NOTICE OF MEETING

Notice is hereby given that the next ordinary meeting of Council will be held on Tuesday 20 March 2018 in the Council Chambers, 43 – 51 Tanunda Road, Nuriootpa, commencing at 9.00am.

Martin McCarthy
CHIEF EXECUTIVE OFFICER
THE BAROSSA COUNCIL

A G E N D A

1. THE BAROSSA COUNCIL
   1.1 Welcome by Mayor - meeting declared open
   1.2 Present
   1.3 Leave of Absence
      Cr Miller
   1.4 Apologies for Absence
      Nil
   1.5 Minutes of previous meetings – for confirmation:
      Ordinary Council meeting – Tuesday 20 February 2018 at 9.00am
      Confidential Council meeting – Tuesday 20 February 2018 at 10.10am – noting that parts 2 and 4 of the resolution reflect the 2019-20 financial year in error and that the minutes be amended to reflect that the correct financial year is the 2018-19 financial year
      Confidential Council meeting – Tuesday 20 February 2018 at 10.12am
   1.6 Matters arising from previous minutes
      Nil
   1.7 Notice of Motion
      Nil
2. MAYOR
   2.1 Mayor’s report - attached

3. COUNCILLORS’ REPORTS
   3.1 Nil

4. CONSENSUS AGENDA
   4.1 MAYOR
      Nil

4.2 EXECUTIVE SERVICES
   4.2.1 CHIEF EXECUTIVE OFFICER
      4.2.1.1 Draft New Local Government Association Constitution and Ancillary Documents

4.3 CORPORATE & COMMUNITY SERVICES
   4.3.1 ACTING DIRECTOR
      Nil
   4.3.2 MANAGER FINANCIAL SERVICES
      Nil
   4.3.3 MANAGER COMMUNITY AND CULTURE
      Nil

4.4 WORKS AND ENGINEERING
   4.4.1 DIRECTOR’S REPORT
      4.4.1.1 Legatus Group – 2030 Regional Transport Plan

4.5 DEVELOPMENT & ENVIRONMENTAL SERVICES
   4.5.1 FOOD
      4.5.1.1 Food Recalls
      4.5.1.2 Food Premises Inspections

   4.5.2 NATURAL RESOURCES
      4.5.2.1 South Para Biodiversity Project Inc. Committee
      4.5.2.2 Council’s Contribution to the Adelaide and Mount Lofty Ranges NRM Region Levy Under the Natural Resources Management Act for 2018-19
      4.5.2.3 Williamstown, Lyndoch Landcare Group Inc

   4.5.3 DEVELOPMENT AND ENVIRONMENTAL SERVICES - DIRECTOR
      4.5.3.1 Gawler River Floodplain Management Authority
4.5.3.2 Minister’s Response – Application from Adelaide Plains Council to Withdraw from Gawler River Floodplain Management Authority

4.5.4 DEVELOPMENT POLICY

4.5.4.1 Nuriootpa (Sturt Highway Service Centre) Development Plan Amendment – Statement of Intent and Deed of Agreement
4.5.4.2 Planning Reform – Update Report
4.5.4.3 Planning Reforms – Accredited Professionals Scheme Discussion Paper

5. CONSENSUS AGENDA ADOPTION

5.1 ITEMS FOR EXCLUSION FROM CONSENSUS AGENDA
5.2 RECEIPT OF CONSENSUS AGENDA
5.3 DEBATE OF ITEMS EXCLUDED FROM CONSENSUS AGENDA

6. VISITORS TO THE MEETING/ADJOURNMENT OF MEETING

6.1 VISITORS TO THE MEETING

9.45am Presentation of Volunteer Recognition Certificate to Mr Glen Venning

6.2 ADJOURNMENT OF COUNCIL MEETING

7. DEBATE AGENDA

7.1 MAYOR


7.2 EXECUTIVE SERVICES

7.2.1 CHIEF EXECUTIVE OFFICER

7.2.1.1 Nuriootpa Centennial Park and Coulthard Reserve Master Plan – Outcome of Community Consultation
7.2.1.2 Angaston railway Station Precinct – Confirmation of Open Space Funding
7.2.1.3 Register of Interests Policy

7.3 CORPORATE AND COMMUNITY SERVICES

7.3.1 ACTING DIRECTOR

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Nil

10. OTHER BUSINESS

10.1 Leave of Absence – Cr Milne - Sunday 1 April to Monday 30 April inclusive

11. NEXT MEETING

11.1 Tuesday 17 April 2018 commencing at 9.00am

12. CLOSURE
Mayors Report to Council
19th February 2018 to 13th March 2018

FEBRUARY 2018
19/02/2018  Paul Mickan re PCG meeting
19/02/2018  Meeting with CEO re Council Meeting agenda
20/02/2018  Council meeting and Workshop
20/02/2018  Networking function re Chinese New Year – RDA & BGWA
21/02/2018  PSG Meeting at Stirling
21/02/2018  Meeting with Chinese Consul General at Seppeltsfield
21/02/2018  Penrice Community Group meeting
22/02/2018  Meeting with Mt Pleasant RSL members – Nuriootpa
22/02/2018  Flowfm radio interview
23/02/2018  Book launch at Nuri library
26/02/2018  Angaston Railway precinct – promotional photos
26/02/2018  Tanunda Lutheran School visit to Council

MARCH 2018
02/03/2018  Adelaide 500 race as guest of SA Tourism Commission
05/03/2018  Council Office - Talk with CEO and computer issues
05/03/2018  ABC Radio Port Pirie interview re Barossa rail network
06/03/2018  Council Office re computer issues & speech preparation
07/03/2018  CASC meeting
08/03/2018  CWA Tanunda 70th anniversary function
09/03/2018  Garage Sale Trail reps at Council
09/03/2018  St Jakobi School talk about role of Local Government
10/03/2018  Meet Chinese trade delegation organisers with Cr de Vries
12/03/2018  SACA & CA volunteer recognition breakfast Adelaide Oval
13/03/2018  Meeting with CEO re Big Picture etc
13/03/2018  Meeting with Angaston Bowling Club members
4.2.1 CONSENSUS AGENDA – CHIEF EXECUTIVE OFFICER

4.2.1.1 DRAFT NEW LOCAL GOVERNMENT ASSOCIATION CONSTITUTION AND ANCILLARY DOCUMENTS
B7591
Correspondence from the Local Government Association (LGA) is attached concerning the proposed new constitution for the LGA. Due to timeframes being short for final comment, 15 March and available resourcing, no detailed review has been undertaken and at this time therefore the new constitution is provided for information purposes. There are other subordinate documents that members may wish to review however the circular summary from LGA and constitution are attached.

RECOMMENDATION:
That Report 4.2.1.1 be received and noted.
Feedback Sought - New LGA Constitution and Ancillary Documents - Circular 10.1

To
Chief Executive Officer
Elected Members
Finance and Accounting Staff
Governance Officers
Policy and Strategic Planning Staff

Date
1 March 2018

Contact
Kathy Jarrett
Email: Kathy.Jarrett@lga.sa.gov.au

Response Required
Yes

Respond By
15 March 2018

Summary
Following extensive consultation with the local government sector, the new LGA Constitution will be presented for endorsement to the LGA Ordinary General Meeting in April. There are a number of Ancillary Documents to the new Constitution on which the LGA is seeking feedback. Further information is available in this circular.

Following extensive consultation with the local government sector, the new LGA Constitution will be presented for endorsement to the LGA Ordinary General Meeting in April.

There are a number of Ancillary Documents to the new Constitution, including documents outlining: meeting procedures; membership proposition; and terms of reference for the audit committee, CEO advisory committee, SAROC and GAROC. In addition, there are new transitional provisions to move from the existing Constitution to the new Constitution. These documents are available below.

- New Constitution
- Audit Committee Terms of Reference
- SAROC and GAROC Terms of Reference
- Membership Proposition
- Meeting procedures
- CEO Advisory Committee

In addition, there are transitional provisions contained in both the existing Constitution (excerpt of new provisions) and the new Constitution (see above). The LGA is seeking feedback on these documents before they are presented to the LGA OGM.

LGA Structure and New Constitution - Background

Throughout 2016 – 2017, the LGA’s structure was the topic of a series of consultation sessions with the local government sector. A first draft model LGA structure was presented during the consultation sessions. This was further refined based on feedback, and then translated into a draft new LGA Constitution which, in turn, was presented to Members at the November 2017 Annual General Meeting.

Following this, a series of workshops was held with the Board, the Metropolitan Local Government Group, SA Regional Organisation of Councils, Regional LGA Executive Officers and the LGA Audit Committee seeking feedback on the draft Constitution. During these workshops, feedback was sought on:

- Simplified member structure, removal of the concept of associate member;
- No member, no service concept;
- The role and purpose of the proposed SAROC and GAROC structures;
- Processes for member participation including notices of motion at general meetings;
- Resourcing of SAROC and GAROC;
- LGA Board of Directors – purpose, function, composition, size;
- President and Immediate Past President – eligibility, election;
The feedback received has now been incorporated within the draft ‘Local Government Association of South Australia Constitution and Rules’ (see link above). This draft Constitution:

- Establishes a contemporary corporate governance framework enabling the LGA’s contribution to public value through the promotion and advancement of the interests of local government.
- Maintains Member participation and establishes a strong emphasis on collaborative councils, assisted by a strong LGA.
- Provides a focus on leadership and advocacy at all levels: state-wide, regional and individual members.
- Streamlines and integrates consistent engagement and resourcing across the system.
- Delivers a more efficient structure for LGA decision making with a smaller LGA Board of Directors (10 members), and regional structures with aligned strategic and annual planning processes and budgets.
- Ensures key expert advice to the LGA and the sector through a commercial enterprise board(s), CEO advisory group and LGA Audit Committee. These structures future proof the Association.
- Considers the latest feedback received from members
- Has been reviewed by the LGA’s legal adviser to ensure its structure contributes to good decision making, that there were no omissions and that all provisions are workable and do not cause unintended consequences or interpretation issues.

For further information, please contact Kathy Jarrett (kathy.jarrett@lga.sa.gov.au)
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I Preliminary

1. Association

The Association is the "Local Government Association of South Australia" ("LGA") which is constituted as a body corporate and a public authority pursuant to the Local Government Act 1999 for the purpose of promoting and advancing the interests of local government in South Australia.

2. Constitution

2.1 This Constitution is binding:
   2.1.1 as between the LGA and each Member; and
   2.1.2 as between each Member and each other Member.

2.2 This Constitution may be altered only:
   2.2.1 by resolution:
       a. passed at a General Meeting of which at least 30 days' notice has been given to Members; and
       b. passed by at least 75% of the votes cast by Members at that General Meeting;
   and
   2.2.2 with approval of the Minister under subclause 1(4) of Schedule 1 of the Local Government Act 1999.

2.3 In any circumstances in which this Constitution is silent, incapable of taking effect or being implemented according to its strict provisions, the Board of Directors may determine what action may be taken to ensure the effective administration of the LGA.

2.4 Despite any other provision of this Constitution, the Board of Directors may as it thinks fit suspend or modify the operation of any provision of this Constitution in order to provide for a matter related or ancillary to a proclamation made by the Governor under Part 1 of Chapter 3 of the Local Government Act 1999.

3. Interpretation

3.1 In this Constitution, unless the contrary intention is apparent:

   “Annual General Meeting” means a meeting of Members described in clause 9.

   “Audit Committee” is the committee established by the Board of Directors in accordance with clause 24.3.1.

   “Board of Directors” means the persons appointed as the governing body of the LGA in accordance with this Constitution as described in clause 21.
“Chair” means the person referred to in clause 14.

“CEO Advisory Group” means the committee established in accordance with clause 24.3.2.

“Close of Nominations” means the date and time at which nominations for the office of President close under clause 28.7.

“Casual Vacancy” means a vacancy in the office of a member of the Board of Directors due to a circumstance contemplated in clause 31.1.

“Community Council” means the governing entity for each of (a) the Anangu Pitjantjatjara Community; (b) the Maralinga Tjarutja Community; (c) the Yalata Community; (d) the Nepabunna Community; (e) the Gerard Community; and (f) the Outback Communities Authority.


“Council Member” means a member of the governing body of a Member.

“Chief Executive” means the Chief Executive of the LGA and, where the context allows, includes a person acting in that position.

“Delegate” means a person appointed to represent a Member at a General Meeting pursuant to clause 12.1.

“Director” means a member of the Board of Directors.

“Fees” means moneys payable by a Member to the LGA from time to time, including annual subscriptions, special purpose levies and services charges.

“GAROC” means the “Greater Adelaide Region Organisation of Councils” described in clause 19.

“GAROC Terms of Reference” means the terms of reference for GAROC referred to in clause 19.4.

“General Meeting” means a meeting of the Members of the LGA being either an Annual General Meeting or a Special General Meeting.

“Immediate Past President” means the person who is the immediately preceding President of the LGA.

“LGA” means the Local Government Association of South Australia.

“LGA Office” means the resources engaged by the Chief Executive to ensure that the LGA is enabled to adequately perform its functions.

"Member" means a Council or a Community Council which has applied for, been granted and retains membership in accordance with this Constitution and the Membership Proposition.

“Membership Proposition” means the terms of membership of the LGA approved by the Board of Directors.

“Misconduct” means being:
(a) found guilty of an offence involving dishonesty or other offence which
the Board of Directors resolves to be an offence which, committed by a
Director, would bring the LGA or local government into disrepute;
(b) being absent from 3 successive meetings of the Board of Directors
without leave of the Board of Directors; or
(c) engaging in conduct which the Board of Directors resolves to be
conduct likely to bring the LGA or local government into disrepute.

“Object” is the object of the LGA as set out in clause 4.

“President” means at any time the person holding office as LGA President.

“Presiding Member” means the presiding member of a Council or
Community Council.

“Regional Groupings of Members” means the regional groups described in
clause 19.3.

“Regional Organisation of Councils” means either SAROC or GAROC as
described in clause 19.

“Register of Delegates” means the register maintained by the LGA in
accordance with clause 12.3.

“SAROC” means the “South Australian Region Organisation of Councils” as
described in clause 19.

“SAROC Terms of Reference” means the terms of reference for SAROC
referred to in clause 19.4.

“Special General Meeting” means a meeting of Members described in clause
10.

3.2 In this Constitution, unless the contrary intention is apparent:

3.2.1 words importing the singular include the plural and vice versa;
3.2.2 a power to appoint includes a power to dismiss; and
3.2.3 a reference to any document, including legislation, is a reference to
that document as amended or replaced from time to time.

4. **Object**

The object of the LGA is to achieve public value through the promotion and
advancement of the interests of local government by:

4.1 advocating to achieve greater influence for local government in matters
affecting councils and communities;

4.2 assisting Members to build capacity and increase sustainability through
integrated and coordinated local government; and

4.3 advancing local government through best practice and continuous
improvement.
5. **Functions**

The LGA must undertake its functions for the purpose of achieving the Object. The functions of the LGA are to:

5.1 advocate and provide leadership for local government in South Australia, leading to strong engaged communities served by efficient and collaborative Councils and Community Councils;

5.2 advocate for an autonomous, effective and democratic system of local government in South Australia to meet contemporary community needs;

5.3 encourage and promote an efficient, effective and sustainable system of local government in South Australia;

5.4 promote and protect the interests of local government and its Members and the communities they represent;

5.5 encourage and help local government to engage with, and respond to, the needs of the community;

5.6 develop and maintain consultation and co-operation between local government and the State and Commonwealth governments and their agencies;

5.7 assist Members to develop and maintain their financial sustainability and for the advancement of local government;

5.8 undertake any business activity which contributes to the Object;

5.9 represent Members of the LGA and local government to the public and the State and Commonwealth governments;

5.10 act as an advocate for Members and the local government community to address contemporary needs;

5.11 facilitate engagement and collaboration by and between Members as to their common interests;

5.12 encourage, assist, promote and foster the achievement and maintenance of the highest levels of integrity, justice, competence, effectiveness and efficiency of local government;

5.13 undertake or promote any activity which the Board of Directors determines to be for the benefit or interest of Members and local government in South Australia; and

5.14 undertake any function as may be vested in the LGA by statute.

6. **Powers**

For the purposes of fulfilling the Object and undertaking its functions, the LGA has the power to:

6.1 acquire, hold, deal with, and dispose of, any real or personal property;

6.2 administer any property on trust;
6.3 operate accounts with any financial institution including the Local Government Finance Authority;

6.4 levy annual subscriptions, special purpose levies and service charges upon Members;

6.5 accept gifts of money or property;

6.6 invest money in any way considered prudent by the Board of Directors, including with the Local Government Finance Authority;

6.7 borrow and raise money as required by the LGA having regard to the financial sustainability of the LGA;

6.8 give security for the discharge of liabilities incurred by the LGA;

6.9 make application to, and accept grants and loans from, the State government and the Commonwealth government for the benefit of any Member or the LGA;

6.10 determine remuneration for Directors or members of committees established under this Constitution;

6.11 employ a Chief Executive and the staff of the LGA Office;

6.12 engage professional advisors;

6.13 appoint agents to transact any activities of the LGA;

6.14 insure against any risk;

6.15 enter into any contract it considers necessary or desirable;

6.16 subject to the Corporations Act 2001 (Cth), establish or dissolve incorporated subsidiaries and determine policies and procedures to apply to subsidiaries;

6.17 advocate for changes to State government and Commonwealth government legislation;

6.18 provide services to Members with or without reward;

6.19 publish material of interest to Members and for the purpose of promoting the LGA and the system of local government;

6.20 enter into any arrangements or obtain any privileges and concessions which the LGA considers to be desirable for the LGA on behalf of Members;

6.21 mediate disputes between Members or within a Member’s governing entity;

6.22 instigate or defend legal proceedings;

6.23 manage any dispute to which it is party, including by referral to, and participation in, mediation, conciliation or arbitration;

6.24 provide resourcing for the LGA Office;

6.25 establish and maintain policies, procedures, terms of reference, membership conditions and guidelines as contemplated by this Constitution or as are conducive to the achievement of the Object;
6.26 associate or collaborate with other associations and organisations having objects consistent with, or complementary to, the Object, including by way of incorporated or unincorporated joint venture or other form of alliance;

6.27 exercise any other power vested in the LGA by statute; and

6.28 do any other thing which is related, incidental or conducive to the attainment of the Object,

provided that the LGA may not distribute its assets to Members other than in the circumstances stated in clause 7.2.

7. Dissolution

7.1 The LGA may be dissolved by resolution:

7.1.1 passed at a General Meeting of which at least 30 days’ notice has been given; and

7.1.2 passed by at least 75% of the votes cast by Members entitled to vote on the resolution.

7.2 In the event of dissolution, and after payment of all debts and liabilities, any surplus assets shall be returned to Members in proportion to the annual subscription paid in the financial year prior to the passing of the resolution to dissolve.

7.3 In the event of a dissolution where there are insufficient funds to pay all debts and liabilities of the LGA, a levy on Members shall be determined to cover the deficiency, such levy being in proportion to the annual subscription paid in the financial year prior to the passing of the resolution to dissolve.

II Membership of the LGA

8. Membership

8.1 Each Council and Community Council is entitled to apply in writing to the Board to be a Member of the LGA, except as provided in clause 8.2.

8.2 A Council or Community Council which has had its membership application rejected or membership revoked under this clause 8 may not reapply for membership for the same financial year that the membership the subject of the application or revocation would have operated, unless otherwise determined by the Board of Directors.

8.3 Membership operates for a 12 month period commencing on 1 July.

8.4 A Member must provide to the LGA such information and support as the LGA reasonably requests to carry out the Object.

8.5 Each Member is entitled to access approved minutes of General Meetings, the Board of Directors and committees of the LGA.

8.6 Each Member will pay to the LGA:
8.6.1 the annual subscription determined by the Board of Directors applicable to that Member by 1 August for the financial year in which the membership will operate (un

8.6.2 less otherwise determined by the Board of Directors); and

8.6.3 by the due date for payment, any special purpose levy or service charge relevant to that Member.

8.7 The Board of Directors may:

8.7.1 reject an application for membership of any Council or a Community Council; or

8.7.2 revoke the membership of a Council or a Community Council, on a basis provided for in the Membership Proposition.

8.8 Membership of the LGA will be automatically revoked for a Member who fails to pay an annual subscription or special purpose levy to the LGA by the due date for payment (or such later date as may be determined by the Board of Directors).

8.9 The LGA may cease providing a service to a Member if the Member fails to pay a service fee in respect of the services to the LGA by the due date.

8.10 A Council or Community Council which has had its membership application rejected or membership revoked under this clause 8 may not reapply for membership for the same financial year that the membership the subject of the application or the revoked membership would have operated, unless otherwise determined by the Board of Directors.

8.11 The LGA is not obliged to provide any service to a Council or Community Council which is not a Member of the LGA.

8.11.1 A Council or a Community Council may resign from the LGA upon giving written notice to the LGA. A resignation takes effect as provided for in the Membership Proposition.

III Meetings of the LGA

9. Annual General Meeting

9.1 A meeting of the Members of the LGA to be called the “Annual General Meeting” shall be held once in each year, at a time, date and place determined by the Board of Directors.

9.2 The Chief Executive shall at least 30 days before the date fixed for the holding of the Annual General Meeting advise each Member of the time, date and place of the meeting and the proposed business of the meeting.
10. **Special General Meeting**

10.1 The Board of Directors of the LGA has the power to call a Special General Meeting of the LGA for a stated purpose upon at least 7 days’ notice in writing to be given to all Members by the Chief Executive.

10.2 At least 10 Members may, by a notice in writing to the Chief Executive request a Special General Meeting stating the business to be considered and determined at the Special General Meeting. Within 14 days from the receipt of the notice, the Chief Executive must call a meeting of the Members to be held within 30 days by advising each Member of the time, date and place of the meeting and the stated business of the meeting.

10.3 No business other than the stated business may be considered or determined at a Special General Meeting.

11. **Venue of General Meetings**

The LGA may hold a General Meeting at 2 or more venues using any technology that gives the Members a reasonable opportunity to participate in the meeting.

12. **Appointment of Delegates**

12.1 Each Member may appoint a person to act as the delegate for the Member at a General Meeting, and may at any time revoke such appointment and appoint another person as its delegate.

12.2 To be eligible for appointment as a delegate, a person must be a Council Member.

12.3 Each Member shall give notice in writing to the LGA of the person appointed to act as its delegate and the LGA will maintain a register of delegates.

12.4 A Member must notify the LGA in writing if a person’s appointment as a delegate has been revoked by the Member, a person has resigned from the role of delegate or the person appointed as a delegate ceases to be a Council Member.

12.5 If a Delegate is unable to attend a General Meeting, the Member may, by giving written notice to the LGA, appoint another person to act as a substitute for the Delegate at the meeting. The appointment will only be valid for the General Meeting specified in the written notice. A person appointed under this clause 12.5 will be a “Delegate” for the purposes of this Constitution in respect of that General Meeting.

13. **Quorum**

13.1 Subject to this clause 13, no business shall be transacted at any General Meeting unless at least half of the Delegates on the Register of Delegates, plus 1 Delegate are present.
13.2 A quorum present at the commencement of a General Meeting is taken to be present throughout the meeting unless the Chair of the meeting declares otherwise.

13.3 If no quorum is present at a General Meeting within 30 minutes after the time appointed for the commencement of a meeting, the Chair may adjourn the meeting to a determined date, time and place, provided that the date is no earlier than 7 days after the adjourned meeting or in the case of a General Meeting convened to consider a special resolution no earlier than 30 days after the notice of the adjourned meeting is provided to Members.

13.4 Notice of an adjourned meeting with the date, time and place at which the meeting will be recommenced must be provided to all Members.

13.5 Any business which could have been transacted at a meeting which has been adjourned because of the absence of a quorum under clause 13.3 may be transacted on the recommencement of the meeting as notified under clause 13.4 notwithstanding there is no quorum present at that meeting.

14. Chair

The President shall preside at all General Meetings and meetings of the Board of Directors, but in his or her absence a member of the Board of Directors chosen by the Board of Directors shall preside at the meeting.

15. Adjournments

Subject to clause 13, the Delegates present at any General Meeting may from time to time by resolution adjourn the meeting to a determined date and time.

16. Business of General Meetings

16.1 The business of a General Meeting will be to consider items of strategic importance to local government and the LGA as recommended by SAROC, GAROC or the Board of Directors and matters which must be determined under this Constitution at a General Meeting.

16.2 Any Member may propose an item of business for the Annual General Meeting to SAROC, GAROC or the Board of Directors.

16.3 No business shall be brought before a General Meeting of the LGA unless:

   16.3.1 it has been placed on the agenda of an Annual General Meeting by SAROC, GAROC or the Board of Directors taking into account the purpose of a General Meeting set out in clause 16.1; or

   16.3.2 the business is as stated in the notice of a Special General Meeting, given in accordance with clause 10.

17. Voting

17.1 Each resolution considered at a General Meeting will be decided by the majority value of the votes of the Delegates present at the meeting and voting on the resolution.
17.2 Votes of Delegates at meetings of the LGA shall have the following values:

17.2.1 Delegates of Members whose areas have populations up to 10,000 people - value of 1 vote;

17.2.2 Delegates of Members whose areas have populations of between 10,001 and 50,000 people - value of 2 votes; and

17.2.3 Delegates of Members whose areas have populations of over 50,001 people - value of 3 votes.

17.3 For the purposes of this clause, the population of each Member area shall be the population stated in the latest estimated population figures published by the Australian Bureau of Statistics.

18. Procedure at Meetings

The Board of Directors may, consistent with the Constitution, make, vary or revoke any meeting procedures regulating the mode and conduct of proceedings at any General Meeting and meetings of the Board of Directors, SAROC or GAROC.

19. Regional Organisations of Councils

19.1 There are 2 regional organisations of Members:

19.1.1 SAROC; and

19.1.2 GAROC.

19.2 The role of SAROC and GAROC is regional advocacy, policy initiation and review, leadership, engagement and capacity building in the regions.

19.3 Members will be organised into regional groups for the purpose of participating in the processes for the election of SAROC and GAROC. The Regional Groupings of Members are not formed to undertake any other function.

19.4 Terms of reference for SAROC and GAROC as approved by the Board of Directors will:

19.4.1 list the Regional Groupings of Members comprising SAROC and GAROC respectively; and

19.4.2 provide for:

(a) the conduct of business including requirements for strategic and annual business planning and budgeting, and reporting requirements;

(b) receipt and consideration of proposals for policy development for the betterment of local government from Members;

(c) referral of proposals to the Board of Directors or General Meetings;

(d) appointment of a chairperson; and
(e) any other matters which the Board of Directors considers to be prudent or convenient.

19.5 Each Regional Grouping of Members will elect:

19.5.1 2 Council Members; and

19.5.2 a chief executive officer of a Member,

as members of SAROC or GAROC (as relevant) provided that each person elected is from a different Member.

19.6 In addition to the membership determined under clause 19.5, the Lord Mayor of the City of Adelaide or his or her nominee (also being a Council Member of the City of Adelaide) will be a member of GAROC.

19.7 The term of office for members of SAROC and GAROC shall commence after the Annual General Meeting of the year in which elected. Each member will serve for a period of 2 years or until a circumstance causing a Casual Vacancy occurs.

19.8 SAROC and GAROC will be supported by the LGA Office.

20. Annual report

The LGA will make publicly available on or before 30 November in each year an annual report adopted by the Board of Directors in respect of the operations of the LGA for the preceding financial year.

IV The Board

21. Board of Directors

21.1 The Board of Directors is the governing entity of the LGA.

21.2 The Board of Directors shall consist of:

21.2.1 the President;

21.2.2 the Immediate Past President;

21.2.3 the chairperson of SAROC and the chairperson of GAROC; and

21.2.4 8 additional persons (each of which must be a Council Member) with relevant business and governance experience elected in equal proportions from the members of SAROC (4 persons) and the members of GAROC (4 persons).

