve the Two Wells Stormwater Management Plan.

(2) Agree to inform the Adelaide Plains Council that the approval of the Two Wells Stormwater Management Plan in accordance with the Local Government (Stormwater Management) Amendment Act 2016 *does not represent a commitment or approval by the Authority of any funding contribution towards the implementation of the plan.*

(3) Delegate authority to the Presiding Member to sign the gazettal notice.

In accordance with this resolution, please note that approval of the Plan does not represent a commitment or approval for funding from the Authority for the implementation of any works or projects identified in the Plan. Funding for eligible works and projects will be considered by the Authority on application, and will include an assessment against other high-priority projects and the funding available to the Authority at the time.

Notice of approval of the Plan will be published in the South Australian Government Gazette on Tuesday 14 November 2017.

If you have any questions, please contact me by telephone on (08) 8124 4787 or email david.trebilcock2@sa.gov.au.

Yours Sincerely

David S Trebilcock
GENERAL MANAGER

Date: 13 November 2017

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Extract Only

THE SOUTH AUSTRALIAN

GOVERNMENT GAZETTE

PUBLISHED BY AUTHORITY

ADELAIDE, TUESDAY, 14 NOVEMBER 2017

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LOCAL GOVERNMENT ACT 1999

2009 Port Pirie Stormwater Management Plan

NOTICE is hereby given in accordance with clause 19(4) of Schedule 1A of the *Local Government Act 1999* that the 2009 Port Pirie Stormwater Management Plan prepared by the Port Pirie Regional Council was approved by the Stormwater Management Authority on 2 November 2017.

Dated 2 November 2017.

Executed for and on behalf of the Stormwater Management Authority by its Presiding Member pursuant to a resolution of the Board and in the presence of:

STEPHEN HAINS, Presiding Member
Witness—DAVID TREBILCOCK, General Manager

LOCAL GOVERNMENT ACT 1999

2017 Two Wells Stormwater Management Plan

NOTICE is hereby given in accordance with clause 19(4) of Schedule 1A of the *Local Government Act 1999* that the 2017 Two Wells Stormwater Management Plan prepared by the Adelaide Plains Council was approved by the Stormwater Management Authority on 2 November 2017.

Dated 2 November 2017.

Executed for and on behalf of the Stormwater Management Authority by its Presiding Member pursuant to a resolution of the Board and in the presence of:

STEPHEN HAINS, Presiding Member
Witness—DAVID TREBILCOCK, General Manager

MENTAL HEALTH ACT 2009

Approved Treatment Centre

NOTICE is hereby given in accordance with Section 96 of the Mental Health Act 2009, that the Chief Psychiatrist has determined from 6 November 2017 that:

Ward 18V will become part of the Flinders Medical Centre Approved Treatment Centre located at Flinders Drive, Bedford Park SA 5042

DR BRIAN MCKENNY, Acting Chief Psychiatrist

MENTAL HEALTH ACT 2009

Authorised Mental Health Professionals

NOTICE is hereby given in accordance with Section 94(1) of the Mental Health Act 2009, that the Chief Psychiatrist has determined the following persons as Authorised Mental Health Professionals commencing from the date of Gazettal:

Denise Westwood
George Christie
Robert Eckermann

A person's determination as an Authorised Mental Health Professional will expire three years after the date of Gazettal.

DR B. MCKENNY, Acting Chief Psychiatrist

MINING ACT 1971

Notice pursuant to section 28(5) of the Mining Act 1971

NOTICE is hereby given in accordance with Section 28(5) of the *Mining Act 1971* that the delegate of the Minister for Mineral Resources and Energy intends to grant an Exploration Licence over the area described below:

Applicant: Wellington Exploration Pty Ltd

Location: Minlaton Area – approx. 100 km west-northwest of Adelaide

Term: Five years

Area in km^2: 509

Reference number: 2012/00281

Plan and co-ordinates can be found on the Department of the Premier and Cabinet website: http://www.minerals.dpc.sa.gov.au/exploration/public_notices or by contacting Mineral Tenements on 08 8463 3103.

Community information on mineral exploration licence processes and requirements under the *Mining Act 1971* is available from: http://www.minerals.dpc.sa.gov.au/land_access/community_information or hard copy on request to Mineral Tenements.

J MARTIN, Mining Registrar,
Department of the Premier and Cabinet,
Delegate of the Minister for Mineral Resources and Energy

MINING ACT 1971

Notice pursuant to section 28(5) of the Mining Act 1971

NOTICE is hereby given in accordance with Section 28(5) of the *Mining Act 1971* that the delegate of the Minister for Mineral Resources and Energy intends to grant an Exploration Licence over the area described below:

Applicant: Boston Minerals Pty Ltd

Location: Sheoak Hill Area – approx. 100 km northeast of Port Lincoln

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	15.6	**Economic Development Opportunity**
	Department:	**Finance and Economic Development**
	Report Author:	**General Manager – Finance & Economic Development**
Date: 20 November 2017	**Container No:**	**CON17/458**
	Document No:	**D17/30298**

OVERVIEW

- The purpose of this report is to update the Council on the possibility of creating a part-time in-house Economic Development Officer for Adelaide Plains Council with a financial assistance from the State Government and in-kind contribution from the Council.
- Current developments within our region include the Northern Adelaide Irrigation Scheme (NAIS), extensive glasshouse extensions and development of short-term workers accommodation; new land divisions & housing constructions; recycling; new retail & commercial outlets; increased egg production and grain, green-wheat and meat exports; new grain cleaning and value-adding industries; piggery & poultry expansions, a new private school, and the development of a 6MW power station.
- The total Development Value is in excess of $700m with the potential for creating 1,000's of Jobs.
- Adelaide Plains Council's (APC) Strategic Plan 2017-2020 aligns with the State Strategic Plan, the Northern Economic Plan and the State Government's Country Cabinet Response for the Barossa, Light and Lower North Region.
- Through our Strategic plan the timing is right to pursue commercial opportunities and invite participants to share in Adelaide Plains Council's economic growth opportunities.
- The management is planning to meet with the Department of State Development (DSD), SA Water & Regional Development Barossa to ensure no duplication of services, and seek financial commitment to create dedicated resources in-house.
- It is hopeful a funding partner can be secured to create 0.60 FTE position. Therefore Council is seeking financial resources of $128,279 over two (2) years due to the overall horticulture development and State benefit. The Council's contribution would be in-kind support of $19,200 over two (2) years by way of office accommodation and amenities.
- The proposed Economic Development Officer would be responsible for Identify grant funding opportunities; assist with the submissions, negotiations and review of funding deeds along with reporting of milestones and acquittal of funds.

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RECOMMENDATION(S)

1. "that Council, having considered Item 15.6 – *Economic Development Opportunity*, 20 November 2017, receives and notes the report."

Attachments (To be provided to Department of State Development)

1. **Project Brief - Adelaide Plains Investment & Jobs, North of the Gawler River**
2. **Land Divisions Related to Jobs and Investment in APC**
3. **Proposed Job Description for the Economic Development Officer**

References

Legislation

Not applicable

Council Policies

Not Applicable

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Project Brief - Adelaide Plains Investment & Jobs, North of the Gawler River

With over $700 m of current and pending Economic Investment projects resulting in the potential of 450 jobs, Adelaide Plains Council is perfectly positioned as a key player to drive Economic Growth across Northern Adelaide.

Current developments include the Northern Adelaide Irrigation Scheme(NAIS), extensive glasshouse extensions and development of short-term workers accommodation; new land divisions & housing construction; recycling & composting upgrades; new retail & commercial outlets; increased egg production and grain, green-wheat and meat exports; new grain cleaning and value-adding industries; piggery & poultry expansions, a new private school, service station and the development of a 6MW power station.