21.3 The role of the Board of Directors is to oversee corporate governance of the LGA and provide strategic direction and leadership. The Directors do not represent SAROC, GAROC or a specific Member or Members.

21.4 Each Director must:
21.4.1 undertake his or her role as a Director honestly and act with reasonable care and diligence in the performance and discharge of functions and duties;

21.4.2 not make improper use of information acquired by virtue of his or her position as a Director to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the LGA;

21.4.3 not make improper use of his or her position as a Director to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the LGA; and

21.4.4 not act in any matter where the Director has a conflict of interest (provided that an interest shared in common with all or a substantial proportion of the Directors will not be an interest giving rise to a conflict of interest).

22. Functions of the Board of Directors

The functions of the Board of Directors include:

22.1 appointing a Chief Executive and superintending his or her performance;

22.2 holding the Chief Executive accountable for the performance of the LGA Office;

22.3 advocating for the LGA, the Members and the local government community;

22.4 superintending the activities of the LGA;

22.5 determining matters which may be placed on the agenda of a General Meeting; and

22.6 undertaking such other functions as may be provided for, or envisioned by, this Constitution.

23. Duties of the Board of Directors

The Board of Directors must ensure that:

23.1 the LGA acts in accordance with applicable laws and this Constitution;

23.2 the LGA acts ethically and with integrity, respecting diversity and striving for gender balance participation in all activities;

23.3 the activities of the LGA are conducted efficiently and effectively and that the assets of the LGA are properly managed and maintained;

23.4 subject to any overriding fiduciary or other duty to maintain confidentiality, the affairs of the LGA are undertaken in an open and transparent manner; and

23.5 the LGA performs to its business plan and achieves or betters the financial outcomes projected in its budget.
24. **Powers of the Board of Directors**

24.1 The Board of Directors may exercise the powers of the LGA.

24.2 The Board of Directors also has power to:

24.2.1 establish committees consisting of any person with relevant experience, skill or expertise for any purpose and determine the terms of reference for such committees; and

24.2.2 recommend to the Members at a General Meeting to amend the provisions of the Constitution.

24.3 The Board of Directors must establish and maintain:

24.3.1 an audit committee comprising at least 3 persons with appropriate qualifications and experience required to discharge the functions of an audit committee as determined by the Board of Directors; and

24.3.2 an advisory group comprised of at least 8 persons each being a chief executive officer of a Member.

24.4 The Board of Directors, the Audit Committee, the CEO Advisory Group and any committee shall cause minutes to be kept of all its proceedings and actions.

24.5 The Board of Directors will report the activities of Board of Directors, the Audit Committee, the CEO Advisory Group and any committee to Members at each General Meeting.

25. **Meetings of the Board of Directors**

25.1 Meetings of the Board of Directors shall be held at least once in each 2 month period at such times and places as shall be determined by the President or by any 3 members of the Board of Directors.

25.2 The Chief Executive shall, at least 7 days before the date fixed for the meeting of the Board of Directors, inform each Director of the date, time and place of the meeting and the proposed business to be conducted at the meeting.

25.3 The President may in cases of urgency direct that a meeting of the Board of Directors be held at any time without the need to give 7 days’ notice. If this occurs the Chief Executive shall if practicable give notice in writing to each Director of the date, time and place of the meeting and the proposed business to be conducted at the meeting.

25.4 No business shall be transacted at a meeting of the Board of Directors unless half of the Directors, plus 1 Director are present (providing that at least 1 Director from each of SAROC and GAROC is in attendance) in person or connected using technology which enables all members to communicate with each other as if they were all present in a single place.
25.5 All questions arising at a meeting of the Board of Directors shall be decided by a simple majority vote of the Directors present and voting on each question.

25.6 The Chair of the meeting has a deliberative vote and, if there are equal numbers of votes on any question, a casting vote.

26. Circulating resolutions

26.1 Notwithstanding clause 25, the Board of Directors may pass a resolution without a meeting in accordance with this clause 26.

26.2 Each member must receive notice of the proposed resolution in identical terms.

26.3 A resolution will remain open for adoption for a period of 5 days (or such longer period as is provided in the notice of the resolution).

26.4 A Director may vote for a resolution received under clause 26.2 by signing and dating a document setting out the resolution and containing a statement confirming that they are in favour of the resolution (Instrument of Resolution).

26.5 The resolution is passed when the Chief Executive receives by hand delivery, post, email or fax Instruments of Resolution executed by a majority of Directors entitled to vote on the resolution within the time period provided for in clause 26.3.

27. Delegations

27.1 Subject to this clause 27, the Board of Directors may by resolution delegate any of its powers, functions or duties to any member or members of the Board of Directors or to the Chief Executive, excepting that a delegation to certify the audited financial statements in accordance with the Constitution must only be given jointly to the President and Chief Executive.

27.2 Where a person is acting in the position of either President or Chief Executive in accordance with this Constitution, that person may exercise powers delegated under this clause to the President or Chief Executive (as relevant).

27.3 The Board of Directors may not delegate the power to:

27.3.1 determine annual subscriptions, special purpose levies or service charges for services provided to Members;

27.3.2 determine a membership application or to determine the continuing membership status of a Member;

27.3.3 borrow money or to obtain other forms of financial accommodation;

27.3.4 adopt or revise a strategic management plan of the LGA;

27.3.5 adopt or revise an annual business plan or budget of the LGA;

27.3.6 pay remuneration or expenses to members of the Board of Directors; or
27.3.7 make an application or recommendation, or report or give notice, to the Governor or a Minister where provided for by statute.

27.4 A delegation:

27.4.1 is subject to conditions and limitations stated in the resolution;

27.4.2 if made to the Chief Executive, authorises the sub-delegation by the Chief Executive in writing of the delegated power or function to any person unless the resolution directs otherwise;

27.4.3 is revocable by resolution of the Board of Directors; and

27.4.4 does not prevent the Board of Directors from exercising the delegated power.

27.5 The Board of Directors must cause a separate record to be kept of all delegations under this clause.

27.6 The Chief Executive must ensure that sub-delegations are reported to the Board of Directors at least every 3 months.

27.7 At least once in every financial year the Board of Directors must review the delegations and sub-delegations for the time being in force under this clause.

27.8 The record of delegations made under this clause must be placed on the LGA’s public website.

28. **Nominations for the Office of President**

28.1 The office of President shall be elected by Members biennially.

28.2 In the year in which a new President is to be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members calling for nominations for the position of President.

28.3 Every Member is entitled to nominate an eligible person to the office of President.

28.4 To be eligible for nomination as a candidate for the position of President, a person must be a Council Member.

28.5 To be eligible for the position of President, a person must also be a current member of SAROC or GAROC who has undertaken that role for a period of not less than 1 year.

28.6 The eligibility for office of President shall rotate each term between a person who is a Council Member of a Member within Regional Groupings of Members in SAROC and a Council Member of a Member within Regional Groupings of Members in GAROC.

28.7 A nomination of a person for the office of President shall be by resolution of a Member and must be received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations. A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.
28.8 If no nomination is received for the office of President under clause 28.7, then the Chief Executive shall call for additional nominations from and by the Delegates at the Annual General Meeting and will conduct an election at the meeting.

29. **Election for office of President**

29.1 The Chief Executive shall be the returning officer for any election for the office of President.

29.2 After the Close of Nominations, the Chief Executive will notify all Members of the candidates for the office of President.

29.3 If only 1 person is nominated for President by the Close of Nominations, the Chief Executive shall declare such person duly elected.

29.4 If the number of persons nominated for the office of President by the Close of Nominations exceeds 1 person then an election must be held in accordance with this clause.

29.5 In the event of an election being required, the Chief Executive shall conduct the election as follows:

29.5.1 at least six weeks before the Annual General Meeting the Chief Executive shall deliver ballot papers to each Member;

29.5.2 the ballot papers shall:
   (a) list the candidates for election;
   (b) specify the day of closure of the election; and
   (c) be accompanied by an envelope marked “Ballot Paper” and a second envelope marked “Returning Officer”;

29.5.3 each Member shall determine by resolution the candidate it wishes elected;

29.5.4 the Delegate of a Member or in the Delegate's absence, the chair of the meeting for that Member shall mark the ballot paper with an "X" next to the candidate that the Member wishes elected and seal the ballot paper in the envelope marked “Ballot Paper” inside the envelope marked “Returning Officer”. Before sealing the second envelope the Delegate must indicate the Member's name on the inside flap of the envelope. The envelope may then be sealed and delivered to the Returning Officer;

29.5.5 on receipt of the envelopes the Chief Executive must:
   (a) open the outer envelope addressed to the “Returning Officer” and record the name of the Member which appears on the inside flap of the envelope on the roll of Member's eligible to vote; and
   (b) place the envelope marked "Ballot Paper" unopened into the ballot box;
29.5.6 the Chief Executive shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate’s scrutineer to be present;

29.5.7 at the counting of the votes the Chief Executive shall produce unopened envelopes marked “Ballot Paper” and if satisfied that all votes are valid, count the number of votes received by each candidate;

29.5.8 the candidate with the most votes shall be deemed elected and the Chief Executive shall declare the candidate elected at the Annual General Meeting; and

29.5.9 in the case of candidates receiving the same number of votes, the Chief Executive shall draw lots at the counting of the votes to determine which candidate is elected.

29.6 The Chief Executive may, in his or her discretion, appoint a deputy returning officer and delegate any of his or her powers, functions or duties to that person who shall act accordingly.

30. Term of Office of Directors

30.1 The President shall take office after the Annual General Meeting of the year in which elected and shall hold office for 2 years or until any vacancy in that office occurs.

30.2 When a new President is elected the person retiring from the Office of President shall hold office as Immediate Past President until his or her successor as President is entitled to assume the office of Immediate Past President.

30.3 The term of office of the six persons elected to the Board of Directors by SAROC (3 persons) and GAROC (3 persons) shall commence after the Annual General Meeting of the year in which the person is elected and shall be for 2 years or until a vacancy in that office occurs for any such person.

30.4 Persons elected under clause 30.3 are eligible for re-election for subsequent terms.

30.5 Any person appointed to the office of Immediate Past President shall hold office until the retiring President becomes entitled to hold that office under this Constitution.

31. Casual Vacancy

31.1 A casual vacancy shall occur in the offices of President or another Director if the person appointed to that office:

31.1.1 dies;

31.1.2 resigns from the office or from SAROC or GAROC (as relevant);

31.1.3 is dismissed by resolution of the Board of Directors from the Board of Directors or SAROC or GAROC (as relevant) for Misconduct; or
31.1.4 ceases to be a Council Member, or an administrator is appointed to administer the affairs of the Member for which the Director is the Council Member.

31.2 If there is a Casual Vacancy in the office of President, the Board of Directors shall appoint a member of the Board of Directors to act in the office of President for the balance of the President’s term, provided that the position may only be filled by a Director who is a member of the same Regional Organisation of Councils as the President.

31.3 If there is a Casual Vacancy in the Board of Directors (other than for the roles of President or Immediate Past President) then the position will be filled for the balance of the Director’s term by a person appointed as a replacement by SAROC or GAROC (as relevant to the Director the subject of the Casual Vacancy) taking into account the considerations in clause 21.2.4.

31.4 If a Casual Vacancy arises in the office of Immediate Past President then the vacant position on the Board of Directors will be filled by either SAROC or GAROC as determined by reference to whether the Member on which the Immediate Past President served was a member of a Regional Grouping of Members represented by SAROC or GAROC. SAROC or GAROC (as relevant) will elect the person taking into account the considerations in clause 21.2.4 and determining that the person is of such seniority and experience that his or her contribution will be valuable to the Board of Directors and the LGA.

32. Leave of absence

32.1 A Director may be granted a leave of absence by resolution of the Board of Directors.

32.2 Where a leave of absence is granted to the President, a Director will be selected by the Board of Directors to act in the office of President for the duration of the absence, provided that the position may only be filled by a Director who is a member of the same Regional Organisation of Councils as the President.

32.3 Where a leave of absence is granted to a Director (other than the President) or a Director is appointed to act as the President under clause 32.2, an acting Director will be appointed by SAROC or GAROC (as relevant to the Director the subject of the leave of absence) to serve in place of that Director for the duration of the absence.

33. Appointment of a Chief Executive

33.1 The Board of Directors shall appoint a Chief Executive who shall be responsible to the Board of Directors for:

33.1.1 the execution of the Board’s decisions,

33.1.2 appointing and overseeing the LGA Office on the basis of sound principles of management;
33.1.3 the discharge of duties stated in the Chief Executive’s contract of employment;

33.1.4 keeping full and accurate accounts of all monies received and expended on behalf of the LGA;

33.1.5 attending to all correspondence and receiving, giving receipt for, banking and making disbursements of LGA funds;

33.1.6 carrying out the lawful instructions given by the Board of Directors or the Members by resolution passed in General Meeting;

33.1.7 having custody of any books, journals, records or documents belonging to the LGA;

33.1.8 having custody of the seal of the LGA which may not be affixed to any document unless it is affixed in the presence of and attested by 2 members of the Board of Directors;

33.1.9 submitting a duly audited statement of income and expenditure for the previous year ending the 30th day of June to the Annual General Meeting; and

33.1.10 submitting a balance sheet showing the current assets and liabilities of the LGA to the Annual General Meeting.

33.2 The performance, remuneration and terms and conditions of the Chief Executive’s appointment shall be reviewed annually by the Board of Directors.

33.3 If the Chief Executive is on leave, incapacitated or otherwise unable to fulfil his or her role then a person nominated by the Chief Executive shall act in that capacity for the period of the Chief Executive’s absence. However, the Board of Directors will appoint an acting Chief Executive if the Chief Executive is unable to determine this appointment.

34. Audit

34.1 The Board of Directors shall appoint an auditor annually.

34.2 A person must not be appointed as the Auditor for a period of more than 5 years.

34.3 Prior to each Annual General Meeting, the Auditor shall audit the income and expenditure account and balance sheet for the year ending 30th June and shall if required report its findings to the Annual General Meeting.

34.4 If required the Auditor shall report to the Annual General Meeting regarding the audit.
V. Miscellaneous

35. Administration

35.1 Subject to clause 35.2, an administrator appointed to administer the affairs of the Member may exercise the rights and satisfy the obligations of the administered Member under this Constitution.

35.2 An administrator is ineligible to be a member of the Board of Directors, SAROC or GAROC.

36. Curing of irregularities

36.1 An act done by a Director is effective even if his or her appointment, or the continuance of his or her appointment, is invalid.

36.2 A proceeding under this Constitution is not invalidated because of any procedural irregularity unless a Court of competent jurisdiction is of the opinion that the irregularity has caused or may cause substantial injustice that cannot be remedied by any order of the Court, and by order declares the proceeding to be invalid.

36.3 In this clause, a reference to a “procedural irregularity” includes a reference to:

36.3.1 a defect, irregularity or deficiency of notice or time;

36.3.2 the accidental omission to give notice of any meeting under this Constitution or the non-receipt by any person of notice of the meeting;

36.3.3 the absence of a quorum at any meeting under this Constitution; or

36.3.4 a vote cast at a General Meeting by or for a person under this Constitution not entitled to vote at the meeting or on the matter, or not entitled to vote to the extent or in the way they voted.

VI. Transitional provisions

37. Interpretation

37.1 Transitional arrangements associated with this Constitution are set out in this Part VI.

37.2 In Part VI:

“Adoption Date” means the date on which both of the following criteria have been satisfied (regardless of the order in which the criteria are satisfied):

(a) this Constitution has been adopted by the Members; and

(b) the Minister responsible for the Local Government Act 1999 has approved the revocation of the Previous Constitution.
“Effective Time” means immediately after the Annual General Meeting held following the Adoption Date.

“LGA Board” means the governing body of the LGA formed under Part 13 of the Previous Constitution.

“Previous Constitution” means the *The Constitution* (effective 6 December 2015).

“Transition Period” means the time period between the Adoption Date and the Effective Time.

37.3 In the event of an inconsistency between Part VI of this Constitution and another provision of this Constitution, Part VI will to the extent of the inconsistency prevail.

38. Membership of the LGA

38.1 A Council which is a member of the LGA in accordance with the Previous Constitution as at the Effective Time will be deemed to be a Member under the terms of this Constitution.

38.2 Any liabilities owing by a Council to the LGA prior to the Effective Time will continue notwithstanding the adoption of this Constitution.

39. President

The President of the LGA holding office immediately prior to the Effective Time will become the Immediate Past President under this Constitution at the Effective Time if so eligible.

40. SAROC and GAROC

40.1 Terms of reference for SAROC and GAROC adopted by the LGA Board during the Transition Period will continue in operation after the Effective Time as the terms of reference for the purpose of clause 19.4 of this Constitution.

40.2 As at the Effective Date:

40.2.1 the chairs of SAROC and GAROC appointed during the Transition Period; and

40.2.2 Directors elected by SAROC and GAROC during the Transition Period,

are validly appointed to the Board of Directors.

41. Resolutions

Resolutions passed at a General Meeting or by the LGA Board under the Previous Constitution remain valid after the Effective Time.

42. Delegations

42.1 Delegations granted under clause 86 of the Previous Constitution will continue
in operation after the Effective Time as if the delegation was validly granted under clause 27 of this Constitution.

42.2 For the purpose of giving effect to clause 42.1, clause 27.3 will not operate to invalidate a delegation granted validly under the Previous Constitution, provided that this clause 42.2 will cease to operate on the 30 June next following the end of the Transition Period.

43. Audit Committee

43.1 The initial Audit Committee for the purposes of clause 24.3.1 will be the audit committee in existence as at the Effective Time.

43.2 Each member of the Audit Committee referred to in clause 43.1 will serve out the balance of his or her term of office.

44. Auditor

An auditor appointed under clause 54 of the Previous Constitution will continue to hold that appointment after the Effective Time, until such time as the Board of Directors replaces the auditor in accordance with clause 34 of this Constitution.
4.4.1 CONSENSUS AGENDA – DIRECTOR’S REPORT

4.4.1.1 LEGATUS GROUP – 2030 REGIONAL TRANSPORT PLAN
B7486 18/14600

The Legatus Group has provided Council with unconfirmed Minutes from their last meeting held on 16 February 2018 – see attached.

Please refer to 8.3 Legatus 2030 Regional Transport Plan and Special Local Roads Program. As nominations for the Legatus Group and Road and Transport Infrastructure Advisory Committee were required to be received to enable the formation of the Committee by 2 March 2018, the nominations of Matt Elding – Director – Works and Engineering Services and Steve Kaesler – Manager – Engineering Services were submitted as representatives of The Barossa Council.

RECOMMENDATION:
That the report be received and noted.
Unconfirmed Minutes of the Legatus Group Ordinary Meeting held:

16 February 2018

Council Chambers Adelaide Plains Council Redbanks Road Mallala

1.0 Meeting Preliminaries

Present

Board members: Mayor Peter Mattey – Chairman (Goyder), Deputy Mayor Bim Lange (Barossa), Mayor Cynthia Axford (Barunga West), Mayor Paul Thomas AM (Copper Coast), Mayor Allan Aughey OAM (Clare & Gilbert Valleys), Mayor Peter Slattery (Flinders Ranges), Mayor Bill O’Brien (Light), Mayor Tony Flaherty (Adelaide Plains), Mayor Colin Nottle (Mount Remarkable), Mayor Denis Clark (Northern Areas), Mayor Ruth Whittle OAM (Peterborough), Mayor Rodney Reid (Wakefield) and Mayor Ray Agnew OAM (Yorke Peninsula)

In Attendance

Mr Andrew Cole (CEO Barunga West), Mr Peter Harder (CEO Copper Coast), Dr Helen Macdonald, (CEO Clare and Gilbert Valleys), Mr Colin Davies (CEO Flinders Ranges), Mr David Stevenson (CEO Goyder), Mr James Miller (CEO Adelaide Plains) Mr Wayne Hart (CEO Mount Remarkable), Mr Colin Byles (CEO Northern Areas), Mr Peter McGuinness (CEO Peterborough), Mr Jason Kuchel (CEO Wakefield), Mr Andrew Cameron (CEO Yorke Peninsula), Ms Kelly-Ann Saffin (CEO RDA Yorke Mid North), Ms Anne Moroney (CEO RDA Barossa), Mr Stephen Smith (Director Policy LGA), Ms Rowena McLean (Sector Development Partner LGA) and Mr Simon Millcock (CEO Legatus Group).

Apologies

Mayor Bob Sloane (Barossa) who is on leave and is replaced for the meeting by Deputy Mayor Bim Lange. Chairman Kathie Bowman (Orroroo Carrieton) and Mayor John Rohde (Port Pirie)

CEO’s Mr Martin McCarthy (Barossa), Mr Brian Carr (Light), Ms Ann Frick (Acting CEO Orroroo Carrieton) and Dr Andrew Johnson (Port Pirie).

1.1 Opening

The Chairman declared the meeting open at 10.30am

2 Welcome to the Adelaide Plains Council

Mayor Tony Flaherty welcomed everyone to the Adelaide Plains Council and invited CEO James Miller to present on the past two years of progress for the Adelaide Plains Council. This included stability within the corporate management of the council, Two Wells residential growth, Northern Adelaide Irrigation Scheme and the growth of horticulture and the International Bird Sanctuary. Issues which are impacting on growth are Crown Land being unlocked for the growth of Two Wells township and the Northern Floodway and the equity issues around the costs which Adelaide Plains Council are being required to fund.
3. Confirmation of Previous Minutes

Minutes of the Legatus Group Meeting held on 17 November 2017 at the Regional Council of Goyder Council Chamber 1 Market Square Burra were tabled.

Motion: That the minutes of the Legatus Group Meeting held on 17 November 2017 at the Regional Council of Goyder Council Chamber 1 Market Square Burra be taken as read and confirmed.

Moved: Mayor Denis Clark Seconded: Mayor Cynthia Paxton  

CARRIED

4. Presentations

4.1 State Planning Commission Activities: Chair State Planning Commission Tim Anderson QC and Principal Planner at Department of Planning, Transport and Infrastructure David Lake.

Presentation focussed on State Planning Policy and the requirement for councils via the community liaison policy objective to place planning and design at the forefront of thinking. A transition team is in place for working with councils on regional plans. Current rural issues include rural living and renewable energy (solar farms and battery storage). Discussion included the joint planning boards and pilot projects with 8 council groups including 3 groups within the Legatus Group region which is due to finish by the end of June 2018. Each group is being asked to prepare a business case for the next stage of the project.

Andrew Cole provided an update from the Yorke Peninsula group which indicated that the regional plans may look to be smaller sub-regional clusters.

4.2 Brand SA Regional Showcase: Karen Raffen CEO Brand SA.

Brand SA have spotlight on Regional SA by uncovering stories which are making a difference as opposed to the previous awards entry program. Around 70% of their readership is within SA, 20% national and 10% international. Moving to one celebration per year as opposed to regional celebrations and 2018 is in Tailem Bend on 26 October. Each council receiving 4 tickets to the event. Encouraged regional councils and RDA’s to feed to Brand SA positive and inspiring stories.

4.3 RDA’s CEO Kelly-Ann Saffin Yorke Mid North and CEO Anne Maroney Barossa update:

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<td>Peterborough – 3-year program</td>
<td>Industry sector focus Barossa, Agriculture, Equine, Wine, Food, Tourism, Education and Professional Services. Big push into Asia and lesser extent USA.</td>
</tr>
<tr>
<td>RDSA / EDA Conference 7-8 June 2018 – Population Growth focus</td>
<td></td>
</tr>
</tbody>
</table>

CEO’s Saffin and Moroney left the meeting 12.10pm
5. **Business Arising Not Otherwise on the Agenda**

5.1 Legatus Group Charter

Motion: That the Legatus Group adopt the revised charter.

Moved: Mayor Allan Aughey  Seconded: Mayor Peter Slattery  **CARRIED**

5.2 Legatus Group Strategic Plan Review

Held over till item 10 Audit and Risk Committee

5.3 DPTI Pilot Project

Discussed at item 4.1

5.4 Response Growing Your Regions

Noted the response from Hon David Ridgway MLC Leader Opposition, Legislative Council.

6. **Chairman’s Report**

Chairman Mattey outlined he attended all required meetings on behalf of Legatus Group including the LGA Board and SAROC meetings. He raised the issue of requirements for the LGA Board members to declare a register of interest and that greater rigor in governance was discussed. In collaboration with Mayor Clark and other SAROC Mayors a series of meetings were held with some elected MP’s and candidates for the forthcoming State election. Mayor Mattey outlined their frustration that they had not been able to secure meetings with either Liberal or Labour.

7. **Items referred by Councils**

7.1 Barossa Council: Legatus Group 2030 Regional Transport Plan

Held over until item 8.3

7.2 District Council Orroroo Carrieton: LGA Membership

General discussion and consensus that Legatus Group was not happy with the circumstances under which the meeting with LGA Chair and CEO was held to discuss this matter. Mayor Mattey and Mayor Clark to progress this matter through SAROC and LGA Board.

7.3 Wakefield Regional Council: Fees associated with the transfer of road reserves

Motion: That the Legatus Group support an approach to the LGA Board through SAROC to lobby the State Government for a moratorium or cessation of stamp duty and other Lands Titles office fees associated with the transfer of road reserves.

Moved: Mayor Ray Agnew  Seconded: Mayor Rodney Reid  **CARRIED**

7.4 District Council Orroroo Carrieton: Classification of Orroroo Airport

Motion: That the Legatus Group CEO canvas other Legatus Group members and other Regional Local Government Associations to find out if other aerodromes face similar issues and investigate the guidelines for consideration of developing a report for the next SAROC EO’s meeting for consideration on progressing to SAROC.
7.5 Copper Coast Council: President of the LGA as spokesperson on rate capping in lead up to the election.

Mayor Paul Thomas tabled a motion from the Copper Coast Council meeting held 14 February 2018 that called for consideration of the role of the President of the LGA of SA be the spokesperson for our Association, particularly when attempting to defend the adversity of Rate Capping, while also attempting to defend her Council’s unusual credit card expenditure.

Motion: That the Legatus Group recommend that the LGA utilise the Deputy Chair, CEO or specialised spokesperson to be the spokesperson for the LGA during the election campaign on the topic of rate capping.

Moved Mayor Paul Thomas Seconded Mayor Colin Nottle

LOST

8. Decision Reports

8.1 Rubble Royalties

The Legatus Group CEO tabled a report for discussion on the advocacy message to be conveyed by the Legatus Group to SAROC on an agreed distance between council owned borrow pits and a quarry upon which a rubble royalty would apply.

Motion: That the Legatus Group is opposed to the need for Rubble Royalties and advocates that Rubble Royalties be abolished.

Moved: Mayor Colin Nottle Seconded: Mayor Cynthia Axford

CARRIED

Noted: Chairman Mayor Peter Mattey and CEO Jason Kuchel to provide input to report by Legatus Group CEO to the LGA and SAROC.

8.2 Crown Land Red Tape Reduction

The Legatus Group CEO tabled a report which included the consensus of the February Legatus Group Regional Management Group meeting on this topic.

Motion: That this matter be placed on hold until after the 2018 State Government election.

Moved: Mayor Ray Agnew Seconded: Mayor Rodney Reid

CARRIED

8.3 Legatus 2030 Regional Transport Plan and Special Local Roads Program

The Legatus Group CEO tabled a report and Cr Bim Lange discussed the letter from the Barossa Council refer item 7.1.

Motions:

• That the Legatus Group calls for nominations for the Legatus Group Road & Transport Infrastructure Advisory Committee under their terms of reference and that this committee it to be formed by 2 March 2018.

• That the recommendations of the Legatus Group 2030 Regional Transport Strategy (phase1) be an agenda item for the first Legatus Group Road & Transport Infrastructure Advisory Committee.
• That the Legatus Group Road & Transport Infrastructure Advisory Committee assist with timing and procedures for funding applications for the SLRP.
• That the Legatus Group CEO approaches all Constituent Councils to gain their response in seeking to be involved in a combined or individual approach to the proposal for phase 2 Road Deficiency Assessment and Roads Database by HDS. And subject to the responses the Legatus Group CEO negotiates with HDS on a final quote.