Many of these developments are already underway and highlight the extensive investment occurring in the region. It is Council's priority to facilitate economic growth and development and to ensure that these investment opportunities are brought to fruition.

Commercial decisions often have short timeframes and this project will help facilitate open communication between businesses and funding partners to ensure that potential economic investment opportunities and the delivery of new jobs are not impeded as a result of red tape or a lack of local buy-in.

Adelaide Plains Council's (APC) Strategic Plan 2017-2020 aligns with the State Strategic Plan, the Northern Economic Plan and the State Government's Country Cabinet Response for the Barossa, Light and Lower North Region. The timing is now right to pursue commercial opportunities and invite participants to share in Adelaide Plains Council's economic growth opportunities.

Project Name	**Adelaide Plains – Investment & Jobs – North of the Gawler River**
Project Objectives	✓ Contribute to the State Government's *30-Year plan for Greater Adelaide* by facilitating investment in the Adelaide Plains; ✓ Facilitate Economic Development investment and new Jobs opportunities into the Northern Economic Plan – *Look North;* ✓ Encourage new investment in the region by promoting water infrastructure and land availability in the region as a result of the NAIS; ✓ Increase the communication, liaison, and RDA Barossa program uptake in the region; ✓ Highlight that Council is open for business through streamlined approval processes and commercially facilitated marketing.
Outcome	0.6 FTE Economic Development Officer over two years
Project description	**What issue or opportunity does the project address?** ✓ Federal & South Australian Governments commitment to ensure the long term viability of the horticultural industry and the social and economic future of the Northern Adelaide Plains though the NAIS; ✓ NAIS potential to create 3,700 jobs and attract $1.1b of investment; ✓ Council is currently progressing the Northern Food Bowl Protection Areas Development Plan Amendment to further support major primary production and horticulture growth on the Northern Adelaide Plains which would complement the objectives of NAIS; ✓ APC currently does not have dedicated resources to work with the industry to attract investments to the region and act as an onestop shop for potential investment inquiries.

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Why has this approach been taken?

- ✓ Small Council with limited resource allocation & budget;
- ✓ Current lack of involvement with a shared vision in the Northern Economic Plan – *Look North;*
- ✓ Lack of marketing of Adelaide Plains Opportunities - *Beyond the River;*
- ✓ Limited community, business & Council engagement within the RDA Barossa programs.

What are the project objectives?

- ✓ Support the growth and job creation potential of businesses in APC;
- ✓ Assist businesses within the priority sectors to optimise their engagement with opportunities;
- ✓ Guide business development potential through to completion;
- ✓ Provide business intelligence to funding partners that enables them to refine and better target existing programs and inform the development of new programs and activities;
- ✓ Strengthen connections between the region's business community and potential investors.

What are project deliverables?

- ✓ One stop shop for investment inquiries;
- ✓ Promotion of the Adelaide Plains to local & international investors as a place for horticultural & viticulture industries;

Who are the groups involved?

- ✓ Department of State Development;
- ✓ Investment Attraction South Australia;
- ✓ Polaris Centre and Stretton Centre business programs;
- ✓ Regional Development Australia – Barossa business programs
- ✓ SA Water

What is the project's contribution to growing population/employment in the region?

- ✓ Two Wells, one of the main townships of Adelaide Plains Council is expected to have 13,000 new residents with the Eden & Liberty Housing estate developments over the next 20 years.
- ✓ Based on current land division planning approvals for new houses by the Council, the estimated new job creation within APC is 935 (direct) & 735 (indirect). Please refer to attached "Construction & Urban renewal jobs" spreadsheet.
- ✓ The estimated long & short-term investment north of the river is $701m. Please refer to attached "Snapshot – Investment & Jobs – North of the Gawler River".