Moved: Deputy Mayor Bim Lange  Seconded: Mayor Ray Agnew  CARRIED

The Terms of Reference of the Legatus Group Road and Transport Infrastructure Advisory Committee are amended to read under membership for a maximum of 2 member Council CEO’s and a maximum of 6 technical engineering or works delegates nominated from the member councils, a delegate nominated by the Regional Development Boards and a delegate nominated by Department for Transport Mid North Region and that nominations for the positions be assessed by the Legatus Group Chair, Deputy Chairs and CEO.

Moved: Mayor Ray Agnew  Seconded: Mayor Colin Nottle  CARRIED

8.4 Emergency Management Planning

The Legatus Group CEO tabled a report on the progress of the Natural Disaster Resilience Program and funding of emergency management coordination through the LGA.

Motion: The Legatus Group supports the offer to host an Emergency Management Regional Project Officer.

Moved: Mayor Ray Agnew  Seconded: Mayor Allan Aughey  CARRIED

8.5 CWMS

Legatus Group CEO’s report was noted.

8.6 Climate Change

Legatus Group CEO’s report was noted.

8.7 Emerging Leaders Program

Legatus Group CEO’s report was noted.

8.8 Rating Equity (Major Projects)

Legatus Group CEO’s report was noted.

8.9 Socio-economic impacts from the NDIS

Legatus Group CEO’s report was noted.

8. Legatus Group Regional Management Group

CEO Colin Byles Chair of the Legatus Group Regional Management Group tabled the notes from their meeting held on Friday 2 February 2018 and the meeting noted:
• Heavy mass limit and road train issues were a State-wide issue and it should be one discussed through the Regional Organisation of Councils EO's for consideration by SAROC to LGA.
• NRM levy increases could be considered for agenda item next board meeting.
• Speed limits as the impacts were for regional communities across the state it should be discussed through the Regional Organisation of Councils EO's for consideration by SAROC to LGA.

9. **Audit and Risk Committee**

Mayor Ray Agnew Chair of the Legatus Group Audit and Risk Committee tabled the unconfirmed minutes from their meeting held Thursday 1 February 2018.

Motions:

1. That the Legatus Group receives and endorses the 2016/2017 Statement of Comprehensive Income, Statement of Financial Position and Reserves Balance showing actual against the budget.
2. That the Legatus Group notes that the current funding agreements / grants with external bodies were up to date as of the 31 January 2018.
3. That Legatus Group approves the attached draft Procurement Tender Policy.
4. The Legatus Group receives the draft report by the CEO on the Legatus Group Strategic Review and approves its distribution to Constituent Councils for their feedback and requests that their feedback is received by 16 March 2018.
5. That the Legatus Group calls for nominations for a qualified officer from staff of Councils for a position on the committee.

Moved: Mayor Ray Agnew Seconded: Mayor Peter Slattery CARRIED

The meeting noted that the Legatus Group Audit Committee has:

1. Noted the half yearly financial report to 31 December 2017 and the update provided by the CEO with regards income and expenditure and that they agree that this presents a fair view of the state of the financial affairs of the Legatus Group for 2017/2018.
2. Supports for the development of the draft review of the Legatus Group Long Term Financial Plan that an allowance for the accumulated surplus be set as a minimum of $480,000.
3. Noted the report on the carry over reserves and accumulated surplus that are available from 1 July 2017.

and that the Legatus Group CEO is developing a draft work plan for consideration by the Audit and Risk Committee at their next meeting.

11. **Financials**

The Legatus Group CEO tabled a report prepared by Mr Griff Campbell Finance Manager which included the Legatus Group Balance Sheet as of 31 January 2018 and Profit and Loss Statement for July 2017 – January 2018.


Moved: Mayor Denis Clark Seconded: Mayor Rodney Reid CARRIED

12. **RDA Yorke and Mid North**

Verbal report provided at item 4.3
13. Local Government

11.1 Local Government Association

The LGA Topical Report was tabled and Stephen Smith and Rowena McLean presented to the meeting on the topics of:

| Role and strategies of LGA for supporting members | SAROC and governance with the lead up to the AGM and the LGA Board structure |
| Planning and boundary reforms | Emergency Management |
| Local Government awareness campaign – building sector morale and leadership effectiveness – seeking feedback from Mayors | Code of Conduct |
| Noted that funding from LGA to ROC’s won’t be known till after May 2018 and impacts this has on Legatus Budgets |

Mayor Ruth Whittle and CEO Peter McGuinness depart the meeting at 2.15pm

11.2 South Australian Regional Organisation of Councils

The draft minutes of the South Australian Regional Organisation of Councils meeting held on 24 January 2018 were tabled.

14. OTHER BUSINESS

14.1 Invitation to State Government elected members

Motion: That the Legatus Group following the results of the March 2018 state election invite all 5 elected members of the state electorates that cover the Legatus Group to attend the next Legatus Group meeting.

Moved: Mayor Ray Agnew  Seconded: Mayor Allan Aughey  CARRIED

14.2 Murray Darling Basin Authority

Mayor Denis Clark provided a verbal update including the recent disallowance motion made on the plan and how critical the plan is to South Australia. Emma Bradbury is planning to visit the region in April and that South Australia continues to have good water efficiency.

14.3 Regional Forums and Workshops

Motion: That the Legatus Group supports the partnership approach by Legatus Group for the Yorke Mid North Regional Planning Day in Port Pirie 27 April 2018 and the Regional South Australia Conference in Kadina 7-8 June 2018.

Moved: Mayor Ray Agnew  Seconded: Deputy Mayor Bim Lange  CARRIED

14.4 CEO’s leave and disclosed outside interests

The Legatus Group CEO’s report was noted.

14.5 MoU for the delivery of community action planning natural resource management programs

Motion: That the Legatus Group CEO be approved to sign the MoU on behalf of the Legatus Group.
Moved: Mayor Denis Clark  Seconded: Deputy Mayor Bim Lange  CARRIED

15  Other Business

15.1  Strategic Plan Review

The Legatus Group CEO thanked all councils for their assistance with meetings and workshops held during December 2017 and January 2018 on the review and looked forward to being able to present to District Council of Barunga West and Northern Areas Council.

15.2  Legatus Group Reports

The complexity of providing lengthy reports and attachments to all Mayors and CEO’s is to be investigated by the Legatus Group CEO to identify a consistent method.

16  Close of Meeting

Meeting closed by the Chair at 2.33pm and next meeting to be held Friday 25 May 2018 commencing at 10.30am and to be hosted by the Light Regional Council.

Signed as a true and correct record:

Chairman ____________________________ Dated ______________
4.5.1 CONSENSUS AGENDA – FOOD REPORT

4.5.1.1 FOOD RECALLS

B5588

Consumer Level recalls were monitored for:

- Jasper & Myrtle Dark Chocolate
- Cadbury Caramilk 190g
- Cocofrio Strawberry Choc Chip Frozen Dessert
- Sharwood’s Plain Puppodums

RECOMMENDATION:
That the report item 4.5.1.1 be received.
4.5.1 CONSSENSUS AGENDA – FOOD REPORT

4.5.1.2 FOOD PREMISES INSPECTIONS

B4573

During the month of February 2018 the following food businesses were inspected for their compliance with the Food Act 2001.

- Nuriootpa Vine Inn Hotel – Routine Inspection
- Squid Eat – Routine inspection
- Apex Bakery – Follow up inspection
- The Williamstown General – Routine inspection
- Lyndoch Hill Restaurant – Follow up inspection
- Mount Pleasant Bakery – Follow up inspection

RECOMMENDATION:
That the report items 4.5.1.2 be received.
4.5.2 CONSENSUS AGENDA – NATURAL RESOURCES REPORT

4.5.2.1 SOUTH PARA BIODIVERSITY PROJECT INC. COMMITTEE
B4331, 18/10360

Minutes of the South Para Biodiversity Project Inc. Committee Meeting held 8 December 2017, are attached for information.

RECOMMENDATION:
That report items 4.5.2.1 be received.
### Agenda Items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Welcome and introductions: Aislinn McAleer, Ranger relieving whilst Kevin is away</td>
</tr>
</tbody>
</table>
| 2.   | Confirmation of previous meeting minutes  
Proposed resolution: That the minutes dated the 18th August 2017 be accepted as a true and accurate record.  
Moved: F. Coleman  
Seconded: P. Johnson  
Passed/Not passed |
| 3.   | ACTIONS ARISING:  
| Actions Arising | Status  
All members are invited to draft a letter regarding the favourable declaration of *Ornithogalum thyrsoides* which will support the correspondence that Helen will draft on behalf of the committee. Letters to be sent to the NRM Board, the Environment Minister and the Regional Animal and plant control. Helen to circulate the letter prior to sending to ensure that the committee approval is sought. ONGOING: Letter approved by committee for sending. Helen to send letter.  
Tom to send out contact information regarding roto wick wiper service available in the district to assist with cape tulip control.  
Andrew Fairney  
Seeding Natives Inc  
Mt Pleasant  
0477 307 577  
Faith to draft a letter for support that SPBP Inc. provide a letter of support for DEWNR to co-ordinate effort in a review of illegal firewood collection amongst the agencies.  
Kate to liaise with Jo re: survey data collected for adding to BDSA-  
Kate to send out link to the committee: re: opportunistic sighting database and details required prior to submission [http://www.environment.sa.gov.au/topics/Science/Information_data/Biological_databases_of_South_Australia/information-sharing](http://www.environment.sa.gov.au/topics/Science/Information_data/Biological_databases_of_South_Australia/information-sharing)  
Chairpersons Report- Helen  
Very pleased with The Barossa Council efforts with the Woodlands Road Reserve support and their efforts in the rubbish clean up and restricting 4WD access. A big Thank You to the Northern Coast and Plains for the joint meeting, provided a great opportunity to network and hear about the (Adelaide International Bird Sanctuary) AIBS progress.  
Treasurer’s Report:  
No Change  
Ornithogalum progress with letter: See actions arising above, Helen is requesting letters from any members of the committee who are actively controlling the weed and are investing time and financial resources  
Observations In the District:  
- NRM- Tom  
- Cape tulip 22DPA trial update. Full resurvey not conducted, on observation there appears to be less cape tulip and less developed plants, need to rule out seasonal factors, results from next year will be indicative of success. Some impact on the weeping rice grass noted.  
- Grazing pressure management across Parks currently being worked on with Steve Taylor. Working on an
Ops plan and awaiting approval

- **SA Water-Hamish**
  - Prescribed Fire program signed off. Involved with an opportunity to drive around with the CFS to familiarise themselves with the terrain.
  - Pigs are loose in Little Para again. To utilise new technology using remote cameras and automatic gate trigger via a mobile app. Possible Commonwealth funding maybe available. **ACTION: Hamish to send details of this remotely activated trap**
  - Volunteer efforts are making great impact on Boneseed in the Barossa Reservoir with weekly working bees. Currently trialling Garlon basal bark application as an alternative to Glyphosate.
  - Warren reservoir visitors works have all been completed

- **Forestry SA-Jackie**
  - Prescribed burn in Little Mt Crawford (27ha) has been completed, that’s all the burning in FSA South Para this spring.
  - Poplar control to support NRM investment on adjoining private property has been completed.
  - Ash and Blackberry control on Warren Rd has been completed with some follow up at Chalks. Further NRM funding will also be invested closer to Hale CP.
  - Joint investment with NR to undertake Cape Tulip control alongside adjacent to FSA
  - Ornithogalum investment in Colemans- Large populations. **ACTION: Veronica to provide Jackie with GPS points from Mike and Ian**
  - Water dropwort, decreased numbers, almost gone from FSA. *Juncus acutus* now becoming an issue. Jackie concerned about large population in Kersbrook on SP Rd, **ACTION: Tom has had contact with landholder who indicated he would be following up but no action to date, Tom to follow up**
  - Boneseed follow up control in Old Kersbrook. Over 100ha follow up and juvenile pine removal.
  - Vic Creek (Gilberts) and Gate 12, joint NRM works

- **National Parks-Steve T**
  - Fire track upgrade and post erosion works supervision along with all other infrastructure projects across Para Wirra
  - Welcome OPS 2 Ranger Aislinn McAleer
  - Ornithogalum populations all over the park
  - Concerned re: St John’s Wort and it’s domination. **ACTION: Tom to look into Garlon spraying and the process for Permit application**
  - New phytophthora patches identified in the vicinity of Basnett and Humbug Scrub Rd
  - Burning program, next Spring: planned burn for the Wirra are and Gawler view to complement the proposed burns in the Barossa reservoir
  - Veldt grass/ scabiosa/ arum lily populations are increasing

- **Friends of Para Wirra-Patsy**
  - One Tree Hill Primary School visited for world environment day and FOPW provided lots of activities. Investigating an application to apply for a scholarship through the Friends of Parks to apply for items to support future events
  - Successful in application for NRM Grant to undertake Cape Tulip control in Misery Farm. Suggestion of using the wick wiper to control the St Johns wort to investigate further.
  - Working bees have focused on: Tangier Peas, Freesias, Boneseed, Ornithogalum
  - Visited Kaiserstuhl Friends Group and assisted with Monodenia control
  - Numerous visits from various community groups

- **Adelaide Hills Council- Steve B**
  - Great news! Kersbrook Stone Reserve has been rededicated as Kersbrook Conservation Reserve in June 2017 with the Lands Title Office. Now progressing a Heritage Agreement. This process has taken a very long time, Great work Steve in continuing to push the process along!
  - Roadside weed control, funds have been allocated to NRM and will complement the investments made by
Concern has been voiced by residents regarding the regeneration of vegetation post Sampson Flat on the roadside and the increased fuel loads. **ACTION: Steve B to contact Monica Seiler Northern Foothills regarding the excessive regeneration of weedy plants such as Broom, ash, Cootamundra wattle on roadsides in the Sampson flat fire area as a large investment was made available late last financial year.**

- **Community Representatives- Bruce**
  - Encroachment of vegetation on Humbug Scrub Rd has been addressed, thanks to City of Playford/Barossa Council from Bruce and SA Water
  - 3 Squared Tailed Kites where seen flying
  - Permission to send pictures of Black Flacon

- **Community Representatives- Faith**
  - Fund my neighbourhood has been a great opportunity to receive extra funding. A new round will be made available in March and Faith proposes that the SPBP Inc. consider a project as a project on crown land with public access will be considered favourably. **ACTION: All to consider project ideas suitable for a Fund My Neighbourhood grant and discuss further with Faith**
  - Phytophthora, some evidence exists that adding limestone is a way to increase the calcium levels
  - Interesting website: [https://sanatureteers.wordpress.com/](https://sanatureteers.wordpress.com/) SA Natureteers a public group

### General items:

- **Veronica:** Northern Foothills Landcare Group are keen to organise another networking meeting. Will need to be during the day to accommodate the NCP and the SPBP who meet during the day. Will advise the NF.
- **Helen:** Discussed succession planning for a new chair, to initiate membership recruitment in the new year.

### Next Meeting: 9th Feb 2018

**Meeting Close:** 11:30

### Actions Arising

**All members are invited to draft a letter regarding the favourable declaration of *Ornithogalum thyrsoids* which will support the correspondence that Helen will draft on behalf of the committee. Letters to be sent to the NRM Board, the Environment Minister and the Regional Animal and plant control. Helen to circulate the letter prior to sending to ensure that the committee approval is sought. Letter approved by committee for sending. Helen is asking for support letters from committee members and when received Helen to send letter.**

*Faith to draft a letter for support that SPBP Inc. provide a letter of support for DEWNR to co-ordinate effort in a review of illegal firewood collection amongst the agencies.*

**Kate to liaise with Jo re: survey data collected for adding to BDSA.**

**Hamish to send details of the remotely activated pig trap currently being utilised by SA Water.**

**Veronica to provide Jackie with GPS points for Ornithogalum populations treated by Mike and Ian.**

**Tom has had contact with landholder on South Para Rd to follow up again regarding *Juncus acutus*.**

**Tom to investigate permit and process to apply for permit for Basal Bark spraying with Garlon in South Australia for St Johns wort and Boneseed.**

**Steve B to contact Monica regarding the excessive regeneration of weedy plants such as Broom, ash, Cootamundra wattle on roadsides in the Sampson flat fire area as a large investment was made available late last financial year.**

**All to consider project ideas suitable for a Fund My Neighbourhood grant and discuss further with Faith.**
COUNCIL
DEVELOPMENT AND ENVIRONMENTAL SERVICES
NATURAL RESOURCES REPORT
20 MARCH 2018

4.5.2 CONSENSUS AGENDA – NATURAL RESOURCES REPORT

4.5.2.2 COUNCIL’S CONTRIBUTION TO THE ADELAIDE AND MOUNT LOFTY RANGES NRM REGION LEVY UNDER THE NATURAL RESOURCES MANAGEMENT ACT FOR 2018-19
B6283, 18/12242

Council members are referred to the attached letter received from the Adelaide and Mount Lofty Ranges Natural Resources Management Board, seeking comments in relation to the total NRM levy to be contributed by councils within the Adelaide and Mount Lofty Ranges (AMLR) NRM Region, based on capital value of the rateable properties within it.

The proposed Council contribution to the Adelaide and Mount Lofty Ranges NRM Region for 2018-19 is $465,170, representing an increase of $6,882 (1.50%) from 2017-18.

Council may seek reimbursement from the AMLR NRM Board for administrative costs incurred during collection of the NRM Levy.

Following consultation, the Minister will determine Council’s share and submit the amount to the Governor for approval, after which Council will be notified and the approved contributions will be published in the Government Gazette.

RECOMMENDATION:
That the report item 4.5.2.2 be received.
12 February 2018

Mr Martin McCarthy  
Chief Executive Officer  
The Barossa Council  
PO Box 867  
NURIOOTPA SA 5355

Dear Mr McCarthy

Re: Council’s contribution to the Adelaide and Mount Lofty Ranges NRM Region NRM Levy under the Natural Resources Management Act for 2018-19

The current Adelaide and Mount Lofty Ranges Business Plan was adopted by Hon. Ian Hunter MLC, Minister for Sustainability, Environment and Conservation (the Minister) in April 2016, and is entering its third year. For the 2018-19 financial year, the Business Plan includes a specified amount for the Natural Resources Management Levy (NRM Levy) of $30,716,303. This is to be collected by the constituent councils within the Adelaide and Mount Lofty Ranges (AMLR) NRM Region, and is based on capital value of the rateable properties within it.

Under section 92 of the Natural Resources Management Act 2004, following consultation, the Minister determines the share of the total levy to be contributed by each council, which is based on the proportion of the total capital value within its area. Accordingly, I am seeking your comments on behalf of the Minister on council’s proposed contribution (see Attachment A).

Council may seek reimbursement from the AMLR NRM Board for administrative costs incurred during collection of the NRM levy. The amount that can be claimed can be calculated for 2018-19 based on the formula provided in Attachment A. Further information relating to this is provided in section 96 of the NRM Act and regulation 4C of the NRM (Financial Provision) Regulations.

If you wish to comment on council’s share of the base contribution for 2018-19, or the reimbursement fee, please reply by Wednesday 21 March 2018 to DEWR.AMLRFeedback@sa.gov.au.

After consideration of any comments, the Minister will determine Council’s share and submit the amount to the Governor for approval. Notice of approved contributions will be published in the Government Gazette, and we will advise you accordingly.

Thank you for your prompt attention to this matter.

Yours sincerely,

Brenton Grear  
REGIONAL DIRECTOR

Electronic copy to: Rates Administrator
Attachment A:

Proposed council contributions to the Adelaide and Mount Lofty Ranges NRM Region 2018-19

<table>
<thead>
<tr>
<th>Council</th>
<th>Contribution $ 2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adelaide City Council</td>
<td>1,681,521</td>
</tr>
<tr>
<td>Adelaide Hills Council</td>
<td>959,634</td>
</tr>
<tr>
<td>Adelaide Plains Council</td>
<td>174,777</td>
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<tr>
<td>Alexandrina Council</td>
<td>177,527</td>
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<tr>
<td>The Barossa Council</td>
<td>465,170</td>
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<tr>
<td>The City of Burnside</td>
<td>1,647,295</td>
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<td>Campbelltown City Council</td>
<td>1,172,568</td>
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<td>City of Charles Sturt</td>
<td>2,858,446</td>
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<tr>
<td>Town of Gawler</td>
<td>361,432</td>
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<tr>
<td>City of Holdfast Bay</td>
<td>1,233,808</td>
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<tr>
<td>Light Regional Council</td>
<td>324,381</td>
</tr>
<tr>
<td>City of Marion</td>
<td>1,918,392</td>
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<tr>
<td>City of Mitcham</td>
<td>1,684,538</td>
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<tr>
<td>Mount Barker District Council</td>
<td>108,645</td>
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<tr>
<td>The City of Norwood, Paynemham &amp; St Peters</td>
<td>1,280,330</td>
</tr>
<tr>
<td>City of Onkaparinga</td>
<td>2,873,647</td>
</tr>
<tr>
<td>City of Playford</td>
<td>1,092,793</td>
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<tr>
<td>City of Port Adelaide Enfield</td>
<td>2,645,576</td>
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<tr>
<td>City of Prospect</td>
<td>564,966</td>
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<tr>
<td>City of Salisbury</td>
<td>2,014,099</td>
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<tr>
<td>City of Tea Tree Gully</td>
<td>1,762,475</td>
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<tr>
<td>City of Unley</td>
<td>1,337,669</td>
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<td>City of Victor Harbor</td>
<td>398,671</td>
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<tr>
<td>Corporation of the Town of Walkerville</td>
<td>310,485</td>
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<tr>
<td>City of West Torrens</td>
<td>1,472,440</td>
</tr>
<tr>
<td>District Council of Yankalilla</td>
<td>195,018</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30,716,303</strong></td>
</tr>
</tbody>
</table>

Reimbursement Calculation 2018-19

The total amount that can be claimed being $2,439 plus 23 cents per rateable assessment.
4.5.2 CONSENSUS AGENDA – NATURAL RESOURCES REPORT

4.5.2.3 WILLIAMSTOWN, LYNDOCH LANDCARE GROUP INC.
B2791, 18/14155
Minutes of the Williamstown, Lyndoch Landcare Group Inc. Meeting held 22 November 2017 are attached for information.

RECOMMENDATION:
That report items 4.5.2.3 be received.
Minutes of General Meeting held on: Wednesday 22nd November 2017 at the Lyndoch Council rooms.

Meeting Started: 7.30pm

Present: Joene Wiese, Brian & Carol Green, Don & Shirley Wegener, Angus Atkinson, Anthony Kendall, Eric & Noreen, Brian & Margaret Leskey

Apologies: Elke Wiese, Diana Dancec, Pat James

Minutes of last meeting: Moved Brian. Seconded Eric. All agreed

Business Arising: Open Day Unfortunately this was cancelled due to it being a fire danger day. Brian, Anthony and Liz Nimmes went on the Sunday to explain to the people who turned up at the gate the reason for the cancellation. They calculated approximately a hundred people could have attended on the day. Differences to the agenda would be to meet people at the gate and do walks later, also to try for a bird 1ID person to attend. Events we had arranged were given positive comments by the Bunyip who still did an article in the paper. It was agreed to have an earlier open day next year. Shirley moved 16th September. Seconded Brian. All agreed

Angus proposed that we do 10-3pm. Seconded Don. All agreed

Notice Noreen suggested we could put a notice on the board that if there is fire danger the reserve will be closed.

Road sign Signage on road by church very faded- Council’s responsibility

Meet meet at Lord Lyndoch January 19th 6.30pm Courtyard room

Business arising moved Brian. Seconded Angus. All agreed

Correspondence in: None

Correspondence out: None

Correspondence moved Carol. Seconded Joerg. All agreed.

Reports
Chairman: Brian said another year has whizzed by and the early rain, Christmas and the heat of summer has affected many plants. Plus, we now have the return of Boneseed and other weeds that have previously been down in numbers.
We all need a break as we’re such a hard-working group were most of the members are in their seventies and eighties and put to shame some other groups. Despite the open day being cancelled we can make next year a bigger and better event. Have a happy, healthy and safe Christmas and see you in the New Year.

Treasurer:

Joerg read the finance report

Balance h/f $5324.92 Sep
Admin $4742.34
Credit Union $ 2.00
Project No2 (Altona) $381.70
Total balance $5126.04 Oct

Accounts passed for payment: None
Joerg has engaged Amanda Pearce to eliminate the Watsonia. Joerg moved finance accepted. Seconded Margaret. All agreed

Publicity Officer:

Leaflets These are running low. Brian and Anthony will develop a new leaflet we can print off on our own paper and not have the Bunyip Press make for us at a cost around $700.
Barossa Bushgarden’s New leaflet maybe piggyback them?
Moved Brian. Seconded Brian T. All agreed

General business

Plant ID Anthony make take in some people to do some plant ID on grasses. Agreed that people who are unable to walk the distance are taken in by Anthony and driven in. Can maybe use Ute.

Barossa Volunteering maybe do cross volunteering with Barossa Bushgardens
Turtle Carol rescued a long-necked turtle just outside Altona. Brian released it on the peninsula bend of the river.
General business moved Brian. Seconded Anthony. All agreed.

Meeting closed: 9.02pm
Next meeting: 28th February 2018
Working bees Thursday (wkly)

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Saturday (monthly) dates TBA

Signed

Date
4.5.3 CONSENSUS AGENDA – DIRECTOR’S REPORT

4.5.3.1 GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
B7490–18/11925
Minutes and Key Outcome Summary of the meeting of the Gawler River Floodplain Management Authority held on 15 February 2018 are attached for information.

RECOMMENDATION:
That Report 4.5.3.1 be received and noted.
WELCOME

Mr Ian Baldwin formally welcomed Board Members, Deputy Board Members, Observers and the Executive Officer and opened the 101st meeting of the Board.

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
Mr Gary Mavrinac, The Barossa Council, Board Member
Cr Adrian Shackley, Gawler Council, Board Member
Mr Sam Dilena, Gawler Council, Board Member
Mr Gary Hemmerling, City of Playford, Board Member
Cr Denis Davey, City of Playford, Board Member
Mr Greg Pattinson City of Playford, Observer/Deputy Board Member
Mr James Miller, Adelaide Plains Council, Board Member
Cr Mel Lawrence, Adelaide Plain Council, Board Member
Cr Terry-Anne Keen, Adelaide Plains Council, Observer/Deputy Board Member
Cr William Close, Light Regional Council, Board Member
Mr Andrew Philpott, Light Regional Council, Deputy Board Member
Mr Martin Waddington, Adelaide Plains Council, Observer/Deputy Board Member
Mr David Hitchcock, Executive Officer

APOLOGIES

Mr Brian Carr, Light Regional Council, Board Member
Mayor Bob Sloane, The Barossa Council, Board Member

GRB 17/101 Observers

Moved: Mr. J Miller          Seconded: Cr D Davey

That Mr. Martin Waddington, Adelaide Plains Council, Cr Terry-Anne Keen, Adelaide Plains Council and Mr Greg Pattinson City of Playford be appointed as Observers.

CARRIED
GRB 17/102 Minutes of the GRFMA Meeting 14/12/17

Moved: Mr. G Mavrinac     Seconded: Cr M Herrmann

That the Minutes of the previous Gawler River Floodplain Management Authority Board meeting held on 14/12/17 as per copies supplied to members, be adopted as a true and correct record of that meeting.

CARRIED

GRB 17/103 Minutes of the Confidential GRFMA Meeting 14/12/17

Moved: Mr. S Dilena     Seconded: Mr. M Salver

That the Confidential Minutes of the previous Gawler River Floodplain Management Authority Board meeting held on 14/12/17 as per copies supplied to members, be adopted as a true and correct record of that meeting.