Project region

Adelaide Plains Council

Budget Timeframe

EDO 0.60 FTE	Year 1	Year 2	Year 3	Year 4	Total
DSD Grant (Cash)	63,504	64,774	-	-	128,279
APC Contribution (In-kind)	9,600	9,600	9,600	9,600	38,400
APC Contribution (Cash)	-	-	66,070	67,391	133,461
	73,104	74,374	75,670	76,991	300,140

Support material (Attached)

1. Adelaide Plains Council's Strategic Plan 2017-2020
2. Snapshot – Investment & Jobs – North of the Gawler River
3. Construction & Urban renewal Jobs
4. Job Description for the Proposed Economic Development Officer position.

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Land Divisions Related to Jobs and Investment in APC **Attachment 2**

Developer	Project Name	Lots Proposed	Lots Approved	Lots Completed	Average Value	Value ($M)	Direct Construction Jobs	Indirect Jobs Supported	Period (yrs)	Expected Residential Population
Craven	Oakford homes	13	13	6	450,000	6	16	8	3	36
Canazzaro	Private	10	10	10	420,000	4	8	6	4	27
Oakford	Oakford Estate	34	34	34	450,000	15	24	16	5	90
Hickinbotham	Eden	267	267	24	420,000	135	154	101	7	825
Weeks	Longview	60	60	16	430,000	27	27	18	8	173
Hickinbotham	Liberty	3,483	364	-	430,000	1,376	688	550	25	8,800
Craven	Oakford Homes	28	-	-	450,000	14	18	12	6	82
Totals		**3,895**	**748**	**90**	**435,714**	**1,576**	**935**	**711**		**10,033**

Job and Person Specification

Position:	Economic Development Officer – Fixed Term
Version:	1.0
Department:	Finance and Economic Development
Reports to:	General Manager – Finance and Economic Development
Level of Direction:	General
No. of Direct Reports:	Nil
Delegated Authority:	As Delegated
Award/Stream/Level:	Municipal Officers (SA) Award / Level 6.1
Incumbent:	To be determined
Date Appointed:	To be determined

Core Values

The values or behaviours that Council will embrace to support us in achieving our Vision.

The Adelaide Plains Council is committed to ensuring that staff work in an environment that is built on values that underpin the way we behave. These values are reflected in our Strategic and Business Plans and apply to staff and Elected Members.

As an employee of the Adelaide Plains Council staff are required to reflect these values in the way they carry out their role and will be part of ongoing discussions to ensure the values are understood and reflected in the way things are done at the Adelaide Plains Council.

Leadership & Diplomacy *b*y acting strategically and effectively managing our relationships.

Teamwork *t*hrough unity, cooperation and support.

Professionalism *t*hrough commitment, quality and timeliness of work delivered.

Honesty & Integrity *b*uilding trust and loyalty with the community and within Council.

Respect *f*or others, acting with humility and empathy.

Innovative & Open-Minded Being proactive in continually improving our services.

Constructive Culture

Adelaide Plains Council is committed to developing a constructive organisational culture through constructive leadership, management and teamwork. The behaviours of a constructive organisational culture are organised into four main constructive styles

Achievement pursue standards of excellence with enthusiasm.

Affiliative friendly, sensitive and cooperate with others.

Humanistic-Encouraging supportive of others and constructive in dealings with one another.

Self- Actualising maintain personal integrity, self develop and enjoy work.

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Position Objectives	Strategic Outcomes
The primary objective of the position is to develop and coordinate economic development project initiatives within the Council Support the growth and job creation potential of businesses in the Adelaide Plains Council. Assist businesses within the priority sectors to optimise their engagement with opportunities and projects arising from that plan Identify and attract new value adding investment opportunities Provide business intelligence to funding partners that enables them to refine and better target existing programs and inform the development of new programs and activities Strengthen connections between the region's employers, employees, government & non-government organization to achieve economic prosperity.	**4.1Vibrant Community:** 4.1.1.1 Attract more people to live in the Adelaide Plains Council area **4.2 Growing Economy:** 4.2.1.1 Support horticulture, broad acre cropping and farming industries and encourage the establishment of value added allied industries 4.2.1.3 Encourage the establishment of and support quality retail, food and beverage providers in townships 4.2.1.5 Support small and medium businesses to thrive **4.5 Accountable & Sustainable Governance:** 4.5.1.1 Actively seek government, business and industry funding and partnerships 4.5.1.4 Provide friendly and responsible customer service 4.5.1.5 Maintain a positive and forward thinking culture