CARRIED

GRB 17/104 Bruce Eastick North Para Flood Mitigation Dam Inspection Report

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

That the GRFMA:
1. Receive the report;
2. Notes recommendations of the Bruce Eastick North Para Flood Mitigation Dam Inspection Report; and
3. Determines that an amount of $150,000 be included in the draft GRFMA 2018/2019 Budget document for Dam operations and maintenance item requirements identified at item 8, page 7 of the report.

CARRIED

It was noted that the Executive Officer would further facilitate individual item budget cost estimates and a priority hierarchy for inclusion in the budget estimates to be provided to Constituent Councils by 31 March 2018.

GRB 17/105 Northern Floodways

Moved: Mr. M Hemmerling     Seconded: Cr M Herrmann

That the GRFMA:
1. Receive the report;
3. Adopts the recommendations of the Northern Floodways Project Prospectus Working Group that Tonkin Consulting be appointed as preferred consultancy; and
4. Delegates authority for the Working Group to finalise appropriate details with Tonkin Consulting on the basis that;
   a. agreed services are within a final cost of $20,000; and
   b. the Project Prospectus is completed by 31 March 2018.

CARRIED
Adelaide Plains Council GRFMA Board Members voted against the motion (GRB17/105)

**GRB 17/106 GRFMA Charter and Governance Framework Review**

Moved: Mr. J Miller  
Seconded: Mr. S Dilena

That the GRFMA:

1. Receive the report;
2. Resolves that advancement of the Charter Review for the GRFMA be further deferred until the 19 April 2018 GRFMA Meeting.

CARRIED

**GRB 17/107 Levee Bank Maintenance**

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

That the GRFMA:

1. Receive the report;
2. Supports proposed development of a Levee Bank Management (Gawler River Floodplain) information and guideline document by the Adelaide & Mt Lofty Ranges Natural Resources Management Board (AMLRNRMB);
3. Requests the Executive Officer to initiate a meeting with Constituent Council planning and engineering staff and AMLRNRMB staff to facilitate adoption of:
   a. a suitable and consistent Development Consent process (where appropriate) for applications for approval to undertake construction and maintenance of levee banks; and
   b. approved Best Practice Operating Procedures under the relevant Natural Resources Management Plans.

CARRIED


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

That the GRFMA:

1. Note the report;
2. Adopts the 2018-2021 draft GRFMA Business Plan and draft 2018/19 GRFMA Budget documents as amended; and
3. Following receipt of Constituent Council feedback considers adoption of the GRFMA draft Business Plan and Annual Budget at the June 2018 meeting.

CARRIED

Amendments to the Business Plan related to inclusion of historical content relating to achievements of the GRFMA and economic value of the community being protected by flood mitigation works being facilitated.
Amendments to the draft Budget related to inclusion of an additional $150,000 as per GRFB 17/104. Expenditure for the Northern Floodways Project Prospectus, as per GRB 17/105 to be met from GRFMA cash reserves.

Advice will be sought from the GRFMA Audit Committee to determine if the proposed works required as per GRB 17/104 are Capital, Maintenance or Operational so that the relevant Constituent Council percentage contributions can be applied.

The Board also requested the Executive Officer to make suitable arrangements to undertake fire prevention and fencing maintenance of GRFMA land surrounding the Dam.

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**GRB 17/109 Financial Report**

Moved: Mr. M Hemmerling 
Seconded: Cr W Close

That the financial report as at 31 January 2018 showing a balance of total funds available of $202,542.50 be received. 

CARRIED

Mr. M Salver left the meeting at 11.50am.

The meeting adjourned at 11.50 am for a short break.

The meeting readjourned at 12 pm.

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**GRB 17/110 In Confidential 12.01 pm**

Moved: Mr. G Mavrinac 
Seconded: Mr. A Philpott

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

in order to consider in confidence agenda item 9.1 Land Acquisition, under Section 90(3)(d) & (e) of the Local Government Act 1999 on the basis that:

- commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
- (i) would, on balance, be contrary to the public interest.

(e) matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person.

This matter is confidential because the information herein provides commercial terms and conditions for land acquisition and would provide advantage to a third party for negotiations regarding the land.
On the basis of this information, the principle that meetings of the GRFMA Board should be conducted in a place open to the public has been outweighed in this instance: the Board consider it necessary to consider this matter in confidence.

CARRIED

GRB 17/111 Land Acquisition – See separate Confidential Meeting Minute

GRB 17/112 Out of Confidential 12.11pm

Moved: Mr. M Hemmerling Seconded: Cr W Close

Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA orders that the following aspects of item 9.1 be kept confidential in accordance with GRFMA Boards reasons to deal with this item in confidence pursuant to section 90(3) (d) (e) of the Local Government Act 1999:

- Report for Item 9.1
- Attachments for item 9.1
- Decision for item 9.1

This order shall operate until completion of required Land Title Office requirements and land conveyancing process are concluded; or will be reviewed and determined as part of the annual review by the Authority in accordance with Section 91(9)(a) of the Local Government Act 1999 whichever comes first.

CARRIED

The Ordinary Meeting resumed.

The Executive Officer Mr. David Hitchcock left the meeting room at 12.12pm.

GRB 17/113 In Confidential 12.12pm

Moved Mr. M Hemmerling Seconded: Mr. A Philpott

Pursuant to Section 90(2) of the Local Government Act 1999, an Order is made that the public and Executive Officer be excluded from attendance at the meeting, in order to consider in confidence agenda item 9.2 Executive Officer Contract, under Section 90(3)(a) of the Local Government Act 1999 on the basis that:

(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);

This matter is confidential because the information herein provides commercial terms and conditions for review of contract for services provided by the Executive Officer.

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

CARRIED
GRB 17/14 Executive Officer Contract Review – See separate Confidential Meeting Minute

GRB 17/ 115 Out of Confidential 12.15pm
Moved: Mr. G Mavrinac Seconded: Cr. M Herrmann

Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA orders that the following aspects of item 8.1 be kept confidential in accordance with GRFMA Boards reasons to deal with this item in confidence pursuant to section 90(a) of the Local Government Act 1999:

- Report for Item 9.2
- Attachments for item 9.2
- Decision for item 9.2

This order shall operate until reviewed and determined as part of the annual review by the Authority in accordance with Section 91(9)(a) of the Local Government Act 1999.

CARRIED

The Ordinary Meeting resumed.

The Chairperson Mr. Ian Baldwin left the meeting room at 12.16pm.

GRB 17/ 116 Acting Meeting Chairperson
Moved: Mr. A Philpott Seconded: Cr. M Herrmann

That Mr. G Mavrinac be appointed Acting Meeting Chairperson to facilitate discussion regarding confidential agenda item 9.2

CARRIED

The Executive Officer Mr. David Hitchcock returned to the meeting room at 12.16 pm.

GRB 17/117 In Confidential 12.16pm
Moved Mr M Hemmerling Seconded: Cr M Lawrence

Pursuant to Section 90(2) of the Local Government Act 1999, an Order is made that the public and GRFMA Chairperson be excluded from attendance at the meeting, in order to consider in confidence agenda item 9.3 Tenure of GRFMA Chair and Independent Member, under Section 90(3)(a) of the Local Government Act 1999 on the basis that:

(b) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);

This matter is confidential because the information provides discussion and review of services provided by the GRFMA Chairperson.
On the basis of this information, the principle that meetings of the GRFMA Board should be conducted in a place open to the public has been outweighed in this instance: the Board consider it necessary to consider this matter in confidence.

CARRIED

GRB 17/118 Tenure of GRFMA Chairperson and Independent Member – See separate Confidential Meeting Minute

GRB 17/119 Out of Confidential 12.30pm
Moved: Cr. M Herrmann Seconded: Cr. M Lawrence

Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA orders that the following aspects of item 8.1 be kept confidential in accordance with GRFMA Boards reasons to deal with this item in confidence pursuant to section 90(a) of the Local Government Act 1999:

- Report for Item 9.3
- Attachments for item 9.3
- Decision for item 9.3

This order shall operate until reviewed and determined as part of the annual review by the Authority in accordance with Section 91(9)(a) of the Local Government Act 1999

CARRIED

The Ordinary Meeting resumed.

The Board noted that a review of the Chairperson remuneration should be undertaken within the next 12 months. The current meeting sitting fees currently having been aligned with Council DAP sitting fees.

The Mr. Ian Baldwin returned to the meeting room at 12.30pm and resumed his seat as Chairperson.

Closure of meeting

The Chairperson thanked the Light Regional Council for hospitality as host and noted the next Ordinary Board Meeting will be held 9.45 am, 19 April 2018 at Adelaide Hills Council.

Meeting closed 12.34pm

Confirmed Chairperson ..........................................................
Gawler River Floodplain Management Authority
Adelaide Hills Council, Adelaide Plains Council, The Barossa Council,
Town of Gawler, Light Regional Council, City of Playford

KEY OUTCOMES SUMMARY
GRFMA Board Meeting 15/2/18

GRFMA Charter Review
The meeting noted the pending decision process by the Minister for Local Government in relation to the Adelaide Plains Council’s application for withdrawal from the GRFMA and the Board determined that the advancement of the Charter Review for the GRFMA be deferred until the 19 April 2018 meeting.

Management of Levee Banks.
The Board resolved to support the proposed development of a Levee Bank Management (Gawler River Floodplain) document by the Adelaide & Mt Lofty Ranges Natural Resources Management Board (AMLRNRMB) and requested the Executive Officer to initiate a meeting with Constituent Council planning and engineering staff and AMLRNRMB staff to facilitate adoption of:
   a. a suitable and consistent Development Consent process (where appropriate) for applications for approval to undertake construction and maintenance of levee banks; and
   b. approved Best Practice Operating Procedures under the relevant Natural Resources Management Plans.

Bruce Eastick North Para Flood Mitigation Dam Inspection Report
The Meeting received the Bruce Eastick North Para Flood Mitigation Dam Inspection Report undertaken by Newman Engineering and resolved that an amount of $150,000 be included in the draft GRFMA 2018/2019 Budget document for Dam operations and maintenance item requirements identified at item 8, page 7 of the report.

It was noted that the Executive Officer would further facilitate individual item budget cost estimates for the $150,000 allocation and a priority hierarchy for inclusion in the budget estimates to be provided to Constituent Councils by 31 March 2018.

Gawler River Flood Review Project Report and Northern Floodways Project Prospectus
The Board adopted the recommendations of the Northern Floodways Project Prospectus Working Group that Tonkin Consulting be appointed as preferred consultancy, and delegated authority for the Working Group to finalise appropriate details with Tonkin Consulting.

Draft GRFMA Business Plan and draft 2018/19 GRFMA Budget
Members discussed relevant matters in the 2018-2021 draft GRFMA Business Plan and draft 2018/19 GRFMA Budget.

Amendments to the Business Plan related to inclusion of historical content relating to achievements of the GRFMA and economic value of the community being protected by flood mitigation works being facilitated.

Contact davidehitchcock@bigpond.com Mob 0407717368
Amendments to the draft Budget related to inclusion of an additional $150,000 as per GRFB 17/104. Expenditure for the Northern Floodways Project Prospectus, as per GRB 17/105 to be met from GRFMA cash reserves.

Advice will be sought from the GRFMA Audit Committee to determine if the proposed works required as per GRB 17/104 are Capital, Maintenance or Operational so that the relevant Constituent Council percentage contributions can be applied.

The Board also requested the Executive Officer to make suitable arrangements to undertake fire prevention and fencing maintenance of GRFMA land surrounding the Dam.

Next GRFMA meeting

Adelaide Hills Council 9.45am Thursday 19 April 2018
4.5.3 CONSENSUS AGENDA – DIRECTOR’S REPORT

4.5.3.2 MINISTER’S RESPONSE – APPLICATION FROM ADELAIDE PLAINS COUNCIL TO WITHDRAW FROM GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

B7490–18/11343

Following the decision by the Adelaide Plains Council at its meeting held Monday 15 May 2017 to withdraw from the Gawler River Floodplain Management Authority, a formal application was forwarded to Hon Geoff Brock MP, Minister for Regional Development and Minister for Local Government.

Concerns raised by constituent councils in response to the application by Adelaide Plains Council to withdraw were forwarded to Minister Brock. These included concerns relating to the impact the potential ‘unfair’ distribution of costs for other constituent councils, the reduced ability to attract additional funding, and the potential impact on the future of the GRFMA Board.

Currently Adelaide Plains Council is required to pay 28.91% of flood infrastructure works along the Gawler River, as set out in the GRFMA Charter.

The response from Minister Brock to the Gawler River Floodplain Management Authority is attached for information.

Minister Brock has advised Adelaide Plains Council that concerns raised should be considered as part of the review of the GRFMA’s Charter.

The advancement of the Charter Review for the GRFMA has been deferred until the 19 April 2018 meeting of the GRFMA.

RECOMMENDATION:
That Report 4.5.3.2 be received and noted.
Mr David Hitchcock  
Executive Officer  
Gawler River Floodplain Management Authority  
266 Seacombe Road  
SEACLIFF PARK SA 5049

Dear Mr Hitchcock  

I am writing in relation to the Adelaide Plains Council's (APC) application to withdraw from the Gawler River Floodplain Management Authority (Authority).

As you are aware, the APC has requested that I provide my approval under clause 29 of Schedule 2 of the Local Government Act 1999, to enable the APC to cease to be a constituent council of the Authority.

I have carefully considered the information provided to date by the APC as well as the submissions provided by the other constituent councils and the Minister for Water and the River Murray. I have also been advised by the chair of the Authority, Mr Ian Baldwin, that the Authority intends to review its charter, and I am therefore of the view that the concerns raised by the APC should be considered as part of this review.

Accordingly, I have written to the APC to advise of my decision not to approve its application to withdraw from the Authority, pending a review of the Authority's charter. I will also write to the other constituent councils to advise of my decision.

Yours sincerely  

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

February 2018
4.5.4 CONSENSUS AGENDA – DEVELOPMENT POLICY REPORT

4.5.4.1 NURIOOTPA (STURT HIGHWAY SERVICE CENTRE) DEVELOPMENT PLAN AMENDMENT – STATEMENT OF INTENT AND DEED OF AGREEMENT B6245

At its meeting held on 18 July 2017, Council agreed to initiate a developer funded Development Plan Amendment process to facilitate a Highway Service Centre and associated facilities at 7 Belvidere Road Nuriootpa. This included endorsement of a Deed of Agreement with the owner, Rocland Wines Pty Ltd and a Statement of Intent to be presented to the Minister for Planning.

The Minister for Planning has agreed to the Statement of Intent, subject to additional investigations as follows:

- Have regard to the Character Preservation (Barossa Valley) Act 2012 and identify alignment with the associated Planning Strategy Addendum
- Appropriately consider and address design quality and visual amenity impacts including the management of signage, on the special character of the district and approach to Nuriootpa township
- Consider any impact on primary production land
- Preparation of a Traffic Impact Statement, Road Safety Audit and Concept Plan for the proposed Highway Service Centre
- Consider noise / air quality issues and wastewater management including impacts on the CWMS capacity or options for alternate wastewater treatment and disposal

The proponent’s consultant has commenced preparation of the draft DPA documents containing investigations and Amendment. These documents will be presented to Council for endorsement in due course.

RECOMMENDATION:
That Report 4.5.4.1 be received and noted.
Collaborative Work Program

As previously reported to Council as part of the ongoing planning reform process and transition into the new legislative system the Department of Planning, Transport and Infrastructure (DPTI) invited Councils to enter into a voluntary “Collaborative Work Program” (CWP).

The intent of the CWP is to identify and program the collaborative tasks and milestones to be achieved by Council and DPTI to prepare for the new planning system. It is anticipated the CWP will adapt and change during the course of implementing the new system and ultimately will include an agreed approach for transitioning to the Planning and Design Code (Code). It will also ensure that council staff are able to flag a need for additional support from DPTI.

As previously agreed with DPTI, The Barossa Council will play a key role in developing the State Planning Policy for the character preservation districts, a rural-based “theme” or discussion paper to inform the Code, and the rural planning elements of the Code. The CWP provides for this collaboration. A copy of the agreed CWP is attached.

Development Plan Review and Strategic Planning Analysis

As part of the preparation of the Code Councils have been asked to undertake two pieces of work:

1. “Development Plan Review”: in brief this asks:

   - Can any existing zones with common intent be merged?
   - What issues exist with existing Development Plan Policies?
   - What existing local focused Development Plan policies should be considered for transition into the Code?
   - What gaps currently exist?
2. “Strategic Planning Analysis”: in brief this asks:

- In what areas does Council seek to maintain the same policy intent – e.g. Residential to Residential?
- Where does Council seek to make minor changes – e.g. adjustments to zone boundaries to correct anomalies?
- Where does Council seek to make major changes to zones?

Council staff have provided draft documents to DPTI based on the outcomes from our Rural Areas and Character Review, Strategic Directions Report and to address opportunities and issues identified through the day-to-day administration of the Development Plan. The documents are only at draft stage and do not commit Council or DPTI to any policy direction. In this regard it is important to note that any key policy or position will be reported separately to Council for decision.

**RECOMMENDATION:**
That Report 4.5.4.2 be received and noted.
This document outlines how administrations of The Barossa Council and DPTI will work together to prepare for and manage the effective implementation of the necessary components of the Planning, Development and Infrastructure Act 2016. It is a document of good faith, does not in any way represent an endorsed position of the council elected body and is not intended to be a legally binding document.

Managed by: DPTI Transition Team

Transition Manager: Tom Victory

Date effective: 28/2/18

File #: 2017/22369/01
Version #: 1
Status: APPROVED

Council Transition Manager: Paul Micken

Scheduled review date: 6 months or as required

APPROVED:

Sally Smith
General Manager, Planning and Development,
DEPARTMENT OF PLANNING TRANSPORT AND INFRASTRUCTURE

28 February 2018

Martin McCarthy
Chief Executive Officer
THE BAROSSA COUNCIL

13 February 2018
PURPOSE

The Collaborative Work Program (CWP) identifies and programs the tasks and milestones requiring collaborative work between state and local government to prepare for the transition to South Australia’s new planning system. A DPTI Transition Manager has been appointed to work specifically with your Council to assist the administration and service delivery divisions prepare and implement the necessary components of the Planning Development and Infrastructure Act 2016 that are essential to your ability to deliver your requirements / perform your role in accordance with the new provisions under the Act; in particular, the state-wide Planning and Design Code.

Included with each task and milestone will be the opportunity for DPTI and Council to identify areas for possible collaboration and education or support requirements. It will also enable Council to effectively forward plan for the delivery of the new system by providing timely and relevant advice with respect to expectations and requirements relating to the implementation of new instruments under the PDI Act.

The effectiveness of the CWP will be managed by the Principles of Collaboration and governance structure agreed to by both parties. Further to this, the CWP is intended to be an administrative document ONLY – any decisions requiring input from Elected Members will be in relation to actions associated with the delivery of new instruments under the PDI Act.

It is intended the CWP be a live document that is able to be adapted and updated as program objectives evolve and opportunities or needs arise over the course of the implementation program.

KEY CONTACTS

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<td><strong>Transition Manager</strong></td>
<td>Transition Contact</td>
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<td>Tom Victory</td>
<td>Primary: Paul Mickan</td>
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<td>T: 8402 1843 E: <a href="mailto:tom.victory@sa.gov.au">tom.victory@sa.gov.au</a></td>
<td>T: 8563 8943 E: <a href="mailto:pmickan@barossa.sa.gov.au">pmickan@barossa.sa.gov.au</a></td>
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<td>Secondary: Gary Mavrinac</td>
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<td>T: 8563 8480 E: <a href="mailto:gmavrinac@barossa.sa.gov.au">gmavrinac@barossa.sa.gov.au</a></td>
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<td><strong>Team Leader, Transition</strong></td>
<td>Paul Mickan</td>
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<td>Emma Kibble</td>
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<td>T: 7109 7683 E: <a href="mailto:emma.kibble2@sa.gov.au">emma.kibble2@sa.gov.au</a></td>
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<td><strong>Team Leader, P+D Code</strong></td>
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<td>Jason Bailey</td>
<td>Paul Mickan</td>
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<td><strong>Unit Manager, Transition</strong></td>
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<td>Paul Mickan – for governance</td>
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<td><strong>Manager, Planning Reform</strong></td>
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<td>Anita Allen</td>
<td>Louis Monteduro – for governance</td>
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<td>Sally Smith</td>
<td>Gary Mavrinac – for governance</td>
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GOVERNANCE ARRANGEMENTS

Approval of CWP

The approval of CWP will be signed by the General Manager, Planning and Development (DPTI) and Chief Executive Officer, The Barossa Council.

Review of CWP

The CWP will be reviewed on an as needs basis.

Minor tweaks and updates to the CWP will be carried out on an as needs basis as part of the ongoing dialogue between the Transition Manager and Council Transition Contact.

Management of the CWP

Where possible, the DPTI Transition Manager and agreed Transition Contact(s) at Council will manage the overall delivery of their respective Roles and Responsibilities associated with each action outlined in the Collaborative Work Program in accordance with the agreed timelines.

If a decision is required that impacts on either the Department or Council’s ability to deliver on the actions agreed to in the CWP or agreement cannot be reached between the DPTI Transition Manager and Council Transition Contact, both DPTI and Council Management must be notified as soon as possible in order to facilitate a new process to achieve delivery.

Responsibility of the Transition Manager

To ensure the information contained within the various actions outlined in the CWP is up to date and provided to Council in a timely manner.

To provide feedback or advice relating to any comments raised by Council in relation to actions included in the CWP.

To act as a conduit between Councils and the Department to identify opportunities, raise concerns and enable, as much as possible, a smooth transition for all parties to the new system.

Responsibility of Council’s Transition Contact

To ensure information provided by the DPTI Transition Manager in relation to actions in this CWP is disseminated to the appropriate Council staff in a timely and effective manner.

To seek advice and / or clarification from DPTI Transition Manager on any issues or aspects of the CWP that Council are unsure of or have concerns about.

To assist various divisions of Council to manage the effective delivery of their requirements under the PDI Act in line with the agreed timelines in the CWP.

To ensure DPTI is provided with a solid understanding of the implications associated with Council’s decision making requirements as outlined in the framework below.
### Decision-making framework

<table>
<thead>
<tr>
<th>Decision required</th>
<th>DPTI</th>
<th>Council</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor administration process</td>
<td>Transition Manager</td>
<td>Transition Primary and/or Secondary Contact depending on situation</td>
<td>Up to 2 weeks to seek decision or input</td>
</tr>
<tr>
<td>Major administration process</td>
<td>General Manager, Planning and Development</td>
<td>Senior Staff or Full Council depending on delegation/situation</td>
<td>Up to 2 months</td>
</tr>
<tr>
<td>Minor Policy Matter</td>
<td>Transition Manager or TBA as case may warrant</td>
<td>Transition Primary and/or Secondary Contact depending on situation</td>
<td>Up to 4 weeks to seek decision or input</td>
</tr>
<tr>
<td>Major Policy Decision</td>
<td>General Manager, Planning and Development, SPC/Minister as case may warrant</td>
<td>Senior Staff or Full Council depending on delegation/situation</td>
<td>Up to 2 months</td>
</tr>
<tr>
<td>Consultation (external)</td>
<td>General Manager, Planning and Development</td>
<td>Senior Staff or Full Council depending on delegation/situation</td>
<td>Up to 2 months</td>
</tr>
<tr>
<td>Budget impact</td>
<td>General Manager, Planning and Development</td>
<td>Senior Staff or Full Council depending on delegation/situation</td>
<td>Up to 2 months</td>
</tr>
<tr>
<td>Resource impact</td>
<td>General Manager, Planning and Development</td>
<td>Senior Staff or Full Council depending on delegation/situation</td>
<td>Up to 2 months</td>
</tr>
</tbody>
</table>

### PRINCIPLES OF COLLABORATION

Both DPTI and Council agree to work together through the transition process with open and honest communication, a commitment to engage effectively and with a genuine desire to understand and accommodate views.
COLLABORATIVE WORK PROGRAM (DRAFT)

GOVERNANCE

Under the PDI Act, there is a stronger emphasis on governance with the establishment of an independent State Planning Commission, and a clear focus on improving the professionalism of our industry. Under the Act, the core governance components include the establishment of an Accreditation Scheme, the appointment of Assessment Managers and establishment of new Council Assessment Panels. Further to this, options to take a more regional approach to governance have also been provided for with the establishment of Joint Planning Boards.

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>ACTION</th>
<th>ROLES &amp; RESPONSIBILITIES</th>
<th>START</th>
<th>DUE</th>
<th>COLLABORATION &amp; EOs</th>
<th>SUPPORT &amp; TRAINING</th>
<th>COMMENTS / STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation Scheme</td>
<td>Prepare Draft Discussion Paper for consultation</td>
<td>Prepare HIGH LEVEL draft discussion paper outlining the scheme designed to start the conversation.</td>
<td>N/A</td>
<td>Now</td>
<td>December 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Release draft for consultation</td>
<td>To provide feedback</td>
<td>January 2018</td>
<td>March 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Prepare draft scheme</td>
<td>1. Pose questions</td>
<td>April 2018</td>
<td>July 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Test ideas with Councils</td>
<td>2. Provide feedback</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>3. Nominate interest in peer review opportunities</td>
<td>3. Nominate interest in peer review opportunities</td>
<td></td>
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</tr>
<tr>
<td>Consultation on Accreditation Scheme</td>
<td>Consult on Accreditation Scheme, draft regulations and Code of Conduct</td>
<td></td>
<td>July 2018</td>
<td>September 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment Panels</td>
<td>Councils to establish Assessment Panels by 1 October 2017</td>
<td>Provide information as required (i.e. TOR; Council report templates)</td>
<td>To provide DPTI with a list of Council Assessment Panel members</td>
<td>Now</td>
<td>1 October 2017</td>
<td>COMPLETED. The Barossa Council established the Barossa Assessment Panel on 19 September 2017 to 30 June 2018. The Panel held its first meeting</td>
<td></td>
</tr>
<tr>
<td>Accreditation Scheme proclaimed</td>
<td>Inform Councils re: timeframes and education/materials</td>
<td>Review and align with accreditation requirements - provide feedback on impacts to operation of panel</td>
<td>December 2013</td>
<td>Six months for operation (mid 2013)</td>
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</tr>
</tbody>
</table>

**Assessment Managers**

<table>
<thead>
<tr>
<th>Provide information as required (Code of Conduct on Portal)</th>
<th>1. To provide DPTI with a name of Assessment Manager&lt;br&gt;2. Fulfil duties under Section 87 of the PDI Act&lt;br&gt;3. Accreditation not required until scheme is in place</th>
<th>Now</th>
<th>1 October 2017</th>
</tr>
</thead>
</table>

**For Councils that are participating in the Joint Planning Board Pilot Project (please delete if not applicable)**

<table>
<thead>
<tr>
<th>Joint Planning Boards</th>
<th>Scope Planning Arrangements - draft Business Case Template and draft</th>
<th>To provide feedback on templates</th>
<th>July 2017</th>
<th>December 2017</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adelaide Plains, Barossa, Gawler and Light Councils</td>
<td></td>
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</tr>
<tr>
<td>Planning Agreement Template</td>
<td>Workshops and consultant input</td>
<td>2. Develop draft Business Case Template</td>
<td>3. Develop draft Planning Agreement Template</td>
<td>4. Seek legal advice where required.</td>
<td>submitted an Expression of Interest and are participating in the Pilot Project. A Working Group of the Council Directors are meeting on a regular basis, and informing the Council CEOs on progress.</td>
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</tr>
<tr>
<td>Council Groups advise whether they will progress with the project (ie prepare a Business Case)</td>
<td>1. Seek confirmation from each Council Group as to whether they wish to proceed to the next stage of the project</td>
<td>To confirm whether their Council Group will pursue the Business Case</td>
<td>December 2017</td>
<td>January 2018</td>
<td>TBA</td>
</tr>
<tr>
<td>Development of Business Cases (by Ready Groups)</td>
<td>Provide assistance to Ready Groups, where necessary</td>
<td>Ready Groups to prepare Business Cases</td>
<td>Late January 2018</td>
<td>February 2018</td>
<td>To be determined following consideration of</td>
</tr>
<tr>
<td>Findings Paper and Toolkit</td>
<td>1. Prepare draft Findings paper</td>
<td>Provide feedback on draft Findings Paper and Toolkit (via Workshops)</td>
<td>Late February 2018</td>
<td>June 2018</td>
<td>whether to continue with the Pilot Project.</td>
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</tr>
<tr>
<td></td>
<td>2. Prepare draft Toolkit Framework</td>
<td></td>
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<tr>
<td></td>
<td>3. Prepare draft Application template (for a JPB) to Minister</td>
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<tr>
<td></td>
<td>4. Finalise draft model Planning Agreement</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>5. Test Findings Paper and Toolkit with Council Working Group</td>
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</tr>
<tr>
<td></td>
<td>6. Release Findings Paper and Toolkit</td>
<td></td>
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</tbody>
</table>
**COMMUNITY ENGAGEMENT CHARTER**

Early and meaningful engagement with the community when developing strategic direction for local government areas is a core area of focus for planners under the new system. Fundamental to this is the preparation and implementation of a Community Engagement Charter – an Australian-first approach to putting people at the forefront of the planning process.