Key Result Areas	Key Tasks	Performance Indicators
Economic Development	Under the general direction of the General Manager – Finance and Economic Development, provide support for economic development within the Council district, including (but not limited to): • Identifying economic development opportunities between Council and the Department of State Development, Invest SA and PIRSA on business growth initiatives. • Engaging with the Business Centers across Northern Adelaide (Polaris & Streaton) to provide business intelligence on developments within the Adelaide Plains Council area. • Highlighting employment opportunities within the region and the opportunities for employees from Northern Adelaide area. • Linking businesses with research and development expertise that supports firms to capture commercial opportunities. • Development of Community Plans for the key townships within the region in-line with Councils Strategic Direction and Financial planning models. • Working directly with an identified business list to accelerate investment and job growth initiatives. • Liaise with and be the contact with the Barossa Regional Development Australia and State Government Departments on economic projects that will influence the region. • Liaise with Development and Community and Infrastructure departments to identify red tape for pending developments. • Where required, present to Councils General Management Team on Economic Development outcomes and activities. • Provide information and advice to funding partners on local industry opportunities and challenges. • Identify grant funding opportunities; assist with the submissions, negotiations and review of funding deeds along with reporting of milestones and acquittal of funds. • Negotiate with developers to ensure local content included within contract suppliers.	Programs, projects and activities well planned, reviewed and evaluated Timely, well structured monthly reports which provide relevant detail against reporting parameters High level advice to Council Grants and funds accessed and acquitted successfully Increased local business participation in projects and initiatives Legislation, regulations, codes and standards complied with Positive image of Council, high levels of customer satisfaction Sound effective policies which address all relevant issues High quality and cost efficient delivery of services - budgets accurate and expenditure levels kept within estimates Projects steered effectively and achieve objectives Effective written and verbal communication with community, staff and other agencies

Key Result Areas	Key Tasks	Performance Indicators
Records Management	Ensure Records Management activities are conducted and completed in accordance with Council policies and procedures and in accordance with the *State Records Act 1997*, *Freedom of Information Act 1991* and *Local Government Act 1999.*	Accurate and effective record management
Policies and Compliance	Maintain awareness and compliance with all Council and Administrative Policies, Processes and Codes. Where applicable, ensure all work is undertaken within properly delegated authority, and is compliant with relevant legislation.	Correct application of Policies and Procedure Compliance with relevant Codes
WHS & IM (responsibilities as a Worker)	Workers are to ensure they comply with Councils WHS&IM Management System. The responsibility of the worker is to ensure the following: <u>Workers Health and Safety</u> • Take reasonable care of his or her own health and safety. • Take reasonable care that their acts and omissions do not adversely affect the health and safety of other persons in the workplace. • Complying with the WHS Act, Return to Work Act, Regulations, Performance Standards for Self Insurers, Codes of Practice and Australian Standards. • Co-operate with any Council WHS&IM Policies, Procedures, Safe Work Instruction, Safe Operating Procedure and/or Safe Work Method Statement. • Use plant, equipment and hazardous chemicals in a safe manner and condition. • Do not allow the consumption of drugs or alcohol to affect and endanger themselves or others at work. <u>Return to Work</u> • Comply with the Councils Return to Work Procedures. • Actively participate in the development and implementation of return to work plans with the agreed primary goal being return to work. • Abide by agreed medical restrictions.	Low or zero incidents in work area Regular routine checks on plant and equipment safety Reporting of hazards, incidents and near misses Regular attendance at Departmental meetings Review of policies and procedures when requested through consultation