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>ACTION</th>
<th>ROLES &amp; RESPONSIBILITIES</th>
<th>START</th>
<th>DUE</th>
<th>COLLABORATION &amp; EOI'S</th>
<th>SUPPORT &amp; TRAINING</th>
<th>COMMENTS / STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Engagement Charter</td>
<td>Statutory Consultation draft Charter &amp; Guide</td>
<td>Consider Stage 1 consultation &amp; release for statutory consultation</td>
<td>Provide formal feedback to draft Charter &amp; Guide</td>
<td>30 October</td>
<td>8 December</td>
<td></td>
<td>COMPLETED. The Barossa Council considered the draft Charter and Guide on 21 November 2017 but did not provide comment Confirmed – T.V.</td>
</tr>
<tr>
<td>Develop online Toolkit for Engagement Authorities</td>
<td>Commence preparation of toolkit</td>
<td>Assist in idea generation/showcases Best practice</td>
<td>DPTI to commence Project Plan December 2017 Online Toolkit will become available mid-2018.</td>
<td>Ongoing (but targeting first release in mid-2018)</td>
<td>Yes</td>
<td></td>
<td>DPTI is seeking ideas/suggestions about the Toolkit and training needs</td>
</tr>
<tr>
<td>Charter becomes operational for councils</td>
<td>Provide an education package for councils and industry</td>
<td>Inform / prepare staff</td>
<td>Inform councils from Early 2018</td>
<td>From the end of 2018</td>
<td>Yes – to be confirmed</td>
<td></td>
<td>Training for councils end 2018 Council to advise of training needs</td>
</tr>
</tbody>
</table>
**ePLANNING**
The ePlanning solution will take South Australian planning online by progressively digitising the elements of our new system on the SA Planning Portal. Indeed, by making information readily accessible across all hours of the day, the ePlanning solution will reshape how practitioners and communities alike engage with the planning process at all levels, including online lodgement of applications and status updates.

<table>
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<tr>
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<th>SUPPORT &amp; TRAINING</th>
<th>COMMENTS / STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Development Application Processing (Stage 1)</strong></td>
<td>Scoping process improvement for online lodgement and assessment of land division</td>
<td>Seek input from Council regarding improvements to current Land Division process in EDALA</td>
<td>Provide feedback on improvements to land division</td>
<td>Now</td>
<td>Early 2018</td>
<td></td>
<td>Further detailed information will be provided to staff in January</td>
</tr>
<tr>
<td><strong>Development Application Processing (Stage 2)</strong></td>
<td>Capacity to lodge non complying concurrence online with SCAP</td>
<td>Seek input from Council regarding concurrence requests</td>
<td>Council to provide detail on how Council processes will operate with proposed changes</td>
<td>Early 2018</td>
<td>Until new assessment scheme is introduced</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electronic referrals for Land Use Applications</strong></td>
<td>Seek input from Council regarding electronic referrals</td>
<td>Council to provide detail on how Council processes will operate with proposed changes</td>
<td>Early 2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Development Application Processing (Stage 3)</strong></td>
<td>Scoping for a centralised/ decentralised Development Application Processing solution and centralised lodgement of online applications</td>
<td>1. Seek feedback from Local Government regarding preferred approach to establishment and delivery of ePlanning 2. Provide information to Councils regarding</td>
<td>Provide Information to assist DPTI in completing the scoping exercise.</td>
<td>Now</td>
<td>Early 2018</td>
<td>Yes – to be confirmed</td>
<td>Two models are being proposed for comment – Integrated: transfer data via interfaces to councils. Councils retain DA modules Single: all DA functions exists in a single state</td>
</tr>
</tbody>
</table>
| Build Development Assessment Processes (for selected sectors) | To be determined | | | | | | managed solution
| Monitoring and Performance | To be determined | | | | | | |
| Online Planning and Design Coordination | To be determined | | | | | | Associated with the Reform project - Planning and Design Coordination
| Online Enquiries ("ATLAS") | To be determined | | | | | | |
| Online Engagement | To be determined | | | | | | Associated with the Reform project - Charter
| Accredited Professionals System | To be determined | | | | | | Associated with the Reform project - Accredited Professionals |
### STATE PLANNING POLICIES

The PDI Act enables the preparation of State Planning Policies (SPPs) that collectively define the high level priorities of the state. In turn, the SPPs will provide the policy framework for other planning instruments such as Regional Plans and the Planning and Design Code. They will also influence an agency's referral role by setting out state interests up front.

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>ACTION</th>
<th>ROLES &amp; RESPONSIBILITIES</th>
<th>START</th>
<th>DUE</th>
<th>COLLABORATION &amp; EOI s</th>
<th>SUPPORT &amp; TRAINING</th>
<th>COMMENTS / STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Planning Policies</td>
<td>Produce draft State Planning Policies</td>
<td>DPTI to support the Commission in preparing draft SPPs in collaboration with State Agencies</td>
<td>Now</td>
<td>Mid 2018</td>
<td></td>
<td></td>
<td>The Barossa Council requests an opportunity to collaborate with DPTI on the SPP relating to the character preservation district special legislative scheme. This would include collaboration to determine the right 'mix' of policies between the SPP and the Planning and Design Code. DPTI to investigate opportunities for Council input to SPPs above and beyond statutory consultation process</td>
</tr>
</tbody>
</table>

| Output of Theme Paper conversations to input into SPPs | DPTI to engage Ministerial Local Government Advisory Committee on Draft SPPs | Participate in Theme Paper discussions | Early 2018 | Mid 2018 |                       |                   |                                                                                  |

| Statutory Consultation | SPC to release SPPs for formal public consultation | Provide formal feedback on SPPs to DPTI | Mid 2018 | End 2018 |                       |                   |                                                                                  |
**REGIONAL PLANS**

The State Planning Commission will prepare a regional plan for each designated planning region. If a Joint Planning Board has been constituted, the Regional Plan will be prepared in partnership with them. Regional Plans will play a similar role to the spatial volume of the Planning Strategy under the Development Act 1993, but with the new option of linking directly through to zoning changes. They may also be divided into parts relating to subregions and may include structure plans, master plans, concept plans or other similar documents.

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>ACTION</th>
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<th>START</th>
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<th>SUPPORT &amp; TRAINING</th>
<th>COMMENTS / STATUS</th>
</tr>
</thead>
</table>
| Regional Plans   | Prepare Guidelines for preparation of a Regional Plan by Joint Planning Boards | Assist consultant to prepare  
1. Draft Discussion Paper and test with agency and council reps from JPB pilot project  
2. Prepare draft Guidelines and test with agency and council reps from JPB pilot project  
3. Finalise and release | JPB pilot councils to provide feedback on draft Discussion Paper and Guidelines | Now     | Mid 2018            | N/A                 | 2 years from proclamation |
### Planning + Design Code

The Planning + Design Code will set out a single comprehensive set of planning rules for development assessment purposes, classified into zones, subzones and overlays. These new rules will incorporate planning objectives from state, regional and local levels, as well as updated policies for assessing all forms of new development. This will make the Code a clear, single reference point for any development assessment. It will be written in plain language, and will focus on performance outcomes and acceptable solutions that can be tailored to address local circumstances. Finally, the Code will be supported by the new SA Planning Portal so that planning information is easily accessible online.

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>ACTION</th>
<th>ROLES &amp; RESPONSIBILITIES</th>
<th>START</th>
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<th>COLLABORATION &amp; EDIs</th>
<th>SUPPORT &amp; TRAINING</th>
<th>COMMENTS / STATUS</th>
</tr>
</thead>
</table>
| Theme Papers | Review existing Development Plan and South Australian Planning Policy Library | 1. Prepare Development Plan Review template  
2. Convene Policy Workshop  
| Overarching Theme Paper | 1. Write overarching theme paper  
2. Release theme paper | Read theme paper and identify appropriate briefings for council | Now | Early 2018 | | | |
<p>| Theme Paper Engagement Program | Establish program for engaging stakeholders in the development of Theme Papers | Identify opportunities to participate in the development of theme papers (EOIs, skills, current work) | Now | Early 2018 | | | Council has specific interest in rural planning policy and Barossa Character Preservation District matters and seeks meaningful involvement in preparation of |</p>
<table>
<thead>
<tr>
<th>Draft Theme Papers</th>
<th>Release early version of Theme Papers</th>
<th>Finalise Theme Papers</th>
<th>Workstream and formulation of the Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Engage SPC on directions to be included in Code from Development Plan, Review and other</td>
<td>Release and publish on Council Connect</td>
<td>1. Summarise responses to early Theme Paper drafts</td>
<td>Apart from the sought involvement in drafting tasks. Council will review relevant theme papers and provide comment where deemed necessary</td>
</tr>
<tr>
<td>2. Finalise early Theme Paper drafts</td>
<td>Review and comment</td>
<td>2. Seek SPC guidance on finalisation</td>
<td></td>
</tr>
<tr>
<td>3. Participate in drafting of theme papers (engagement program to be confirmed)</td>
<td>Early 2018</td>
<td>Mid 2018</td>
<td></td>
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<tr>
<td>4. Identify areas where Council can support engagement activities</td>
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<tr>
<td></td>
<td>Mid 2018</td>
<td>End 2018</td>
<td></td>
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<tr>
<td>Write P+D Code Library</td>
<td>To be determined</td>
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<tr>
<td>Spatial application of P+D Code</td>
<td>To be determined</td>
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<tr>
<td>Design Standards</td>
<td>To be determined</td>
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</tbody>
</table>
**OTHER INSTRUMENTS**

The PDI Act also establishes a range of tools and instruments to assist in the fair and transparent assessment and delivery of various developments under the new planning system. These tools aim to establish clarity and consistency in processes; deliver enhanced public realm outcomes for communities and provide clear standards for the delivery of infrastructure to support new development on time and on budget.

<table>
<thead>
<tr>
<th>ELEMENT</th>
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<th>ROLES &amp; RESPONSIBILITIES</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure Schemes</td>
<td>Establish pilot scheme</td>
<td>1. Minister to appoint pilot infrastructure schemes</td>
<td>Now</td>
<td>Updates ongoing through 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Provide information to LG as to progress of pilot schemes as required</td>
<td></td>
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</tr>
<tr>
<td>Practice Directions and Guidelines</td>
<td></td>
<td>1. Develop Practice Directions and Guidelines</td>
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<tr>
<td></td>
<td></td>
<td>2. Provide Information and training as required</td>
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<tr>
<td>Off-Set Schemes</td>
<td>To be determined</td>
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</tbody>
</table>
**PDI ACT – IMPACTS FOR OTHER COUNCIL ADMINISTRATION**

*Other areas of Council’s business may be impacted by the introduction of the Planning, Development and Infrastructure Act. This section of the CWP is to record and monitor those impacts and indicate, where possible, DPTI can provide support and assistance and where Council must work with their colleagues to ensure the impacts are identified and addressed.*

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>ACTION</th>
<th>ROLES &amp; RESPONSIBILITIES</th>
<th>START</th>
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<th>SUPPORT &amp; TRAINING</th>
<th>COMMENTS / STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Management Agreements</td>
<td>An electronic register of all Land Management Agreements in South Australia is to be compiled and uploaded on the SA Planning Portal</td>
<td><strong>DPTI</strong> 1. To inform Council regarding the establishment of an online LMA register 2. To act as the conduit between Council and the Departmental officer responsible for compiling the list 3. To inform Council of deadline requirements for compiling the list <strong>BAROSSA COUNCIL</strong> 1. To compile a list of all current and historic LMAs active in their Local Government Area 2. To provide DPTI with a list of all Council LMAs in a timely manner to enable their inclusion in an online database on the SA Planning Portal.</td>
<td>Now</td>
<td>TBC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Project GANTT Chart</td>
<td>DPTI to provide an overall program GANTT Chart to help forward plan for 2018</td>
<td></td>
<td>Early 2018</td>
<td>Early 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Tsupport</td>
<td>New templates required for Council generated correspondence</td>
<td></td>
<td>To be determined</td>
<td>To be determined</td>
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</tr>
</tbody>
</table>
### OTHER PLANNING PROJECTS

Indicate any other existing projects which will require resourcing by DPTI and Council and where any potential impacts on the Code transition process are identified and addressed.

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>ACTION</th>
<th>ROLES &amp; RESPONSIBILITIES</th>
<th>START</th>
<th>DUE</th>
<th>COLLABORATION &amp; EOI S</th>
<th>SUPPORT &amp; TRAINING</th>
<th>COMMENTS / STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nuriootpa (Sturt Highway Service Centre) Development Plan Amendment</td>
<td>DPA to be completed in advance of Code being 'switched on' as it relates to The Barossa Council or depending on timing, appropriate incorporation of policy amendment into Code Transition Plan (subject to direction from SPC/Minister).</td>
<td>1. To provide policy guidance and advice, provide advice on any directions by Minister for Planning and timing and practicalities of DPA progress during transition to Code 2. Work with Council where appropriate to build policy amendments into Code Transition Plan subject to direction from SPC/Minister.</td>
<td>Now</td>
<td>TBC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### COMPLETED ACTIONS

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>ACTION</th>
<th>WHO</th>
<th>DATE DELIVERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Panels</td>
<td>Council to provide DPTI with details of new CAP members and formation</td>
<td>Gary Mavrinac</td>
<td>21 Sep 2017. Knet ref: 11918151</td>
</tr>
<tr>
<td>Assessment Manager</td>
<td>Council to appoint Assessment Manager and provide details to DPTI</td>
<td>CEO appointed Louis Monteduro</td>
<td>A.M. appointed 26 September 2017. Knet ref: 11918151</td>
</tr>
<tr>
<td>Community Engagement Charter</td>
<td>Council to provide feedback on draft Charter and Guide</td>
<td>Council</td>
<td>The Barossa Council considered the draft Charter and Guide on 21 November 2017 but did not provide comment</td>
</tr>
</tbody>
</table>
4.5.4 CONSENSUS AGENDA – DEVELOPMENT POLICY REPORT

4.5.4.3 PLANNING REFORMS – ACCREDITED PROFESSIONALS SCHEME DISCUSSION PAPER
B3624

The new Planning, Development and Infrastructure Act 2016 establishes a framework to provide for an Accredited Professionals Scheme for Planners, Building Certifiers and other industry professionals involved in making development decisions.

The Department of Planning, Transport and Infrastructure has released a draft Discussion Paper for consultation. The attached paper sets out the proposed required qualifications, skills and experience necessary for accreditation under the scheme. The proposal is to set differing levels of accreditation depending on the nature and complexity of a proposed development.

The scheme will apply to the independent members of the Barossa Assessment Panel but not to Council’s elected member on the Panel provided Council is satisfied that the person is appropriately qualified to act on account of their experience in Local Government.

Council staff will review the Discussion Paper and will make a submission if considered necessary.

RECOMMENDATION:
That report items 4.5.4.3 be received and noted.
## CONTENTS

1. INTRODUCTION .................................................. 3  
2. OVERVIEW OF THE SCHEME ............................... 5  
3. BECOMING ACCREDITED .................................... 9  
4. KEEPING THE SYSTEM HONEST ......................... 17
WHAT IS THE ACCREDITED PROFESSIONALS SCHEME DISCUSSION PAPER?

South Australia’s new planning system is built around feedback from the community, the planning and development industries and other interested parties.

The new accredited professionals scheme (the scheme) will be no different, with this paper prepared by the Department of Planning, Transport and Infrastructure (DPTI) to discuss how it might operate most effectively. DPTI is seeking feedback from advocacy organisations, industry professionals, local governments, educational institutions and other interested parties to inform preparation of the draft scheme ahead of its testing and finalisation.

This discussion paper should stimulate thought around the possibilities of the proposed scheme. Thought provoking questions and spaces for you to capture these thoughts are provided throughout the document.

We encourage you to share feedback on the proposed accreditation scheme by emailing or posting it to us by Monday, 30th April 2018.

- Email: DPTI.PlanningEngagement@sa.gov.au
- Post: PO Box 1815, Adelaide SA 5001
1. INTRODUCTION

Planning and development in South Australia are changing. In response to this change, the new Planning, Development and Infrastructure Act 2016 (the Act) is being progressively introduced to replace the existing Development Act 1993 and will provide a more efficient and effective planning system. It will shape the future of South Australia by focussing on good design outcomes and engagement, revolutionising the way planning and development decisions are made and who can make them.

An important part of the new Act enables the Minister for Planning to establish an accreditation scheme for planners, building certifiers and other industry professionals involved in making development decisions. The objective of the scheme is to improve confidence in these decisions, as well as the professionalism of decision making processes more generally. The proposed scheme will support the new system and expand the similar, but more limited provisions of the Development Act 1993.

Under the new scheme there will be a range of accredited planning and building professionals who can make important decisions based on the nature and complexity of a proposed development. The scheme will establish and maintain the minimum standards against which professionals are assessed to determine their level of accreditation. These varying levels will be based on the professional's qualifications, skills and experience. There will also be a requirement for continued professional development in mandatory fields, such as design, engagement and performance based planning to retain accreditation.

WHAT ARE THE BENEFITS OF THE PROPOSED SCHEME?

Better decisions
The scheme will provide increased confidence for development applicants and communities that decisions are being made by qualified and experienced professionals who regularly undergo training and are audited for competency.

Better recognition of professionals
The proposed scheme will recognise the importance of professionals in the decision-making process and value their skills and experience. It will also value professional development within the sector.

More choices for professionals
For professionals, you will have the choice to become accredited by the South Australian Government, or choose a recognised scheme from a private accreditor.

More choices for applicants
For development applicants, you will have the choice to engage accredited professionals in the public or private sectors, giving faster and more responsive turnaround times on applications.

Improved management of complaints and investigations
To ensure confidence in South Australia’s accredited professionals and their decisions, the scheme will provide clear audit, complaints and investigations processes.

Centralised public register for all accredited professionals
All professionals accredited under the proposed scheme will be recorded on the South Australian Planning Portal. This will provide an up to date directory of all planning and building decision makers with their level of accreditation and any specialist fields.
HOW WILL THE SCHEME BE DEVELOPED?

We are taking a consultative approach to develop the scheme. This discussion paper is the first step of the process and is available for consultation for a period of three months. The feedback received will inform the development of the scheme, which will be undertaken in four steps as follows:

- **FACT SHEETS**
  
  Fact sheets will be a source of information for the scheme and be based on feedback generated by the discussion paper.

- **REGULATIONS**
  
  The regulations will provide the legislative framework for the scheme.

- **CODE OF CONDUCT**
  
  The code will require all accredited professionals to act honestly and ethically with a high degree of accountability.

- **PROCEDURES**
  
  The administrative procedures will set parameters for all elements of the scheme to operate smoothly.

The scheme will be first applied to assessment panel members from mid-2019. Accreditation for planning professionals other than assessment panel members will be introduced concurrently with the new assessment pathways under the Act and launch of e-planning. This is likely to occur in 2020. Building certifiers will continue to operate as they do currently until this time.

The time line below serves as a guide of how the scheme will be developed, as well as when there will be further opportunities for your input.
WHAT IS THE ACCREDITATION SCHEME?

The proposed scheme will establish and maintain the minimum standards to become an accredited building or planning decision maker within South Australia.

The scheme should:

• allow for varying levels of accreditation with differing permissions based on a person’s qualifications and experience
• specify ongoing training requirements tied to the periodic renewal of accreditation
• ensure the registration of all accredited professionals on the South Australian Planning Portal
• require the holding of professional indemnity insurance
• specify arrangements for the auditing of accredited professionals
• provide grounds for the suspension or cancellation of an accreditation
• enable private professional bodies to provide accreditation, subject to appropriate protocols established by Government
• require compliance with codes of conduct
• include the management of complaints and prosecutions

EXISTING INDUSTRY SCHEMES

The Act enables a scheme provided by another entity to be recognised by the regulations. The experience and qualification levels will be prescribed in the scheme. This would be particularly relevant where a person is not a member of a recognised association or professional body.

Currently, there are several industry bodies in Australia that provide accreditation or professional certification within both the building and planning sectors. These include:

Building:

• Australian Institute of Building Surveyors (AIBS)
• Royal Institute of Chartered Surveyors (RICS)

Of note, AIBS and RICS are recognised under the Development Act 1993.

Planning:

• Planning Institute of Australia (PIA)

There are additional accreditation schemes offered by other industry bodies in allied fields. These could be useful for assessing those professionals who want to become Assessment Panel Members as experts in a specialist field. These include:

• Architects Accreditation Council of Australia (AACA)
• Australian Institute of Architects (AIA)
• Engineers Australia
• Surveying and Spatial Sciences Institute (SSSI)
HOW WILL IT WORK?

The new scheme will include three main components: Accreditation, Registration and Investigation (where required).

Different parties will play different roles within the components of the scheme as follows.

The Accrediting Authority could be an area within government, such as the Department of Planning, Transport and Infrastructure (DPTI) or a private accreditor, depending on the professional’s choice. Their role would be to evaluate a person’s skills and qualification against the minimum requirements and determine the level of accreditation. They could also manage low-level complaints. However, more serious complaints would be referred to the Investigating Authority.

We envisage that DPTI will be the Registering Authority, responsible for maintaining the publicly available register of all current accredited professionals on the South Australian Planning Portal.

The Investigating Authority would be an independent arm of government responsible for auditing accredited professionals and undertaking investigations to resolve more serious complaints referred to them by the accrediting authority.

SACAT: South Australian Civil and Administrative Tribunal, CCA: Commissioner for Consumer Affairs.
HOW WILL IT OPERATE WITHIN THE NEW PLANNING SYSTEM?

South Australia’s new planning system will increase certainty for simple, standard developments and provide a tailored ‘merit’ approach for more complex developments. The new Act introduces four new assessment pathways as follows:

1. Exempt development - no assessment required.
2. Accepted development - assessed against the Building Rules only.
3. Code assessed development - assessed against the Planning and Design Code.
4. Impact assessed development - assessed against guidelines issued by the State Planning Commission (Commission).

Accepted development will need to be assessed by an accredited building professional against the building rules only. For planners, there will be two categories of code assessed development requiring varying degrees of professional judgement. These categories are ‘Deemed to Satisfy’ and ‘Performance Based’. Professionals accredited under this scheme will have the authority to make code assessed decisions based on their level of accreditation and are detailed below. Impact assessed development decisions will be elevated to the State Commission Assessment Panel (SCAP) or the Minister for Planning.

<table>
<thead>
<tr>
<th>DEEMED TO SATISFY (DTS)</th>
<th>PERFORMANCE BASED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Process</strong></td>
<td>Assessed against the DTS policies (measurable standards) of the Code.</td>
</tr>
<tr>
<td><strong>Decision</strong></td>
<td>Requires lower degree of professional judgement.</td>
</tr>
<tr>
<td><strong>Authority</strong></td>
<td>Assessment Manager (or their delegate) or Accredited Professional.</td>
</tr>
</tbody>
</table>

ACCREDITATION REQUIRED

- **Building Certifiers**
  - Accepted Development
    - Building Rules assessment only. No planning assessment.

- **Accredited Professionals**
  - Code Assessed
    - Deemed to Satisfy
      - Professionals from public and private sectors.
  - Code Assessed
    - Performance Based
      - May delegate authority to council planning staff.

- **Assessment Managers**
  - Can include professionals from allied fields, but they must be accredited under this scheme.

- **Assessment Panel Members**
  - Restricted development as set out in the Code.

- **State Planning Commission**

- **Minister for Planning**
  - Set out by Regulations or as declared in the Gazette.
initial thoughts?

Q how could the accreditation scheme affect you?

Q how might private entities (industry advocacy groups, educational institutions, etc.) support the scheme?

Q what should the role of building professionals be in planning decisions? Why?
3. BECOMING ACCREDITED

WHAT’S CHANGING?
The proposed scheme will mean that certain building and planning professionals must be accredited to make important decisions. Accreditation will mean that the decision maker has been screened for competency to do so. It is proposed to apply to the following:

**Building professionals:**
- building certifiers
- building inspectors

**Planning professionals:**
- assessment managers
- assessment panel members
- planning accredited professionals
- land division accredited professionals

Formalised auditing and complaint resolution processes will also be enacted under the scheme.

WHO NEEDS TO BE ACCREDITED?
The Act identifies circumstances where a relevant authority is required to make certain decisions. Upon introduction of the scheme, an accredited professional will be considered a relevant authority and may practise within local government, state government or the private sector.

Details of those required to be accredited and the relevant sections of the Act are provided in the table below.

<table>
<thead>
<tr>
<th>Assessment Panels (section 83)</th>
<th>All assessment panel members, except where the person is an elected representative of the council and has sufficient experience in local government to act as a member of a panel.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Managers (section 87)</td>
<td>All assessment managers, unless they are of a prescribed class to be set by the regulations. Assessment Managers can delegate functions to staff within a council as they have under previous regulations.</td>
</tr>
<tr>
<td>Relevant Authority - Accredited Professionals (section 97)</td>
<td>Planners that are acting as a planning authority. Accreditation is not required for those acting under the delegation of an Assessment Manager or Assessment Panel. Private sector planning or building professionals will be able to achieve this level of accreditation.</td>
</tr>
<tr>
<td>Building Certifiers (section 92 and 99)</td>
<td>In addition to other aspects of the scheme, the regulations may prescribe circumstances where a building certifier may undertake an assessment against the building rules. Note that ‘building certifier’ equates to ‘private certifier’ under the current Development Act 1993.</td>
</tr>
</tbody>
</table>

In addition, it is likely that a practice direction will be issued to require any person or entity preparing or amending a designated instrument (e.g. the Code) to have received and considered the advice of an accredited planning professional.
HOW WILL ACCREDITATION BE DETERMINED?

A person’s level of accreditation will be tied to their relevant qualification(s) and industry experience.

**Qualification**

There are a number of degrees and diplomas from around the world held by practising building certifiers and planners in South Australia. This diversity supports industry growth and innovation and would be supported under the new scheme.

The most common qualifications of planners in South Australia are the Bachelor of Urban and Regional Planning from the University of South Australia and the Masters of Planning from the University of Adelaide. Other related degrees and diplomas from around Australia will also be considered.

It is proposed that the accrediting authority be able to consider an applicant’s qualification with proof of completion on a merit basis.

**Experience**

Different levels of accreditation will require different levels of experience. This experience will be based on that accrued over time, but will also reflect experience gathered in specialist areas, such as development assessment, policy, specific land uses, heritage and other specialist disciplines.