Person Specification	
Qualifications	• Tertiary qualifications in Project Management, Economic Development and/or 5 years experience in the field
Knowledge	• Knowledge of the economic environment in South Australia. • Relevant experience managing an integrated economic development function • Knowledge of Local, State and Federal business & grant programs. • Understanding and appreciation of issues affecting business growth, innovation, and viability. • Have a high level of practical knowledge and experience to ensure a capacity to liaise at a senior level with governmental representatives, community groups and employees. • Sound knowledge of local government's role in providing services to its constituents. • An appreciation of quality management and best practice principles. • Exceptional knowledge of Microsoft products and their application. • Sound knowledge of Council policies and procedures relevant to the area. • Sound knowledge of Council's organisation structure and service provisions, together with an appreciation of particular program initiatives and activities. • A working knowledge of local government administration and legislation associated with position responsibilities.
Skills	• Proven project management, negotiation and relationship management skills. • Be a self-starter displaying strong initiative and good interpersonal skills and ability to work in a team environment • Ability to use initiative and judgement within established parameters and, in particular, handle confidential and sensitive matters appropriately. • Strong and effective written and verbal communication skills including report writing and presentation skills, interpersonal skills, and a proven commitment to the provision of excellent customer service . • Highly developed organisational skills, including time management and the ability to work autonomously as well as being a team player who contributes to the constructive dynamics of the organisation. • High level of proficiency in current windows-based computer systems, software applications and desk-top publishing with accurate word processing and data entry skills and Exponare.

Experience	• Experience in the development of detailed submissions for external funding and grant acquittal requirements of projects in line with funding obligations • Experience in proactively building and working with a broad client base • Proven experience in quickly assessing and understanding business needs, issues, and opportunities at the enterprise level • Ability to develop strategies to improve competitiveness and assist business growth • Experience in collating information from a variety of sources and presenting in a clear and concise format • Proven ability to work in a collaborative manner to maintain effective partnerships and relationships with key partners and industry development stakeholders.
Personal Attributes	• Ability to interpret and resolve enquiries from Council members, management, staff, customers and convey information • Demonstrates a high level of interpersonal skills and work ethics, including: o high degree of confidentiality, discretion and diplomacy o motivation and enthusiasm o ability to exercise initiative o commitment to professionalism and the provision of high quality customer service o strong commitment to, and focus on, customer service and contributing to establishing strong community relationships o ability to work independently and as an effective team member in providing high quality responsive customer service • Ability to provide instruction and guidance to other staff • Ability to keep informed of new developments, procedures, technology and willingness to embrace change

Responsibility, Accountability, Delegation and Authority	
Responsibility and Accountability	Is responsible and accountable to the General Manager – Finance and Economic Development for undertaking the functions of the position to a consistently professional standard and thereby making a positive and effective contribution to the Council.
Delegation and Authority	Provide information and advice within the limits of the *Local Government Act 1999* and as delegated by the Chief Executive Officer.
Job Requirements	
Work Location	Based at the Two Wells /Mallala Offices.
Performance Reviews	An annual performance review will be conducted with the expectation of achievement of high standards of performance, and will generally be based on the responsibilities, specifications and requirements outlined in the job description.
Drivers Licence	Current driver's licence at C Class. Fuel Allowance – Pro rata
Criminal History Check	A current Criminal History Check is required to be provided by you prior to commencement.
Training/Networking	Attend conferences, seminars and training courses to maintain strong and effective networks and competencies.
Meetings	Attendance at Ordinary Council, Committee meetings and some Council events may be required.
Out of hours work	There will be a requirement for out of hours work to fulfil the role requirements.

Signed: _____ (Employee) ...../...../.....

Approved By: _____ (Line Manager)...../...../.....