A curriculum vitae (CV) showing employment history with three (3) references could satisfy this requirement.

In some regional and remote areas of South Australia, local governments have experienced difficulties attracting qualified planners. The proposed scheme should allow appropriate dispensation be given to these areas, particularly with regard to Assessment Managers and Assessment Panel Members. Persons that do not meet the prerequisites could be considered on their merit. DPTI will provide additional support to these local governments when transitioning to the new scheme.
Proposed Accreditation Levels: Building

There are currently 3 levels of building certification under the Development Act 1993. For those with existing industry accreditation, it is proposed the levels under the new scheme are the same, with one additional new level. This level is proposed to better align with national standards.

There is a mutual recognition agreement between State and Territory regulators within Australia that enables a person registered as a building certifier or equivalent within Australia to apply to be registered in SA. This is proposed to continue under the new scheme.

**Level 1: Building Certifier**

A building certifier accredited at level 1 would have no limit to the type of work that may be carried out.

<table>
<thead>
<tr>
<th>Anticipated function</th>
<th>Assess against the building rules, with no limitation. Undertake building inspections on behalf of a council.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification and experience</td>
<td>Relevant qualification and minimum 3 years relevant experience.</td>
</tr>
<tr>
<td>Recognised equivalent scheme</td>
<td>Accreditation as a Level 1 Building Surveyor by an approved industry accreditation authority (e.g. AIBS or RICS).</td>
</tr>
</tbody>
</table>

**Level 2: Building Certifier**

<table>
<thead>
<tr>
<th>Anticipated function</th>
<th>Assess against the building rules, limited to buildings that are no more than 3 storeys in height and floor area no more than 2000m². Undertake building inspections on behalf of a council.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification and experience</td>
<td>Relevant qualification and minimum 2 years relevant experience.</td>
</tr>
<tr>
<td>Recognised equivalent scheme</td>
<td>Accreditation as a Level 2 Building Surveyor Limited by an approved industry accreditation authority (e.g. AIBS or RICS).</td>
</tr>
</tbody>
</table>

**Level 3: Building Certifier**

<table>
<thead>
<tr>
<th>Anticipated function</th>
<th>Assess against the building rules, limited to Class 1 and Class 10 buildings. Undertake building inspections on behalf of a council.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification and experience</td>
<td>Relevant qualification and minimum 6 months relevant experience.</td>
</tr>
<tr>
<td>Recognised equivalent scheme</td>
<td>Accreditation as a Level 3 Assistant Building Surveyor by an approved industry accreditation authority (e.g. AIBS or RICS).</td>
</tr>
</tbody>
</table>

**Level 4: Building Inspector**

<table>
<thead>
<tr>
<th>Anticipated function</th>
<th>On behalf of a council, undertake building inspections of class 1 or 10 matters, including roof truss and swimming pool safety inspections.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification and experience</td>
<td>Relevant qualification and/or experience.</td>
</tr>
<tr>
<td>Recognised equivalent scheme</td>
<td>Qualifications and experience recognised and considered appropriate by the accrediting authority.</td>
</tr>
</tbody>
</table>
PROPOSED ACCREDITATION LEVELS: PLANNING

The accreditation scheme is new for the South Australian planning profession. While there have been similar arrangements under PIA, this scheme will introduce the first requirement for prescribed classes of decisions to be made by accredited professionals.

**LEVEL 1: ASSESSMENT MANAGER**

Level 1 is the highest level of accreditation for the most significant level of decision making.

<table>
<thead>
<tr>
<th>Anticipated function</th>
<th>Undertake complex assessment functions and decision making, supporting an assessment panel and managing staff.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification and experience</td>
<td>Relevant planning degree and minimum 5 years full time or equivalent experience considered appropriate by the accrediting authority.</td>
</tr>
<tr>
<td>Recognised equivalent scheme</td>
<td>PIA Registered Planner (PIA Full Member with 5 years experience).</td>
</tr>
</tbody>
</table>

**LEVEL 2: ASSESSMENT PANEL MEMBER**

All Assessment Panel Members will need to be accredited under the new scheme. All Panels must comprise five members and have one Assessment Manager (i.e. Level 1). The requirement for Panels to have up to one Elected Member is already in place. Professionals from allied fields will gain accreditation at this level. It is encouraged that Panels comprise a range of expertise to promote good decision making.

<table>
<thead>
<tr>
<th>Anticipated function</th>
<th>Assessment Panel Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification and experience</td>
<td>Relevant planning degree or qualification in an allied field (e.g. architecture, engineering, environmental management, law) and 2 years full time or equivalent experience considered appropriate by the accrediting authority.</td>
</tr>
<tr>
<td>Recognised equivalent scheme</td>
<td>PIA Full or Associate Member or accreditation in a recognised allied field.</td>
</tr>
</tbody>
</table>

**LEVEL 3: ACCREDITED PLANNING PROFESSIONAL**

<table>
<thead>
<tr>
<th>Anticipated function</th>
<th>Confirm ‘accepted developments’ and ‘code assessed developments – deemed-to-satisfy’ in relation to a specific area/class of development.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification and experience</td>
<td>Relevant planning degree and minimum 1 year equivalent of full time experience considered appropriate by the accrediting authority.</td>
</tr>
<tr>
<td>Recognised equivalent scheme</td>
<td>PIA Full or Associate Member.</td>
</tr>
</tbody>
</table>

**LEVEL 4: LAND DIVISION ACCREDITED PROFESSIONAL**

<table>
<thead>
<tr>
<th>Anticipated function</th>
<th>Acting as a relevant authority for land division, creating not more than 4 additional allotments and/or a public road.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification and experience</td>
<td>Relevant planning degree and minimum 1 year full time or equivalent experience in the assessment of land division applications considered appropriate by the accrediting authority.</td>
</tr>
<tr>
<td>Recognised equivalent scheme</td>
<td>PIA Full or Associate Member, or accredited through SSSI certification. There may also be an opportunity for some licensed land surveyors with appropriate experience to become accredited.</td>
</tr>
</tbody>
</table>
ACCREDITATION REQUIREMENTS

Ongoing training and development

It is proposed that the scheme include ongoing requirements for professional development in-line with accreditation schemes across Australia. There may also be some specific training requirements for registration. DPTI can support the scheme by providing free on-line training around the new Act, as well as broader planning issues.

The could operate similar to the continuing professional development (CPD) requirement associated with the renewal of PIA or AIBS membership. Under these systems, CPD points are achieved annually by the professional, with a different number of points required for different levels of accreditation. These points are achieved by completing training modules and attending information sessions provided by approved parties, such as private entities, local governments, the LGA and so on.

There would likely be mandatory training and development requirements in certain areas to maintain accreditation. Assessment Panel Members qualified in allied fields (other than planning or building) would have similar ongoing requirements. These areas could include: good design, engagement, performance based planning and decision making.

Insurance

As a further measure of consumer protection, accredited professionals will be required to have a minimum level of professional indemnity insurance at the time of registration and renewal. This insurance may be held individually for sole operators, or in a company name if there is evidence that the applicant is a current employee. For local government staff and their assessment panel members it will be assumed that this is covered under the Mutual Liability Scheme. Regulations will be drafted to reflect this, as well as the minimum cover requirements of insurance.

RENEWAL PERIOD

It is proposed the registration period for accredited professionals be 1 year. This would enable appropriate monitoring of compliance with the accreditation requirements, private association registration if being relied upon for accreditation, and registering any continued professional development. A renewal fee would be required to cover administration costs. If the renewal process (fee and documentation) is not provided or completed before the expiry date, accreditation would likely be suspended prior to lapsing. This would be recorded on the public register until resolved.

WHAT HAPPENS IF YOUR ACCREDITATION LAPSES?

If the accreditation is lapsed or suspended, the accredited professional would not be able to undertake any functions associated with the accreditation, and any decision made during this time would be invalid.

WILL THERE BE FEES INVOLVED?

To enable effective operation and management of the scheme, costs will be incurred by the accrediting and registering authorities. It is proposed that fees will be payable annually to cover these costs. Details of associated fees are yet to be determined. Once the draft scheme is prepared, an appropriate fee structure will be prepared and included in the regulations for further comment. DPTI will engage a specialist to assist with the calculation of an appropriate fee structure.

It is likely that fees will be set for:

- **Accreditation**: to cover the costs of initial assessment and operating the scheme.
- **Registration**: administrative fee for maintaining the register.
- **Renewal**: required annually to check currency of the accreditation requirements and any privately held memberships of equivalent schemes.
BECOMING ACCREDITED: BUILDING

FOR THOSE WITH EXISTING ACCREDITATION: BUILDING

EXISTING ACCREDITATION

AIBS Level 1
Building Surveyor

AIBS Level 2
Building Surveyor Limited

AIBS Level 3
Assistant Building Surveyor

NEW SCHEME

Level 1
Building Certifier

Level 2
Building Certifier

Level 3
Building Certifier

Level 4
Building Inspector

REGISTRATION

Proof of accreditation
Indemnity insurance
Payment of fee

NEW IDEA

FOR THOSE WITHOUT ACCREDITATION: BUILDING

PREREQUISITE

Relevant qualification and 3 years relevant experience

Relevant qualification and 2 years relevant experience

Relevant qualification and 6 months relevant experience

Qualification and experience recognised and considered appropriate by the Accrediting Authority.

NEW SCHEME

Level 1
Building Certifier

Level 2
Building Certifier

Level 3
Building Certifier

Level 4
Building Inspector

ACCREDITATION & REGISTRATION

Application form
Proof of qualification
Proof of experience
References
Indemnity insurance
Statutory declaration
Payment of fee
BECOMING ACCREDITED: PLANNING

FOR THOSE WITH EXISTING ACCREDITATION: PLANNING

EXISTING ACCREDITATION

- PIA Registered Planner
- Accredited in allied field (e.g. architecture, engineering, environmental management)
- PIA Full or Associate Member
- PIA Full or Associate Member, SSSI Accredited Professional

NEW SCHEME

- Level 1 Assessment Manager
- Level 2 Assessment Panel Member
- Level 3 Planning Accredited Professional
- Level 4 Land Division Accredited Professional

REGISTRATION

Proof of accreditation
Indemnity insurance
Payment of fee

FOR THOSE WITHOUT ACCREDITATION: PLANNING

PREREQUISITE

- Relevant qualification and 5 years relevant experience
- Qualification in allied field (e.g. architecture, engineering, environmental management)
- Relevant qualification and 1 year relevant experience
- Relevant qualification and 1 year relevant experience

NEW SCHEME

- Level 1 Assessment Manager
- Level 2 Assessment Panel Member
- Level 3 Planning Accredited Professional
- Level 4 Land Division Accredited Professional

ACCREDITATION & REGISTRATION

Application form
Supporting documents
Proof of qualification
Proof of experience
References
Indemnity Insurance
Statutory Declaration
Payment of fee
how might the scheme vary between urban and regional contexts?

In addition to design, performance, good decision making and engagement, what other types of continued professional development and training should be required to retain accreditation?

Should building certifiers need additional experience to approve ‘performance solutions’ under the Building Rules?

For the new Level 4: Building Inspectors, what should be the required qualification and experience?
4. KEEPING THE SYSTEM HONEST

To ensure confidence in South Australia’s accredited professionals and the decisions they make, it is important to have coordinated auditing, investigation and complaint resolution processes. These procedures will be drafted synonymously with the relevant regulations and made available for comment prior to adoption of the scheme.

AUDITING

Auditing is a critical component to ensure trust in the scheme, particularly given the role of accredited professionals. Any person registered under the scheme will be subject to periodic audit.

It is proposed there be two types of auditing under the scheme:

- administrative auditing (correct documentation, current insurance, etc.)
- technical auditing (processes undertaken by accredited professionals to arrive at decisions)

COMPLAINTS

If a complaint is received in relation to the code of conduct the investigating authority will be responsible for investigating it. This independent arm of government will take appropriate disciplinary or other action against the accredited professional appropriately. This does not preclude any professional membership body from conducting its own investigation and disciplinary processes, but will require them to refer any complaints they receive that relate directly to the accredited professionals scheme code of conduct to the investigating authority.

Procedures will be set out in the regulations to ensure that the accredited professional is notified of the complaint and given the opportunity to provide evidence to the appointed investigator, prior to any action being considered. Procedures will be developed as necessary to support the implementation of the regulations.

SUSPENSION OR CANCELLATION OF ACCREDITATION

The accrediting authority will issue reminder notices to accredited professionals prior to their accreditation period lapsing. There may be a minimum requirement for this, for example one month prior, to allow sufficient time to prepare any additional items. This is likely to be administered in a similar fashion to the current process for private accreditors.

An unintentional lapse of accreditation would result planning permissions being suspended until the accreditation is renewed. This would restrict access to the e-planning system, planning portal and so on. In more serious cases, such as where the accredited professional has acted in an unprofessional or inappropriate manner, or failed to professionally discharge a responsibility under the Act, the accrediting authority may see fit to suspend or cancel that person’s accreditation.

A policy and procedure will be developed to detail how the suspension or cancellation of accreditation process will be administered.
APPEALS

An appeals process allowing accredited professionals the opportunity to respond to any action arising from the auditing or complaints process is required. This process will be developed prior to the introduction of the scheme and be made available for future comment.

APPEALS AGAINST DECLINED ACCREDITATION

Under the Development Act 1993, there lies no right to appeal against a decision made by the Minister with respect to the registration, condition imposed, suspension or cancellation of a private certifier. Under the new Act, it is proposed that an appeal against a declined application could be lodged with the accrediting authority. The initial appeal would necessitate a review of any decision made, which would hear the matter and confirm the original decision, modify or overturn it.

If the applicant remains aggrieved by the accrediting authority’s decision, an appeal could be put in place with an independent body. This will be detailed in the regulations and could be, for example the South Australian Civil and Administrative Tribunal (SACAT).

GOVERNANCE

The overall governance of the scheme is yet to be determined. The Minister, in association with the Commissioner for Consumer Affairs is responsible for the scheme to be made by regulation. The Act however provides for any aspect of the scheme to be administered or managed by the Commissioner for Consumer Affairs or any other body prescribed by the regulations or Minister.
thoughts?

Q do you agree that the processes undertaken by accredited professionals to arrive at particular decisions should be audited under the scheme?

Q are there areas where the proposed scheme can be improved?
We welcome your feedback on the proposed accredited professionals scheme by either:

**Email:** DPTI.PlanningEngagement@sa.gov.au

**Post:** PO Box 1815, Adelaide SA 5001
7.1 DEBATE AGENDA – MAYOR


B7322

PURPOSE

Any order made by Council that operates for a period extending for more than 12 months must be reviewed at least once in every year – thus, these orders pursuant to Section 91(9) Local Government Act (Act) is due for review.

RECOMMENDATION

That Council in compliance with Section 90(9)(a) of the Local Government Act (Act) and having reviewed the confidentiality orders of:

1. 16 July 2013 made in accordance with Section 90(3)(a) of the Act, in the matter of the Performance Review of the Chief Executive Officer resolve that the performance documents, agenda and minutes remain confidential and that Council review the said order prior to 20 March 2019.
2. 24 June 2014, made in accordance with Section 90(3)(a) of the Act, in the matter of the Performance Review of the Chief Executive Officer resolve that the supporting attachments and performance review documents remain confidential and that Council review the said order prior to 20 March 2019.
3. 21 July 2015 (CO2014-18/9) made in accordance with Section 90(3)(a) of the Act, in the matter of the Performance Review of the Chief Executive Officer, resolve that the minutes, supporting attachments and performance review documents remain confidential and that Council review the said order prior to 20 March 2019.
4. 16 August 2016 (CO2014/18-31) made in accordance with Section 90(3)(a) of the Act, in the matter of the Chief Executive Officer’s 2015/16 Performance Review And New Contract Negotiation resolve that the report, minutes, supporting attachments and performance review documents remain confidential and that Council review the said order prior to 20 March 2019.
5. 18 July 2017 (CO2014/18-62) made in accordance with Section 90(3)(a) of the Act, in the matter of the Chief Executive Officer’s 2016/17 Performance Review resolve that the report, minutes, supporting attachments and performance review documents remain confidential and that Council review the said order prior to 20 March 2019.

REPORT

At the Confidential meeting of Council held on 16 July 2013 Council considered the performance review of the Chief Executive Officer and resolved that:
Council having considered this matter in confidence under Section 90(2) and (3) (a) of the Local Government Act 1999 makes an order pursuant to Section 91(7) of the Act that the performance documents, agenda and minutes of the Confidential Council meeting held on 16 July 2013 in relation to confidential item 8.1.1 Performance Review of the Chief Executive Officer, other than the minutes relating to this confidentiality order, be kept confidential and not available for public inspection until the conclusion of the Chief Executive Officer’s employment.

This order pursuant to Section 91(9) Local Government Act (Act) was reviewed at Council meetings held on 24 June 2014, 16 June 2015, 17 May 2016 and 18 April 2017 where it was resolved that the performance documents, agenda and minutes of the meeting held on 16 July 2013 remain confidential.

At the Confidential meeting of Council held on 24 June 2014 Council considered the performance review of the Chief Executive Officer and resolved that:

Council having considered this matter in confidence under Section 90(2) and (3) (a) (being information the disclosure or which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)) of the Local Government Act 1999 makes an order pursuant to Section 91(7) of the Act that all supporting attachments and performance review documents of the Confidential Council meeting held on 24 June 2014 in relation to confidential item 8.1.1 Performance Review of the Chief Executive Officer and not available for public inspection until the conclusion of the Chief Executive Officer’s employment.

This order pursuant to Section 91(9) Local Government Act (Act) was reviewed at the Council meetings on 16 June 2015, 17 May 2016 and 18 April 2017 where it was resolved that in the matter of the Performance Review of the Chief Executive Officer the supporting attachments and performance review documents should remain confidential.

At the Confidential meeting of Council held on Tuesday 21 July 2015 Council considered the Chief Executive Officer’s performance review and new contract negotiation and resolved:

Council having considered this matter in confidence under Section 90(2) and (3) (a) of the Local Government Act 1999 makes an order pursuant to Section 91(7) of the Act that the performance documents, agenda and minutes of the Confidential Council meeting held on 21 July 2015 in relation to confidential item 8.1.1 Performance Review of the Chief Executive Officer, other than the minutes relating to this confidentiality order, be kept confidential and not available for public inspection until the conclusion of the Chief Executive Officer’s employment.

This order pursuant to Section 91(9) Local Government Act (Act) was reviewed at the Council meetings on 17 May 2016 and 18 April 2017 where it was resolved that in the matter of the Performance Review of the Chief Executive Officer the supporting attachments and performance review documents should remain confidential.

At the Confidential meeting of Council held on Tuesday 16 August 2016 Council considered the Chief Executive Officer’s performance review and new contract negotiation and resolved:

that Council:

Having considered this matter in confidence under Section 90(2) of the Local Government Act 1999 (the Act), makes an order pursuant to
Section 91(7), that the report, minutes, documents and attachments other than the minutes relating to this confidentiality order of the Confidential Council Meeting held on 16 August 2016 in relation to item 8.1.1 Chief Executive Officer 2015/16 Performance Review and New Contract Negotiation be kept confidential and not available for public inspection, except information required to be released pursuant to Section 91(8) of the Act, until the conclusion of the Chief Executive Officer’s employment and the said order be reviewed by Council annually on the basis it has received and discussed a matter pertaining to the employment and performance review and conditions of employment of the Chief Executive Officer as contemplated by Section 90 (3)(a) of the Act.

This order pursuant to Section 91(9) Local Government Act (Act) was reviewed at the Council meeting on 18 April 2017 where it was resolved that in the matter of the Performance Review of the Chief Executive Officer the supporting attachments and performance review documents should remain confidential.

At the Confidential meeting of Council held on Tuesday 18 July 2017 Council considered the Chief Executive Officer’s 2016/17 performance review and resolved that Council:

Having considered this matter in confidence under Section 90(2) of the Local Government Act 1999 (the Act), makes an order pursuant to Section 91(7), that the report, minutes, documents and attachments other than the minutes relating to this confidentiality order of the Confidential Council Meeting held on 18 July 2017 in relation to item 8.1.1 Chief Executive Officer 2016/17 Performance Review be kept confidential and not available for public inspection, except information required to be released pursuant to Section 91(8) of the Act, until the conclusion of the Chief Executive Officer’s employment and the said order be reviewed by Council annually on the basis it has received and discussed a matter pertaining to the employment and performance review and conditions of employment of the Chief Executive Officer as contemplated by Section 90 (3)(a) of the Act.

The conditions of this order remain consistent with that considered at the Confidential Council meeting of 18 April 2017, that the relevant information pertains to the employment performance of the Chief Executive Officer as contemplated by Section 90(3)(a) and 90(9)(b) of the Act; it is therefore considered appropriate to maintain the order as is.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Nil

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

Community Plan

How We Work – Good Governance
Corporate Plan
6.1 Ensure that the community has access to information regarding the discussions held and decisions made by Elected Members

Legislative Requirements
Local Government Act 1999, S90 and S91

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
No relevant considerations are noted.

COMMUNITY CONSULTATION
No public consultation is required or considered appropriate.
7.2.1 DEBATE AGENDA – CHIEF EXECUTIVE OFFICER

7.2.1.1 NURIOOTPA CENTENNIAL PARK AND COULTHARD RESERVE DRAFT MASTER PLAN – OUTCOME OF COMMUNITY CONSULTATION

Author: Director, Community Projects

PURPOSE
To summarise feedback received from the community following Council’s resolution in December 2017 regarding the draft Nuriootpa Centennial Park and Coulthard Reserve Master Plan (refer Attachment 1) (the Plan) and provide recommendations for action.

RECOMMENDATION
That Council

2. Endorses the Draft Concept Plan Design Report for Nuriootpa Centennial Park and Coulthard Reserve noting that it may be subject to future amendment and budget consideration as required.

3. Requires Officers to work with the Working Group and Architects to prioritise, phase and cost the Master Plan to provide data for The Big Project Feasibility Report and provide a future report to Council.

4. Requires Officers to provide an update on the outcome of the consultation to people that provided written, formal feedback and where contact information has been provided.

REPORT

Background
At its meeting on the 20 February Council resolved that:

MOVED Cr de Vries that Council
(1) Notes the update report on the current status of the Nuriootpa Centennial Park and Coulthard Reserve Draft Master Plan (the Plan) following the conclusion of the community consultation process.
(2) Notes that Officers will bring a further Agenda report to the 20 March 2018 Council Meeting to fully detail the outcome of the community consultation process.

Seconded Cr Harms

CARRIED 2014-18/1315

At its meeting on the 21 November Council resolved that:
MOVED Cr de Vries that Council:
(1) Receives, notes and endorses the draft Nuriootpa Centennial Recreation Park and Coulthard Reserve Master Plan (the Plan) dated 9 November 2017 Trim Ref: 17/91952 for community consultation; noting that the Master Plan may be subject to future amendment and budget consideration as required.
(2) Endorses the Community Consultation Plan – Nuriootpa Centennial Recreation Park and Coulthard Reserve Master Plan (Trim Ref: 17/91952) to obtain feedback on the Plan for the period 22 November to 13 December 2017 inclusive and requires Officers to bring a further report on the outcomes of the consultation to a future Council Meeting.
(3) Thanks the Nuriootpa Centennial Recreation Park and Coulthard Reserve Master Plan Stakeholder and Working Groups for their work on the ongoing development of the draft Master Plan to date.

Seconded Cr Angas
CARRIED 2014-18/1236

The community consultation process ran from the 22 November to the 13 December 2017 inclusive.

The Consultation Plan was presented to Council as part of the Agenda Report on 21 November 2017 and approved at that time. The Consultation Plan is included again for information as Attachment 2. Specific matters relevant to the consultation process are included in the Community Consultation section at the end of this report.

There was not time to present the outcome of the consultation process to the December Council report due to other prioritised reports. Review with Architects did not take place until late in January. Amendments based on the feedback were tabled to a Working Group meeting on the 27 February and a final master plan version prepared for this report. The Stakeholder group was advised of progress in November and February.

Discussion
All written submissions received as at the end of 13 December 2017 have been included in full within Attachment 3 with the exception of personal addresses which have been removed.

Where a written response, point of clarification or response to a specific question has been provided by Officers direct to the individual within the consultation period this is also included in full in the comment section alongside the related submission.

Where a response was not provided direct to the person during or subsequent to the consultation process (this may have been due to timing, resources or the submission is a statement of opinion only not raising a particular question) this is noted and an Officer comment made to that effect.

A total of 18 submissions were received formally during the consultation process. Some correspondence was received post the conclusion of the consultation period and was included up until the time that the Agenda report was finished for submission (refer submission ref: #19).

Summary of main themes and formal feedback numbers:

<table>
<thead>
<tr>
<th>Theme</th>
<th># comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coulthard Reserve</td>
<td></td>
</tr>
<tr>
<td>Lake</td>
<td></td>
</tr>
<tr>
<td>Scout relocation</td>
<td>3</td>
</tr>
<tr>
<td>Nuriootpa Centennial Park Sporting Facilities</td>
<td>3</td>
</tr>
<tr>
<td>Location of soccer pitch</td>
<td>4</td>
</tr>
<tr>
<td>Location of cricket nets</td>
<td>3</td>
</tr>
<tr>
<td>Traffic management</td>
<td>3</td>
</tr>
</tbody>
</table>
AFL change room requirements 3  
Cross code development 3  
Storage 3  
Pedestrian movement / fencing 2  
Public toilets – eastern side of oval 2 

NB this does not equate to number of submissions as some contributors have raised multiple themes.

In addition a record of 39 informal/verbal views were expressed and recorded across the 3 public sessions / information stands set up at: the Nuriootpa Coop Mall (2 and 6 December 2017) and the 1 drop in open forum sessions (5 December 2017, 4.30pm to 7.30pm). This informal feedback is summarised in Attachment 4.

Total formal: 19  
Total informal: 39  
Overall Total: 58

Comment is provided on the main recurring themes from the feedback received as follows:

**Coulthard Reserve**

<table>
<thead>
<tr>
<th>1. Reinstatement of reduced scale lake</th>
<th>Officer comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Reinstall the lake as a focal point for the community, visitors and tourists. Encourage family orientated outdoor activities and enjoyment.</td>
<td></td>
</tr>
<tr>
<td>- All informal feedback received was supportive of reinstatement of the lake. The reduction in size was supported as a means of making this the most feasible cost approach.</td>
<td></td>
</tr>
<tr>
<td>- 1 formal submission against reduction of the lake and increased traffic movement through the site. Existing natural environment and habitat should be undisturbed.</td>
<td></td>
</tr>
<tr>
<td>- Opportunity for wetland development as an alternative to the lake</td>
<td></td>
</tr>
<tr>
<td>- Opportunity to restock with fish and encourage recreational fishing</td>
<td></td>
</tr>
<tr>
<td>- Lining of lake would need to be clay. Synthetic lining would be unacceptable from a risk perspective. It is understood that the introduction of the 2 islands resulted in the degradation of the previous lining.</td>
<td></td>
</tr>
<tr>
<td>- Currently only 4 parking spaces in total and cars park ad hoc across the reserve. Addition of pull in bays as per National Park model is to improve amenity but lessen environmental impact through soil / root compaction etc.</td>
<td></td>
</tr>
<tr>
<td>- Not the formal position of the Bushgardens – differing views as to the feasibility of this approach and consideration of knock on impacts such as contaminants etc</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Relocation of Scouts from NCP</th>
<th>Officer comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Concerns expressed by 3 sets of residents in Higginbotham estate to north of proposed relocation site (refer #26 on master plan). Issues with:</td>
<td></td>
</tr>
<tr>
<td>- Letter box drop undertaken for all occupied properties adjacent the rear of the Reserve in the Higginbotham estate and posters put up in estate playground and</td>
<td></td>
</tr>
</tbody>
</table>

121
- Gated access from Higginbotham side.
- Associated perceived increase in traffic and safety issues through residential, family area.
- Area already becoming congested with residential traffic movements and only one way in and out of estate.
- Associated perceived increase in noise from reserve into residential area.
- Plans not known / taken into account when residents chose to move to the estate.
- Should be no vehicles in the northern end of the reserve and it should be pedestrian / cycle area only.