Date Last Reviewed: 14 /11 /2017

Adelaide Plains Council	**18.1 Seeking Endorsement of New Membership – Mallala and Districts Historical Committee**
	Container No: CON12/537-2
Report Date: 20 November 2017	**Prepared by:** Councillor Strudwicke

Preamble:	At the November meeting of the Mallala & Districts Historical Committee, two members resigned, creating vacancies on the committee. Our terms of reference stipulate 12 community members, and a councillor appointed as the chairman. Current membership comprises: Councillor Strudwicke (Chairman), and Community Members: Laura Parsons, Margaret Tiller, Christine Young, Brian Verrall, Bob Bevan, Jim East, Maxine Varcoe, and Sharon Svetec. This leaves four (4) vacancies on the committee. The committee was pleased to receive expressions of interest from members of the community to fill the current vacancies, and now seeks council approval and appointment of these new members.
Motion 1:	**"that Council appoints Greg Tucker, Jim Franks, and Shirley Sowerby to fill the vacancies on the Mallala & District Historical Committee".**

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Adelaide Plains Council	**18.2 Grant Funding Writer**
	Container No: CON12/537-2
Report Date: 20 November 2017	**Prepared by:** Councillor Panella

Preamble:	In the APC annual business plan and long term financial plan, council's income comprises of 15% from grant funding and 80% from rate payers. Councils expenses are always higher than our income, which makes council always put on hold projects that potentially can improve our services to the community. I would like to request a report on hiring a full time grant funding writer. Now before I get the whole no money in budget for more staff. Let me suggest if we can increase the grant funding opportunities with also rate income and private enterprises this will increase councils fiscal outlook. I think if we can tap into our neighbouring councils such as Light or Barossa and share the cost of a grant funding writer. For instance they work 3 days with APC and other 2 days with Light, sharing the cost but potentially increasing our revenue. If that isn't sustainable then can we look at consultants that we can tap into so that we can increase our grant funding. It would be good to do a comparative on what other councils grant funding is and if it will benefit us.
Motion 1:	**"that Council provides a report with recommendations on a number of options in employing or sourcing a grant funding writer to increase Adelaide Plain Council fiscal outlook and provide a comparative insight on what other councils receive in grant funding compared to APC".**

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Adelaide Plains Council	**18.3 Mallala Memorial Upgrade**
	Container No: CON12/537-2
Report Date: 20 November 2017	**Prepared by:** Councillor Lawrence

Preamble:	
Motion 1:	**"**As it is the 100 year Anniversary of the First World War, I hereby move that the Mallala War Memorial be improved in readiness for Anzac Day 2018**".**

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Adelaide Plains Council	**21. CONFIDENTIAL ITEMS**
Monday 20 November 2017	

Items:

CONFIDENTIAL

21.1 Kerbside Waste Services

21.2 Metcash Food and Grocery – Commercial in Confidence

21.3 General Managers – Contractual Agreements

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21.1 Kerbside Waste Services

RECOMMENDATION

"that, under the provisions of Section 90(2) of the *Local Government Act 1999*, an order be made that the public with the exception of [Chief Executive Officer, General Manager – Infrastructure, General Manager, Finance and Economic Development, General Manager, Governance and Communications, General Manager – Development and Community and the Minute Taker] be excluded from attendance at the meeting of the Council in order to consider in confidence this item.

21.1 – *Kerbside Waste Services*:

The Council is satisfied that it is necessary that the public be excluded to enable the Council to consider the report at the meeting:

- **on the grounds provided by Section 90(3)(k), tenders for the supply of goods, the provision of services or the carrying out of works;; and**
- **on the basis that information within the report and attachments:**
  - **contains commercial information and constituting information relevant to the potential appointment and suitability for being awarded the Waste Management Services; and**
  - **it would be unreasonable to disclose this information.**

Accordingly, on this basis the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or discussion confidential."

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RECOMMENDATION

"that, in accordance with Section 91(7) and Section 91(9) of the *Local Government Act 1999* and on the grounds that Item 21.1 – *Kerbside Waste Services* for the meeting of the Council held on 20 November 2017, was received, discussed and considered in confidence pursuant to Section 90(3)(k) of the *Local Government Act 1999*, this meeting of the Council, does order that:

(a) the minutes, report, attachments and associated documents in relation to the matter, other than the minutes relating to this confidentiality order, remain confidential and not available for public inspection until the end of the Waste Management Services Contract;

(b) pursuant to Section 91(9)(c) of the *Local Government Act 1999*, Council delegates the authority to the Chief Executive Officer to revoke this confidentiality order; and

(c) pursuant to Section 91(8)(b) and (ba) of the *Local Government Act 1999*, Council notes that the minutes will be released to ensure that Council discloses the successful tender, value of the contract and reason for awarding the contract when the Waste Services Contract is executed by all relevant parties."

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21.2 Metcash Food and Grocery – Commercial in Confidence

RECOMMENDATION

"that, under the provisions of Section 90(2) of the *Local Government Act 1999*, an order be made that the public with the exception of [Chief Executive Officer, General Manager – Infrastructure, General Manager, Finance and Economic Development, General Manager, Governance and Communications, General Manager – Development and Community and the Minute Taker] be excluded from attendance at the meeting of the Council in order to consider in confidence this item.

21.2 – *Metcash Food and Grocery – Commercial in Confidence*:

The Council is satisfied that it is necessary that the public be excluded to enable the Council to consider the report at the meeting:

- **on the grounds provided by Section 90(3)(d), commercial information of a confidential nature (not being a trade secret) the disclosure of which-**

  (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on the third party; and

  (ii) would, on balance, be contrary to the public interest; and

- **on the basis that information within the report and attachments:**

  - **contains commercial information**
  - **it would be unreasonable to disclose this information as part of the confidential commercial discussions**

Accordingly, on this basis the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or discussion confidential."

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RECOMMENDATION

"that, in accordance with Section 91(7) and Section 91(9) of the *Local Government Act 1999* and on the grounds that Item 21.2 – *Metcash Food and Grocery – Commercial in Confidence* for the meeting of the Council held on 20 November 2017, was received, discussed and considered in confidence pursuant to Section 90(3)(d) of the *Local Government Act 1999*, this meeting of the Council, does order that:

(a) the agenda item, report and attachments in relation to the matter remain confidential and not available for public inspection until further order of the Council;

(b) the confidentiality of the matter be reviewed once in each 12 months; and

(c) pursuant to Section 91(9)(c) of the *Local Government Act 1999*, Council delegates the authority to the Chief Executive Officer to revoke this confidentiality order."

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21.3 General Managers – Contractual Agreements

RECOMMENDATION

"that, under the provisions of Section 90(2) of the *Local Government Act 1999*, an order be made that the public with the exception of [Chief Executive Officer] be excluded from attendance at the meeting of the Council in order to consider in confidence this item.

21.3 – *General Managers – Contractual Agreements*:

The Council is satisfied that it is necessary that the public be excluded to enable the Council to consider the report at the meeting:

- **matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person; and**
- **on the basis that information within the report and attachments:**
  - **contains information about the personal affairs of Council's General Managers, constituting information relevant to remuneration packages; and**
  - **it would be unreasonable to disclose this information.**

Accordingly, on this basis the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or discussion confidential."

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RECOMMENDATION

"that, in accordance with Section 91(7) and Section 91(9) of the *Local Government Act 1999* and on the grounds that Item 21.3 – *General Managers – Contractual Agreements* for the meeting of the Council held on 20 November 2017, was received, discussed and considered in confidence pursuant to Section 90(3)(a) of the *Local Government Act 1999*, this meeting of the Council, does order that:

(a) the agenda item, report and attachments in relation to the matter remain confidential and not available for public inspection, and

(b) pursuant to Section 91(9)(c) of the *Local Government Act 1999*, Council delegates the authority to the Chief Executive Officer to revoke this confidentiality order after 1 January 2018."

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