Associated perceived increase in traffic and safety issues through residential, family area.
Area already becoming congested with residential traffic movements and only one way in and out of estate.
Associated perceived increase in noise from reserve into residential area.
Plans not known / taken into account when residents chose to move to the estate.
Should be no vehicles in the northern end of the reserve and it should be pedestrian / cycle area only.

3. **General connectivity through reserve**

- Support for maximising the opportunities from pedestrian and cycling access and linkages through and into the reserve. Strengthening access to help people to best use the open space.

<table>
<thead>
<tr>
<th>Officer comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional 2 way linkages proposed to the north and south of the parklands at all times. Strengthen the existing central, connecting pathway, with the capacity for this to be managed/temporarily closed off during large events in the sporting precinct and/or caravan park.</td>
</tr>
</tbody>
</table>

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**Nuriootpa Centennial Park**

1. **Position of Cricket Nets**
   - *Initially positioned to the north of the soccer pitch*
     - Too far away from the other park facilities including the cricket pavilion and storage.
     - No need to provide additional duplicate, infrastructure to serve the repositioned nets if these are closer to existing toilets, proposed storage.
     - Makes it more challenging for players to warm up before going into bat.
     - Consider placing in between soccer and Hoffman Oval.

<table>
<thead>
<tr>
<th>Officer comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Several attempts to find suitable alternative location for nets particularly to provide safe hit out zone. Further discussions held with cricket at open forum session (5.12.17) and alternatives presented to the Working Group meeting on 27 February 2018. Revised agreed position presented on final draft. Multi function building (#01) will provide user group storage and discussion will be required to confirm requirements at detailed design stage.</td>
</tr>
</tbody>
</table>

2. **Traffic Management**
   - Concern re extent of the extended road to the western boundary of the site. Safety issues of pedestrians, children using and crossing that area, cost of implementation.

<table>
<thead>
<tr>
<th>Officer comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduce extent of bitumised treatment to western boundary road and emphasise traffic calming treatments to control traffic.</td>
</tr>
</tbody>
</table>

---
- Potential to push traffic between soccer pitch and Hoffman Oval

- Plan attempts to keep traffic concentrated in the western area of the park to maximise pedestrian use of the facility in other areas and strengthen general connectivity through the whole facility (refer 3 above in Coulthard Reserve section)
- Plan identifies 3 priority shared use areas and identifies whether these are intended for pedestrian, cycling and/or vehicular access.
- Pathways #21 on the plan reinforce pedestrian and cycle only access points

<table>
<thead>
<tr>
<th>3. Soccer Pitch Location and cross code facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Moving soccer pitch towards AFL facilities not supported by Nuriootpa Rovers Football Club due to operational issues of managing liquor licence; noise; impact on potential expansion of changing rooms; reduction in parking.</td>
</tr>
<tr>
<td>- Soccer Club supportive of any improvements to its current level of service and its capacity to attract players. Preferred option has been to relocate the existing pitch to support the more centralised location of a mixed use facility incorporating soccer changerooms (cricket in summer) and clubrooms. Looking for second playing surface and keen to continue work with the school to achieve this. Purchase of land to the north (#10 on plan) would provide that extra playing space but the cost of purchase and development would exceed cost of utilising current and adjacent school facilities.</td>
</tr>
<tr>
<td>- Soccer needs more space, moving soccer pitch is costly and take up car parking space – purchase vacant land to north. Do more work with the school to encourage reciprocal use of certain facilities.</td>
</tr>
<tr>
<td>- Review orientation of mixed use facility to maximise viewing across soccer pitches.</td>
</tr>
<tr>
<td>- Is the expense of a 2 storey facility necessary/justified?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Officer comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Mixture of views expressed by different representatives of the Club (no formal representation received on club letterhead) and there were some instances where updated versions of plans addressing issues raised had not been referenced.</td>
</tr>
<tr>
<td>- New proposed shared use facilities include additional, dedicated AFL changing rooms in response to representations made and indicative thumbnail sketch of potential facilities provided prior to community consultation phase to show what type of amenities could be incorporated.</td>
</tr>
<tr>
<td>- Revised draft shows footprint of current changerooms and note that these will be upgraded to contemporary AFL standards and will need to be prioritised in the staging of an adopted, costed plan.</td>
</tr>
<tr>
<td>- Final comments received from AFL (refer comment 19 on Attachment 1) indicate there is still some confusion and further discussion will be required to clarify through a future detailed design stage.</td>
</tr>
<tr>
<td>- Officer research (both inter and intrastate) indicates that operational challenges arising from changing infrastructure provision require ongoing support and management and this is acknowledged.</td>
</tr>
</tbody>
</table>
| - Again no formal representation received on letterhead from Soccer Club but all Working Group discussions have indicated a strong
intent to work flexibly with all stakeholders to achieve improvements to level of service and put code on a sustainable footing in the region.

- The plan provides for additional net parking spaces across the facility in areas #06,17 and 18.
- Several meetings have been held with the high school and this continues. There is good potential opportunity and goodwill for greater shared use of facilities. This would be a more cost effective outcome than additional land purchase to facilitate further duplication of infrastructure.
- Current orientation of mixed use facility (#01) supported by working group, reduction in the extent to which soccer pitches moved south to accommodate cricket net repositioning and extended viewing area indicated across soccer pitches.
- Detailed design options for mixed use facility to be explored. 2 storey facility provides greater flexibility within available space. Cost benefit detail to be determined. This is a concept master plan approach.

### 4. Storage

- Plan looks good provided there is sufficient medical and storage areas.
- no mention of replacement of current green shed at end of existing cricket net area (used by NCPA for chemicals and washbay).

**Officer comments:**
- understood that adequate storage is a requirement across all facilities.
- Mixed use facility allows for storage areas to replace existing removal of sheds adjacent soccer pitch and near existing cricket nets.
- Process for detailed design phase.

### 5. Public Toilets (Eastern side of Oval)

- Eastern side toilets should be closer to the centre of the main oval adjacent grandstand not closer to Hoffman Oval.

**Officer comments:**
- Still no consensus in Working Group on location of eastern toilet block or requirement for additional toilets.
- Some believe requirement will not be there once additional toilets in mixed use facility provided
- Some believe required to avoid people using caravan park toilets.
- Further work required. Current location shown at #13 on plan.
- Existing funding in 2017/18 NCPA budget and these funds being diverted to drainage and other requirements.
The following modifications have been made to the plan as a result of the feedback received:

<table>
<thead>
<tr>
<th>#</th>
<th>Modifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>#01</td>
<td>New mixed use facility</td>
</tr>
<tr>
<td></td>
<td>Modify notes / description – highlight storage, add in Technical Bench and</td>
</tr>
<tr>
<td></td>
<td>viewing shelter</td>
</tr>
<tr>
<td>#1a</td>
<td>Site service impacts</td>
</tr>
<tr>
<td></td>
<td>Note that mixed use facility requires review of existing transformer location</td>
</tr>
<tr>
<td></td>
<td>with associated cost impact</td>
</tr>
<tr>
<td>#02/</td>
<td>Existing AFL changing rooms</td>
</tr>
<tr>
<td>2a</td>
<td>Upgrade to contemporary AFL standards – review location</td>
</tr>
<tr>
<td>#04</td>
<td>Location of soccer pitch</td>
</tr>
<tr>
<td></td>
<td>Location of soccer pitch reviewed to respond to feedback regarding position</td>
</tr>
<tr>
<td></td>
<td>of cricket nets</td>
</tr>
<tr>
<td>#05</td>
<td>Cricket nets</td>
</tr>
<tr>
<td></td>
<td>Repositioned and moved into the centre of the mixed use area</td>
</tr>
<tr>
<td>#06</td>
<td>Car parking adjacent cricket nets / mixed use facility</td>
</tr>
<tr>
<td></td>
<td>Note to identify response to current drainage issues</td>
</tr>
<tr>
<td>#09</td>
<td>Lighting and turf wicket Hoffman oval – cricket club feedback</td>
</tr>
<tr>
<td></td>
<td>Note to review added</td>
</tr>
<tr>
<td>#18</td>
<td>Western road access and car parking</td>
</tr>
<tr>
<td></td>
<td>Additional car parking split to areas above and below soccer pitch.</td>
</tr>
<tr>
<td></td>
<td>Increased attention to traffic calming and more informal surface treatment.</td>
</tr>
<tr>
<td></td>
<td>Option to barrier during busiest periods to allow for pedestrian only access</td>
</tr>
<tr>
<td>#21</td>
<td>Shared use connectivity across sports precinct, caravan park, Reserve</td>
</tr>
<tr>
<td></td>
<td>2 additional paths added: - 1 to south, 1 to north. Allow for continuous access</td>
</tr>
<tr>
<td></td>
<td>when central path shut off during precinct events and peak activity periods at</td>
</tr>
<tr>
<td></td>
<td>caravan park</td>
</tr>
</tbody>
</table>

**Conclusion**

At this stage the Master Plan is intentionally conceptual and a basis to get general input to assess what features and approaches are acceptable or not to the broader community before detailed design and feasibility is undertaken.

At the outset of the development process the key stakeholders jointly acknowledged and identified the need for an upgrade to facilities for the soccer code as the highest priority for future development. The rationale being that Nuriootpa provides the Barossa region’s only soccer facility and the existing level of service provided by current soccer facilities.

The more established football code identified the need for contemporary and increased changing facilities compliant with AFL codes and guidelines and siting the future impact of the potential growth in junior and female competition as the primary rationale.

While stakeholders understand the potential and general recreational sector move towards shared, flexible facilities as a driver for securing current funding, some have also seen the operational consequences of taking those steps as particularly challenging and difficult and this does lead to an increased level of infrastructure. Prioritisation of the plan will determine phasing of any future spending commitments.
The review of provision of soccer in turn presented opportunities for the relocation of Nuriootpa Scouts to a location more aligned with its activities and supporting the greater use of natural space in Coulthard Reserve. There has been some resistance from residents in the Higginbotham estate adjacent the proposed site. Further detailed planning is required.

The potential to reinstate a lined lake within Coulthard Reserve was almost universally supported albeit that this is proposed to a reduced scale than the original body of water. It is viewed as the main driver to attract increased and sustained use of the reserve. The Higginbotham development to the North of the reserve is generating increased foot and cycle traffic through the facility. It is increasingly a significant extension of the linear green space linking the largest populations of the town from the estate and highway in the north to the new shopping Mall, Tolley Reserve and Provenance in the south.

Further to the consultation period, additional discussions have been had with the Nuriootpa High School to continue to explore shared opportunities for use of school facilities particularly by soccer and Park facilities by the school during education hours. These discussions have been ongoing for over 12 months and there is increasingly a shared interest in a more collaborative approach to maximise the joint opportunities arising from having such a large and proximate range of education and community infrastructure side by side. Planning discussions continue.

**Recommendations**
1. The draft Master Plan is adopted
2. Engagement with the school and stakeholders continues
3. The plan is prioritised, phased and costed to provide data for The Big Project Feasibility Report and Business Case.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

| Attachment 1 | Nuriootpa Centennial Park and Coulthard Reserve Concept Plan Design Report (Ref: 18/15828) |
| Attachment 2 | Community Consultation Plan – Nuriootpa Centennial Park and Coulthard Reserve (Ref: 17/90197) |
| Attachment 3 | Summary of Verbatim Formal Submission Record (Ref: 17/102647) |
| Attachment 4 | Informal Submission Record (Ref: 17/103413) |

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

**Community Plan**

- Natural Environment and Built Heritage
- Community and Culture
- Infrastructure
- Health and Wellbeing
- How We Work – Good Governance

**Corporate Plan**

1.2 work toward developing township, streetscapes, entrances and open spaces that are attractive, welcoming and maintained to an agreed level of service
2.6 Provide, promote and support community arts and cultural events, programs, attractions and services.
3.1 provide regional and local walking and cycling connections between open spaces.
3.2 ensure Council’s parks, gardens and playgrounds are accessible, relevant and safe and maintained to an agreed level of service.
3.3 Ensure Council’s sporting, recreational and leisure grounds and playing areas and associated programs meet the current need of the community to an agreed level of service.
3.9 Ensure Council facilities and assets are accessible, safe and maintained to an agreed level of service.
3.11 advocate for the allocation of State and Federal funding to maintain and invest in infrastructure within our region.
4.1 Deliver and promote health and wellbeing initiatives in line with the Public Health Plan.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life cost, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Local Government Act 1999
Development Act 1993

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
The concept Master Plan is the first stage in developing a prioritised, phased and costed feasibility plan for the Nuriootpa Centennial Park and Coulthard Reserve as part of The Big Project.

Resource
The project has dedicated Project management resource with input from other officers as required. No current resource comments.

Risk Management
Council undertakes community consultation in accordance with legislative and Public Consultation Policy requirements and within available resources with the objective of obtaining the views of the broader community to support and inform decision making processes. This assists with the management of risks associated with the development of community assets that serve a wide range of different interest groups in the community.

A strategic, corporate risk assessment for The Big Project is relevant to the conceptual planning for each component of that project (Trim Ref: 16/77724). If the Nuriootpa Centennial Park and Coulthard Reserve master plan progresses to detailed feasibility planning, specific risk management assessments will be included in the Project Scope to underpin the development process.

An ongoing approach that builds confidence and trust that the views of the broader community, residents adjacent the Park and general public realm preservation outcomes are taken account of will sustain support for the initiative.

Others in the community want to see progress and delivery of the concept.

COMMUNITY CONSULTATION
Officers implemented in full the approved Community Consultation Plan – Nuriootpa Centennial Park and Coulthard Reserve (Ref: 17/90197 (refer Attachment 2)).
CENTENNIAL PARK AND COULTHARD RESERVE CONCEPT PLAN DESIGN REPORT
Vision

Provide opportunities for all in a contemporary recreational facility and bring the community back to the natural setting of Coulthard Reserve.

Key Outcomes

- Establish Centennial Park as a regional sports facility with increased function and provision of high quality facilities.
- Support the growth of Soccer and Women’s sport in the region through additional facilities including new soccer club rooms, upgrade of soccer pitch and additional female change facilities.
- Upgrade Coulthard Reserve to support a range of recreation and community activities, restoring the lake and retaining the unique natural setting.
- Improve vehicle, cycle and pedestrian accessibility across the precinct.
- Increase car parking provision to support an increase in sport and recreation use.
- Improve security of all areas
Centennial Park
Concept Plan / Preferred Concept

Centennial Park

Sporting Facilities

01. Establish a new sports facility (indicative footprint only) including the following:
   - Soccer change rooms and club rooms
   - Cricket change rooms (sharing soccer changing rooms in summer)
   - Changing rooms for AFL (mixed)
   - Toilets for the general public
   - Gym
   - User group storage

(1a) Undercover spectator area.
(1b) Review location of existing transformer and new sport facility (consider building footprint and integration).

02. Potential to retain existing changing rooms for rest of asset life and upgrade facilities subject to review of ALF standards. Further investigation of feasibility during detailed design.

(2a) Potential relocation and redevelopment of Football change room facilities.

03. Undertake required building renewal works on existing Grandstand, upgrade spectator area in front of grandstand to provide improved accessibility.

04. Relocate soccer field (95X60) and warm up area to the south and adjacent to new club facilities with run-out, tech-bench and fencing. Incorporate stormwater management in field development, explore potential to pump water to Coulthard Reserve Lake.

(4a) Tech-bench.

05. Relocate cricket practice nets (hit out would be over soccer pitch) including removal of existing tree and remediation of drainage issues.

06. New parking area to support clubroom facilities with disabled parking including tree removal and WSUD (water sensitive urban design) responses to improve drainage.

07. Review and replace lighting on tennis courts and main oval as required (ECO lighting).

08. Replace fencing to main oval and review access points.


10. Potential to expand precinct in future (if required).

Recreation Facilities

11. Establish a memorial garden on the eastern side of the tennis courts, removing direct vehicle access from Caravan Park entrance. Garden to incorporate existing memorial features, provide informal play elements (sculpture, stepping logs or similar), with trees and spectator seating.

12. Upgrade and expand northern playground with provision for both younger and older children, review requirement for fencing.

13. Consider the provision of public toilet facilities adjacent to northern play space in the longer term to meet future demand. Consider potential to incorporate development of toilets into replacement of scoreboard.

Car Parking and Vehicle Movement

14. Upgraded entrance to precinct. Negotiate with adjacent land owner to widen entrance to create visual prominence from main road. Replace main entrance gates (electronic) to provide additional security and entry/exit control.

15. Resurface existing entrance road to sports precinct, formalise traffic flows (line markings), create additional parking along edge of courts.

16. Improve signage to precinct along main road, to make entrance to precinct more prominent.

17. Expand existing car park and review layout. Establish landscape areas and shade trees to improve amenity and manage stormwater.

18. Establish additional car parking facilities in the north western corner to cater for soccer and to provide informal overflow parking for football and cricket. Establish landscape areas and shade trees to improve amenity and manage stormwater.

Shared Use Areas and Movement

Develop a hierarchy of shared use areas throughout the precinct to allow for improved interaction between pedestrians and vehicles. Access to each area can be controlled through either gates, boom gates, bollards or temporary fencing, and reinforced by the landscaping treatments as appropriate (to be developed during the detailed design phase - refer to additional shared use priority diagrams for more information).

19. Shared Use Priority 1: This space connects the key sports and recreation facilities. Priority is given to pedestrians, with cyclists allowed access. Vehicle access should be controlled and predominately vehicles will move through this space rather than park. Provide shade, landscape areas, picnic facilities and seating.

20. Shared Use Priority 2: This is the space around the two ovals. This is where some spectators will congregate and in some instances for vehicles to park. Establish a movement zone approximately 3-4 metres adjacent to oval, within this zone pedestrians and vehicles will share the space. This retains access for emergency vehicles. Adjacent to this establish a landscape and parking strip approximately 5-7 metres (depending on available space). This should allow for informal parking, provide shade tree planting, and periodic spectator seating areas.

21. Shared Use Priority 3: This connects Centennial Park, the Caravan Park and Coulthard Reserve. Vehicles within the Caravan can still cross the shared use connections. Gates at each end of the link to provide controlled access when required.

Boundaries

22. Establish a low fence (900mm) boundary between Caravan Park and Sporting Precinct to improve security and control vehicle movement. Establish a low landscape edge to improve landscape amenity and retain clear sight lines.
Coulthard Reserve
Concept Plan / Preferred Concept

Recreation Facilities

23. Retain open lawn area for community activities, or provide area for additional camping when required by Caravan Park. Camping supported by pedestrian access to Caravan Park.
24. Retain bush chapel and support ongoing community groups with maintenance.
25. Establish public toilets and amenity node (bins, seating) adjacent open lawn area and bush chapel to support event use and occasional camping.
26. Relocate Scouts to north of site adjacent to existing public toilets, with gated vehicle access from northern residential area, car parking provision, and fenced outdoor camping area if required.
27. Refurbish or convert existing toilets to support Scouts.
28. Upgrade play space and consider provision of rope play or nature play elements which could support Scouts activities.

Lake and Natural Setting

29. Separate southern half of lake, remove island and establish a grass amphitheater which could be used for events or for stormwater detention overflow.
30. Retain the northern half of lake as stormwater detention basin, explore opportunities to use stormwater from Centennial Park to increase water flow. Remove island and reline with clay base to retain water all year round. Explore potential for recreation use such as paddle boats.
31. Create small amenity node surrounding lake (with picnic facilities).
32. Develop a Tree Management Plan (with consideration of the September 2017 Tree Assessment) to manage trees in higher traffic and public areas.
33. Establish a general costed approach to landscape, planting and tree management to support recreational use of Coulthard (with consideration of the September 2017 Tree Assessment).
34. Improve water quality and flow of the Para River and undertake bank erosion remediation as required.

Boundary

35. Re-vegetate along the existing fence line between the Caravan Park and Coulthard Reserve to create a natural landscape edge (denser native planted strip approximately 5-10 metres in width) to improve landscape amenity and improve the natural setting of Coulthard Reserve.

Car Parking and Movement

36. Upgrade compacted gravel entrance road. Realign road at northern end to provide a large loop and create more space surrounding lake. This is entrance road will be used by both pedestrians, cyclists and vehicles.
37. Establish car parking bays throughout reserve to allow improved accessibility to facilities.
38. Provide cycle/pedestrian walk through link between northern exit and trail.
39. Upgrade existing trail network, retain links to Bush Gardens and wider regional trail network.
Centennial Park and Coulthard Reserve
Concept Plan

Existing Built Form
Upgrade or Relocation of Built Form
New Built Form
Playing Field
Warm Up Area or Cricket Nets
Recreation Area
Outdoors Courts
Waterbodies
Existing Car Parking / Vehicle Access
New Car Parking / Vehicle Access
Entrance Way
Compacted Gravel (unsealed)
Gravel Parking Areas
Shared Use Area - Priority 1
(Pedestrian, Cyclist, Vehicle moving through space)
Shared Use Area - Priority 2
(Pedestrian, Cyclist, Vehicle access and parking)
Shared Use Area - Priority 3
(Pedestrian and Cyclists only)
Play Space and Gardens
Amenity Node
Landscape Buffer Planting

KEY
Centennial Park and Coulthard Reserve
Concept Plan / Movement and Sports Facility

Movement Concept
Developing a movement concept will guide the management of vehicle, pedestrian and cycling movement through the precinct. This aims to retain accessibility while also improving safety and security across the precinct.

**Vehicle Movement**
- Vehicle access: entrance roads and car parking areas.
- Controlled through gates at front entrance.
- Shared vehicle access: one-way access to ovals and spectator areas. Controlled through bollards and temporary fencing (to be determined through detailed design phase).
- Turn around for vehicles

**Pedestrian and Cyclist Movement**
- Pedestrian and Cyclist access: entrance roads and through car parking (separate pedestrian pathways is preferable).
- Shared use pedestrian and cyclist access: along access road of Coulthard Reserve.
- Pedestrian and cyclist access in Centennial Park is open most of time, temporary fencing controls used when required.
- Shared Pedestrian and Cyclist access: through Caravan Park (controlled through gates at each end to improve security of Caravan Park).

New Sports Facility Concept
The development of a shared use facility aims to create flexible spaces which can be used for a variety of sporting codes and competition requirements as well as provide a high standard of support amenities.

**Legend**
- **AFL Change Rooms and Player Amenities**
- **Soccer Change Rooms and Player Amenities**
- **Support Amenities (ie. Umpires Room, Office, Gym, Medical Room, Utilities)**
- **Public Toilets**
- **Kiosk and Storage (Ground Floor), Kitchen and Storage (First Floor)**
- **Soccer Clubroom**
- **Outside Undercover Spectator Viewing Area**
- **Circulation Area**
- **Ground Floor Below**
- **Soccer Main Entrance**
- **Football Main Entrance**
- **Public Entrance (toilet access only)**

Indicative illustration only, actual design might vary.
Shared Space Priority 1

Spectator priority zone with vehicle movement allowed through the space at certain times. Parking of emergency and service vehicles only allowed.

01. Vehicle access controlled through removable bollards.
02. Vehicles movement throughout shared use priority 1 space directed through paving details, grassed areas and landscape areas. This could be supported by temporary fencing where required.
03. Landscape edge to car parking to provide amenity and discourage informal vehicle access.
04. Provide spectator amenity areas (including bench seating or picnic seating, drinking fountains, bins).
05. Establish shade trees, retain existing where possible, to improve spectator comfort.

Shared Space Priority 2

Vehicle movement and parking around the oval is retained with some changes:

01. One-way movement Zone (3-4 metres adjacent oval) to be kept clear of parked vehicles at all times and allow for shared use by pedestrians, cyclists and vehicles (controlled access through temporary fencing).
02. Parking and Amenity Zone to accommodate temporary spectator parking (90 degrees to oval) or spectator seating.
03. Provide spectator amenity areas around oval (including bench seating or picnic seating, drinking fountains, bins).
04. Establish shade trees, retain existing where possible, to improve spectator comfort.
05. Permanent fence and landscape edge.

Shared Space Priority 3

Vehicle movement within the Caravan park is retained, no vehicle access from Centennial Park. Pedestrian and cyclist thoroughfare allowed within controlled access:

01. Wide shared use thoroughfare (3-4 metres) to be kept clear of parked vehicles at all times and allow for shared use by pedestrians, cyclists and crossing vehicles.
02. Retain existing tree lined avenue
03. Bollards to Caravan Park to control access into and out of the area, restricting vehicle use while allowing pedestrian and cycling access. Temporary fencing can be used if required for events.
04. Permanent fence and landscape edge to adjacent properties.
Nuriootpa Centennial Park and Coulthard Reserve masterplan – proposed community consultation plan

17/90197

Vision Statement:
“Provide opportunities for all in a contemporary recreational facility and bring the community back to the natural setting of Coulthard Reserve.”

Consultation period: 22 November – 13 December, 2017

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<tr>
<th>Communication Method</th>
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<th>Target</th>
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<td>Community</td>
<td>CMOs</td>
<td>Via media distribution list</td>
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<td>CMOs</td>
<td>Leader/Herald</td>
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<td>Internal resources</td>
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<td>CMOs</td>
<td><a href="http://www.barossa.sa.gov.au">www.barossa.sa.gov.au</a></td>
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<td>Free resource OR Boosted posts (approx. $15/post)</td>
<td>Community/Nuriootpa residents</td>
<td>CMOs</td>
<td>Council facebook page Cross promotion through pages of stakeholders</td>
<td>Weekly during consultation</td>
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135
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<th>Community</th>
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<td>Community/stakeholders</td>
<td>DCP</td>
<td>Distribute information via networks, volunteer meetings etc</td>
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<td>Community/stakeholders</td>
<td>DCP</td>
<td>Distribute information via networks, volunteer meetings etc</td>
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<td>DCP with EA support</td>
<td>Letterbox drop to properties surrounding precinct; NCP precinct; Branch libraries, medical centres, Co-Op mall, Barossa Home Living, Barossa Bushgardens, Angaston Farmers Market, other high traffic areas</td>
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<td>DCP</td>
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<td>#</td>
<td>Respondent</td>
<td>Summary of Submission / Trim Ref:</td>
<td>Officers’ Comments</td>
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<td>1</td>
<td>Barossa Bushgardens</td>
<td>17/102664 From: Naomi Rea Sent: Wednesday, 22 November 2017 11:30 AM To: Joanne Thomas <a href="mailto:jthomas@barossa.sa.gov.au">jthomas@barossa.sa.gov.au</a> Cc: Trevor Waldhuter; Kate Jenkins, Russell Johnstone Subject: FW: Agenda Report for 21 November 2017 Council Meeting - Draft Concept Master Plan - NCP and Coulthard Reserve - recommendation for approval to consult with community Hi Jo Thanks for the attached. Although it’s kind of handy to have the North Para River divide parkland to the west (Centennial Park/Coulthard Reserve) from ‘bushland’ to the east (The Bushgardens), this Concept Master Plan provides the opportunity for each space to acknowledge and promote the purpose and uses of the other. The Bushgardens is a fantastic recreation space for all, but probably couldn’t withstand the pressures of high daily use that Centennial Park would. Could linkage start with the Bushgardens being labelled on the attached Plan? There was talk if I remember correctly of another foot bridge for cyclists too? (linkage) Implementation of the Bushgardens Open Spaces Grant over the next 12 months (cycle paths, signage, shade), would also provide opportunities to sure up linkages. Anyway, we’ll discuss and continue participating. Cheers, Naomi</td>
<td>17/102664 Thanks Naomi Yes – no brainer to have the labelling correct – can’t believe we missed that one! The additional footbridge/cycling was talked about but strongly supported but there was perhaps less clarity around what your open spaces grant will also deliver, so happy to have a chat about that again (when you’re in the office pop and find me or I can drop in but not always sure when you will be on deck). I think the 4 spaces can complement each other very well and with the increasing population to the north there is a natural desire to be able to better move through and towards the town, access those spaces and connect down to the linear park as well. Across all of them it is a big area of recreational focused space. Regards Jo</td>
<td></td>
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<tr>
<td>2</td>
<td>Christopher Murphy</td>
<td>17/102673 28.11.17 Subject: Coulthard Reserve Message Body: I strongly urge Council to reconsider certain aspects of the proposed “upgrade” to Coulthard Reserve, in particular the subdivision of the lake, the extension of the vehicular roadway and the provision of additional carparking spaces. Perhaps the most valuable aspect of the reserve is its natural setting. The people of the Barossa are to be congratulated for preserving what is, essentially, a precint of bushland in very much the same form as it was found by Europeans almost two centuries ago. Features such as the Bush Gardens, the pedestrian pathways, the Bush Chapel and the lake have preserved the primary features of the reserve in its original form. I believe that any attempt to increase vehicular access or amenity will have a detrimental effect on the reserve due to the unavoidable removal of trees and other flora and by interfering with the natural bushland appearance. Engineering “neatness” can never improve a truly natural, unarranged environment such as this. The planned reduction in the size of the lake also risks an artificial and detrimental impact on the reserve’s environment (especially if paddle boats are incorporated). The lake is a focal feature of the reserve. It acts not only as a storage for storm water but also, far more importantly, as a refuge for native wildlife. Many waterbirds use the lake and the island seasonally to raise their young and to protect themselves from predators. As one of the very few such lakes in the Barossa, it simply must not be interfered with.</td>
<td>17/102774 14.12.17 Hello Chris Thank you for taking the time to provide Council with feedback on the draft master plan for Nuriootpa Centennial Park and Coulthard Reserve. Now that this consultation period has closed, your comments will be included in full in the summary of feedback to Council. I will provide a link to the report to those that have given feedback and their contact details in due course. The report will go to either the January or February meeting of Council. By way of clarification in respect of a couple of the points you have made: - whilst the additional parking bays shown on the plan in Coulthard Reserve are an additional vehicular amenity as you indicate, part of the rationale for that has been to try and reduce the impact of cars that are already able to access and park in an ad hoc and random manner and in turn, limit the resulting impact / compaction on roots and ground cover. The style of that approach has been very much taken from the National Parks use of designated parking stops around parkland areas and can be achieved in areas that are not currently treed or significantly vegetated. As part of the planning process, Council had an assessment of the trees in the most heavily trafficked areas of the park carried out to assess their condition and to form the basis of a tree management approach going forward. A copy of that report can be found via the following link: <a href="https://drive.google.com/file/d/1KOuk2AJ2KAr738UXPiJxgwPTT73OxQfrZ/view">https://drive.google.com/file/d/1KOuk2AJ2KAr738UXPiJxgwPTT73OxQfrZ/view</a> and head to p513. The majority of the identified tree related work is pruning and there is some removal of dead trees but only in the higher risk areas where people are most frequently moving through and given that this is public open space. In other</td>
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<td></td>
<td>Name</td>
<td>Date</td>
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<tr>
<td>1</td>
<td>Chris Murphy</td>
<td>29.11.17</td>
<td><a href="mailto:chris.murphy@nuriootpa.com">chris.murphy@nuriootpa.com</a></td>
<td>In summary, while I welcome Council's plans to enhance Coulthard Reserve, I contend that any enhancement must be done in a way that respects and retains the wonderful existing natural heritage of the area and does not simply make it more accessible to cars and humans. It is a great asset to the town but only in its current, largely untouched form. I trust the planners will give appropriate consideration to my concerns. Yours sincerely, Chris Murphy Nuriootpa</td>
</tr>
<tr>
<td>3</td>
<td>Ryan Roessler</td>
<td>29.11.17</td>
<td><a href="mailto:ryan.roessler@nuriootpa.com">ryan.roessler@nuriootpa.com</a></td>
<td>I have been to the Coulthard Reserve plenty of times this year, 3 times overall, so I am assuming that I haven't got anything to say about this.</td>
</tr>
<tr>
<td>4</td>
<td>Robert Martin</td>
<td>2.12.17</td>
<td><a href="mailto:robert.martin@nuriootpa.com">robert.martin@nuriootpa.com</a></td>
<td>Looking at the upgrade concept Plan for the whole area looks great. The area at the moment looks very tired and outdated 😆</td>
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<tr>
<td>5</td>
<td>Kim Michelmore</td>
<td>5.12.17</td>
<td><a href="mailto:kim.michelmore@nuriootpa.com">kim.michelmore@nuriootpa.com</a></td>
<td>Need to question if Council (through the Park) should be providing a site for permanent residents - should the Caravan Park be restricted to overnight to short term accommodation - and hopefully those permanent residents will be charged more once the community invests significant funds in landscaping their back yard! Like · Reply · Message · 14 hrs</td>
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<td>Your comments</td>
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<td>I strongly disagree with placing cricket nets and parking to northern most point of the park. Traffic issues are bad at this location. To me as a local citizen who spends a large amount of time in this park, I think they need more space. Thought to how it is important into the future.</td>
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Optional: Chris Linke
Your name: 
Contact details: [redacted]

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17/102825 14.12.17

Hello Chris,

Thank you for taking the time to attend the consultation session on the 5th December and provide Council with feedback on the draft master plan for Nuriootpa Centennial Park and Coulthard Reserve.

Now that this consultation period has closed, your comments will be included in full in the summary of feedback to Council. I will provide a link to the report to those that have given feedback and their contact details in due course. The report will go to either the January or February meeting of Council.

At the session on the 5th it was good to have an opportunity to speak in more detail with other reps from the cricket club and some alternative suggestions for the positioning of the cricket nets were made. My aim is to get some further amendments drafted to the current concept plan to present back to Council and to reflect the comments and input received so that they consider this as part of the next stage of the concept development process.

Regards,
Jo
Hello Chris

Further to your response on behalf of Nuriootpa Rovers Football Club in your capacity as President on the NCP and Coulthard Reserve draft concept Master Plan.

Now that this consultation period has closed, your comments will be included in full in the summary of feedback to Council. I will provide a link to the report to those that have given feedback and their contact details in due course. The report will go to either the January or February meeting of Council.

I note your comments and also that it was apparent from our discussion at the consultation session on the 5 December that you had not had the opportunity to have a look at the updated changes to the plan that were distributed to the Working Group following our meeting on the 31 October (as per emails 1 and 15 November). In the updated plan (and the version that was endorsed for consultation by Council) we included the request of the Footy Club to show its existing changerooms as retained (refer item and note #2 on the plan). We also as agreed, provided an indicative sketch as to what facilities could be incorporated into the new mixed used changeroom and clubroom facility #1 on the plan. While this is not a design it demonstrates that additional Footy Club changerooms are included as well as the changing facilities for soccer, plus, as requested an indication regarding storage, toilets, ancillary facilities such as treatment rooms and the capacity to have separate access points for different uses.

So this does represent increased amenity for the footy club and the potential to retain existing facilities.

The practicalities of cross code use can provide challenges and in doing research of facilities elsewhere in Australia where this joint use approach has increasingly been taken, we found examples of where it works well and where it doesn’t. Provided the design is suitable, much of the challenge appears to result from the ability of all stakeholders to work collaboratively together and that does no doubt include some change in behaviours and operating practices, however, it has also resulted in clubs and councils being able to secure funding that would otherwise not have eventuated.

Your concerns regarding the position of the soccer pitch and the distance to the proposed additional parking area are unresolved in the current version of the plan and will need to be the subject of further consideration by Council and the groups involved and taking into account other feedback received.

We value your continued input and undoubted commitment to the facility.

Regards

Jo
<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Date</th>
<th>Submission Details</th>
</tr>
</thead>
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<tr>
<td>8</td>
<td>Edna Andretzke</td>
<td>17/102708 6.12.17</td>
<td>No email address available. Submission made at the Community Consultation Session at the Co-op Mall on 6.12.17</td>
</tr>
<tr>
<td>9</td>
<td>Peter Rosenberg</td>
<td>17/101498 10.12.17</td>
<td>Good morning Jo, Attached is my input for the development of the Nuriootpa Centennial Park. As you are aware having been involved in the park through sport etc., over many years I believe we have to assess very carefully any future development. Cheers Peter Rosy M/s Jo Thomas, Barossa Council Nuriootpa . 5355 Subject: The Big Project – Nuriootpa Centennial Park Dear Jo, I have been following with passionate interest the future development of the Nuriootpa Centennial Park as part of your Big Project. While not holding any official position with the Nuriootpa Football or Cricket clubs I have been involved with the Nuriootpa Centennial Park in one way or another for many years. Most recently as a board member of the NCMA.</td>
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</table>
I would like to make the following comments following the recent community consultation:

1. After the original meeting to discuss the future development of the park, you provided a consultation response detailing the input from the meeting. Both Rex Bell and Ian Mader who have been associated with the park for many years added their input. However, reading the consultation response it appears some of their points were not considered. Ian Mader thought option B was the best suited for the future of the sporting bodies. But his input was rejected with option A to remain. Both the football and cricket clubs were very much in favour of option B. Re the future location of the cricket practice nets as you are aware the cricket club is opposed to this.
   a. It is too far away from all of their existing facilities – mowers and other equipment for maintaining the turf wicket is stored behind the community pavilion – also the community pavilion is used by the cricket club after training and social events.
   b. If it went ahead as shown on the draft plan a shed and toilet would have to be built whereas they already exist adjacent to the current location of the nets.
   c. With the nets in the existing location or close by, players can warm up before going into bat – this would not be possible if the nets were located as suggested in the draft plan.
   d. Council was to discuss with the cricket club its concerns re the new location.

2. Jo, on 3rd September I was asked to write to you on behalf of cricket and football showing their preference for option B and the reasons why. This spelt out very clearly why they preferred option B.

3. On 24th February this year I forwarded you a letter signed by the 5 sporting clubs using the park facilities, this set out the priorities of the various clubs.

4. Re the suggested fencing around the ovals the sporting clubs should provide their input but any final decision should be by the board of the NCPA. This needs a lot of thought. Over the years we have had only one serious incident with people watching football wandering through the caravan park to use an ablution block. In the Grand Plan the recommendation from Western Design was a toilet block should be built where the current scoreboard is located. This to help offset the demolition of Ablution Block B and also used by patrons at sporting and other events. This was a priority but now appears to be lower on the list. A fence will not solve the problem as patrons will still have to find their way to an ablution block.

5. As indicated to you at the Sports Centre, I do not agree with the suggested location of a new toilet on the eastern side close to the Hoffmann Oval. The main oval is the centre of activity where people congregate and may need to use the toilet – the middle on the eastern side of the main oval is the logical location. If it was built as shown in the draft I can see spectators still using the ablutions block A in the caravan park. Something we want to stop.

6. Building fences needs a lot of thought – originally the NCPA discussed the idea of a fence separating Coulthard Reserve from the Caravan Park to stop people from wandering through the park at night and stealing equipment. Years ago Rex Bell was the first to bring this matter up at a NCPA meeting.
   a. As you are aware the NCPA has spent thousands of dollars with professional consultants looking at the future of the park. One of the important strong statements that came out of the Western Design Grand Plan of 2011 and the BDO report of 2012 was the 29 hectare of the Park has the attractiveness, openness, ambience and green surrounds. This fits in with the Council statement re the regional space strategy – ‘spaces able to host local and regional functions that cater for community and cultural events that reflect the topography, character and natural countryside. The other matter to consider is the location of these fences if they went ahead.

where this was the case a note as to the rationale for this was made but this does not mean that they were “not considered”.

1a-d. I know that there has been much concern at the proposed position of the cricket practice nets. At the community consultation session on the 5 December the chairman of the cricket association came along and we had a really constructive discussion about possible alternative options. This included bringing the practice nets much further south towards the new clubroom/changeroom facility marked #1 on the plan, still hitting out across the Hoffmann Oval but with the capacity for the nets to be removed during the winter months. This seems like a good alternative option and I will be asking the architects to reflect this as an amendment to the plan that we take back to Council in due course. I’ll distribute that back to the Working Group prior to that happening.

2 and 3 noted. However, it is worth reiterating that the version of the plan that has gone out for consultation is not the original version A. It is an amalgamated version of the 2 previous plans and whilst it is certainly more closely aligned to the original plan A it includes elements of version B and items from the Stakeholder feedback.

4. Fencing – yes the plan is indicative and as stated in the Consultation Response document dated 9.10.17 that I referred to in 1 above “the details concerning fencing type and design will be part of the detail design development” and will need to be the subject of discussion and agreement with the Board. There was other verbal feedback at the consultation sessions against the suggestion of a low scale fence between the caravan park and oval boundary so that is something that I will reflect in the follow up report to Council.

5. I understand there has been further discussion at Board level regarding the proposed eastern side toilet block. It is shown on the plan as a longer term recommendation albeit that there is funding in the current 2017/18 budget.

6. There is no alternative fence proposed between the caravan park and Coulthard Reserve. Item #35 on the plan denotes an approach to “revegetate” along the existing boundary to “improve landscape amenity and improve the natural setting of Coulthard Reserve.” Refer comments above in 4 re Oval / caravan park boundary and your points 6a,b,c.

7. Your comments are noted.

8. Your comments are noted. Any discussions with the school would be done in conjunction with the Board. The comments received during one of the community consultation sessions and to which you refer were certainly informal and nothing further has been done to follow up at this stage.

9. Coulthard Reserve. Yes, noted, although others have raised concerns with a Wetland approach. I will be referencing it in the follow up report.

Of course we are striving to get the broadest consensus we can but equally we need to have the plan to a stage where we can get it costed and phased at a high level or it will not be ready for inclusion in the overall Big Project feasibility. The detail can be worked through beyond April.

Regards
Caravans need room on both sides of their allotted space. We also have to consider how a fence would impact on the two roadways around the main oval. At large events bunting has been used successfully as a temporary boundary.

b. We also have to take into account is when the park is completely booked out and trucks are used to bring equipment etc. eg Ulysees Club, Vintage Festivals events etc. Personally I believe that at this stage we should take oval fences out of the plan – communication to guests staying at the park would help in reducing any problems. However the key to all of this is an eastern side toilet in the location indicated in the grand plan – a floor plan already exists.

c. Another consideration is in the case of emergencies – eg fire trucks, ambulances etc. they have to be able to move around the park without the restriction of a fence. If guests have to move quickly to the evacuation points which are the ovals they could be restricted by having fences.

7. From experience I don’t believe a two story facility for both soccer and football will work. Soccer have said their preferred option is option A but option B with a toilet and change rooms would suit their needs. While having all sporting bodies under the same roof would help in funding, in reality it would be complicated having so many players and officials under the one roof.

a. From a football club point of view all of their facilities are around the grand stand – clubrooms, gymnasium, sports centre, community pavilion etc. Ideally their change rooms should be located where they are now but including wheelchair access etc. Upgrading the current clubrooms and building a soccer toilet change rooms would be less expensive than a 2 story facility for use by a number of sporting bodies.

b. All of the football action is around the grand stand – this is important for OH & S with injured players which has to be considered. Injuries are an unavoidable part of Aussie Rules footy. Currently it is easy for the football trainers to carry the injured player back to the clubrooms. If we moved as suggested it would make it very difficult taking injured players quite a distance to the proposed facility. Another factor to consider with the suggested 2 story combined facility – does this mean the current football change rooms would be demolished – then there would be no public toilet and we have always talked about upgrading this facility with wheelchair access.

c. If a 2 story facility was taken out of the equation and just have change rooms/toilets which could be used by soccer during the winter and cricket when using the Hoffmann oval then the suggested location of another toilet on the other side of the Hoffmann oval seems unnecessary and reinforces the need for the toilet to be adjacent to the middle of the main oval.

8. Soccer is in need of more area for another soccer pitch – moving the current pitch down to the southern end would be costly and take up valuable parking space. If Council is covering all alternatives for the future why not make an offer for the vacant land at the northern end of the Park. I know the asking price is excessive but looking at some of the costings for the Southern Hub, Tanunda Park and the Angaston Railway station there seems to be no limit – why not make a serious offer for the vacant land. I am not sure if there would be grants available for this or if Soccer Australia could be involved.

a. At our meeting you discussed that the High School could be involved helping soccer. They could develop an area north of their current oval adjacent to the current soccer pitch. High School is also looking at demolishing their tennis courts for future development. Then they would make use of the tennis courts at the park. They already use the park.
facilities for all other sport. This would have to be negotiated with the NCPA who have a very good relationship with the High School and an arrangement exists where they pay an annual fee for the use of the park facilities. This could be expanded to include the tennis courts.

9. Re Coulthard Reserve I like the suggestion from the Bush Gardens re doing away with the lake and developing wetlands. A few people I have spoken to agree this would be a good idea. However a lot of research would have to be carried out. I understand that at this stage April is the deadline for the Big Project – but it is such a huge undertaking I believe it should take as long as it takes to get it right and approved by all of the community.

Jo, it is important that we get the plans for the Nuriootpa Park to a stage where all stakeholders agree but this will not happen overnight. We owe it to the hundreds of volunteers who have gone before us who have contributed to make the Nuriootpa Centennial Park what it is today. I am not sure of the input you have received from the football and cricket clubs but assume that the above would be similar to their input. If you have questions please let me know as I care about the future of our beautiful park

Sincerely

PETER ROSENBERG

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**Message Body:**

Being a resident close to this area on Fairbrother Circuit we object to the proposed gated vehicle access & scout relocation as none of this was proposed when we were looking for a quiet area to live our lives.

We have been established here for two years. The increased vehicular traffic which will impact our quiet street & surrounding streets will have a detrimental effect on everyone living in this new development as well as increased noise from scout meetings & jamborees etc.

It is quite difficult at times just negotiating the parked cars within the first couple of streets within Stage 6 without introducing more of a problem as vehicles seem to park where they like. There is only one entrance & exit into this estate.

In the event of flooding which we have already seen last September there is no exit via road in our estate as roads at entry to estate flood. Surely you could access new scout hall through the existing road which is already gated with chains & move scout hall into area 33. I believe the noise level will go from quiet to unacceptable with more traffic & people & as stated previously wasn’t in our plan.

Regards

David & Ingrid Jones

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**Message Body:**

An important recreational activity that can be easily incorporated into this plan is to stock the lake with fish. This would involve removing the island to give maximum possible depth & keep the lake cooler & a CLAY liner to minimise water loss. A cue can be taken from Victoria which actually stock suburban Melbourne lakes & ponds with catch-able yearling fish (Rainbow Trout) at school holiday time. There are obviously many benefits to this such as: getting kids outdoors & away from "screens"; and reduce vandalism as kids actually have some purposeful activity.

Regards

Trevor Matthews

---

17/103052 14.12.17

Dear David and Ingrid

Thank you for taking the time to provide Council with feedback on the draft master plan for Nuriootpa Centennial Park and Coulthard Reserve.

Now that this consultation period has closed, your comments will be included in full in the summary of feedback to Council. I will provide a link to the report to those that have given feedback and their contact details in due course. The report will go to either the January or February meeting of Council.

At this stage the plan is conceptual and the location of the scout facility and access point indicative. It requires approval by the Council and is not yet funded. If it does progress we would need to look in much more detail at how any future relocated facility for the scouts could operate. The use of the land for such a purpose is in accordance with the recreational community land status of the Reserve but we would always look to work with residents to try and achieve an outcome that can work for everyone. The scouts group meets on Mondays and Tuesdays from 5:15pm to 8pm and the plan envisages the group having its own parking area.

As mentioned I will keep you informed of progress.

Regards

17/103053 14.12.17

Dear Trevor

Thank you for taking the time to provide Council with feedback on the draft master plan for Nuriootpa Centennial Park and Coulthard Reserve.

Now that this consultation period has closed, your comments will be included in full in the summary of feedback to Council. I will provide a link to the report to those that have given feedback and their contact details in due course. The report will go to either the January or February meeting of Council.

Regards
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<tbody>
<tr>
<td>12</td>
<td>Tim Baker</td>
<td>17/101740 10.12.17</td>
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<tr>
<td></td>
<td>Subject: Terrible idea to have the entrance of the scout hall off of Fairbrother Ct</td>
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<td>Message Body:</td>
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<td>I don’t support the idea to have the entrance of the scout come from Fairbrother Ct where we have bought a house in an estate so we wouldn’t have excessive traffic and so our kids could grow up safe and live in a quiet and friendly estate. Nuriootpa scouts is not even a very popular scout group. Send them all to 2nd Angaston scouts and save some taxpayer money.</td>
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<td>13</td>
<td>Wendy and Dean Trinne</td>
<td>17/101742 11.12.17</td>
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<td></td>
<td>Subject: Coulthard Reserve Recreation Facilities</td>
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<td>Message Body:</td>
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<td>While we welcome the proposal to upgrade Centennial Park and Coulthard Reserve we wish to express our objection to the following in the strongest possible terms:</td>
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<td>#26 relocate scouts to north of site adjacent to existing public toilets, with gated vehicle access from northern residential area, car parking provision, and fenced outdoor camping area if required.</td>
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<td>- this area is within metres of existing houses where residents have purchased land and built homes expecting the area to remain a peaceful and quiet residential location.</td>
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<td>To propose any vehicle access to the Northern end of Coulthard Reserve via this residential street is totally inconsiderate of residents and absolutely dangerous and irresponsible in terms of traffic management.</td>
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<td>Currently to drive into Fairbrother Circuit via Perc Crook Street requires negotiating a meandering, narrow road which is frequently congested with residents’ cars and other vehicles parked along one or often both sides of the street. At present Fairbrother Circuit is less than half complete in terms of building, and the situation will only become 2-3 times worse when the other half of the circuit is fully occupied, as it will be within the next few months.</td>
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<td>To even consider adding significant, frequent recreational traffic to these streets to enable access to the northern end of the reserve is outrageous. It is likely that much of the additional recreational traffic would enter the housing estate from Research Road, so it is imperative to take into consideration the Research Road bridge is one lane, and currently often dangerous, as many drivers do not appear to know or observe the rules. Additional non residential traffic to the area will only exacerbate the situation.</td>
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<td>The very Northern end of the reserve should remain as pedestrian and cycle use only – there is no justification for allowing vehicles into this area. Rather than ruining the peace and quiet of the residential area with the northern vehicle access, and parking zone, the plan should upgrade the cycle and pedestrian access to the reserve in this area. This would enable easy access to the park for a larger number of residents, and would be a significant improvement on the present situation.</td>
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<td>We note #26 also includes a fenced outdoor camping area if required.</td>
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<td>17/103284 15.12.17</td>
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<td></td>
<td>Dear Wendy and Dean</td>
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<td></td>
<td>Thank you for taking the time to provide Council with feedback on the draft master plan for Nuriootpa Centennial Park and Coulthard Reserve.</td>
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<td>Now that this consultation period has closed, your comments will be included in full in the summary of feedback to Council. I will provide a link to the report to those that have given feedback and provided their contact details in due course. The report will go to either the January or February meeting of Council.</td>
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<td></td>
<td>Regards</td>
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Once again referring to the fact that there residential area is within metres of this location this is also inconsiderate and unnecessary. From our observation, there are more than adequate other areas within the reserve that can be used for this type of activity to occur. At the very least, any of the proposed uses which increase potential noise and traffic, should be kept much further into the reserve, and well away from residential streets.

The plan is not clear on the times Coulthard Reserve will be open for vehicle access. The current arrangements work very well with vehicle access only available during restricted hours. This helps ensure the tracks and pathways are available for safe and unimpeded pedestrian and cycle use at certain times, and hundreds of residents make daily use of this opportunity. It would certainly be a retrograde step to change this and allow greater vehicle access, especially evening/night.

While the greater majority of proposals for upgrade appear to be positive, and will benefit many people, we certainly hope that the above concerns are taken into account, and residents are provided more opportunity for input into any proposed changes that will negatively impact them and their current lifestyle.

kind regards
Wendy and Dean Trinne

| 14 | James Ruwoldt | 17/101983 11.12.2017 | Subject: Nuriootpa Centennial Park and Coulthard Reserve Masterplan | Message Body: Hi, as a member of the local soccer club, Barossa United, I am hugely excited about the concept of having a new club room and change room facility. Its something that makes a huge difference with teams and how they perform on and off the pitch. Having these facilities will also help massively attracting more and new players to the club which struggles to do so, I feel this is due to the lack of facilities. I can not wait for this to start construction. Cheers, James Ruwoldt | 17/103054 14.12.2017 | Dear James |
| 15 | Michael Chapman | 17/102201 12.12.2017 | Subject: Football amenities | Message Body: As a sports trainer with the NRFC for 30 years & likely Head Trainer for the coming years, I have looked at the proposal & have the following input. Overall the plan looks good, so long as the football change room area has sufficient medical and storage areas. The medical room needs to be double the size of the existing one & we require an adjacent similar sized area for storage of equipment, supplies & a trailer that has to be currently stored at a private premises. I have been involved in the SA Zone country football carnival for the last 12 years & with the proposed improvements to the site I feel the Barossa would have a good chance of hosting this event in the future which would bring money & further tourist potential to the Barossa region. | 17/103060 14.12.2017 | Hello Michael |
| 16 | Gary Jungfer | 17/102356 13.12.2017 | Subject: Nuriootpa Centennial Park and Coulthard Reserve opinion by current site Groundsperson | Message Body: Response to proposed plans as they are listed: 17/103366 14 & 15.12.17 | Hello Gary. Thanks for your excellent feedback, there are some interesting points that you raise but just to clarify re 22 below: are you referring to the caravan / tourist “park” when you refer to “park”? If so the caravan park already has a detailed master plan and business case separate to this that was developed by the NCPA Board a couple of years ago and details the expansion plans much of which has already occurred and which is why we have not included the park in this planning process. |
1) Keep soccer pitches in current location rotate proposed new sports facility 90 degrees clockwise and flip it so viewing area looks directly down the pitches.
4) Would not be required if sports facility is placed on current site of pines trees.
4a) Proposed drainage is required for Hoffman Oval not soccer.
5) Cricket nets would be better suited between Main and Hoffman ovals, closer to cricket clubs facilities.
6) Storage shed meets storage requirements for cricket club needs but no mention of replacement of current green shed at end of cricket nets used by NCPA for equipment used across whole site and chemical storage and wash bay currently used.
11) Removing access to park prevents future expansion of caravan park as it has been used as the access to bring new cabins into caravan park, cabins which are the increasing popularity by customers.
12) Need shade cover on playground as they become unusable in summer from direct sun.
18) Extend roadway along easement but move the current soccer pitch west 20 metres and place car parking between Hoffman between soccer and Hoffman ovals to allow people to view games from the cover of their cars when raining as currently occurs.
20) The need for safety netting at end of AFL goals due to balls landing on vehicles and camping sites.
22) Is their no proposed expansion of the park? Current fence location prevents expansion access to sites in front of Hoffman oval and Northern cabins. Replace Desert Ash trees due to listing as PIRSA listed weed, current storm water drains are causing trees to grow in north para creating choke points for flooding.
21) Sites are crossed to up to a dozen times a day via vehicle to conduct maintenance, need appropriate access (gates or removable bollards) to allow this to occur while still preventing public vehicle access.
23) Not feasible for use as caravan park as it does not prevent illegal access/ camping without closing reserve.
29) All existing storm water from caravan park flows into southern end of lake and proposed Hoffman oval drainage plus lakes current overflow.
35) Does not state any mention of a metal fence which would be required as part of fire safety due to radiant heat against aluminium cladding of cabins if native vegetation catches fire.
#) No mention of replacing maintenance sheds.

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<tr>
<th>17</th>
<th>Sarah Barrett</th>
<th>17/12.12.17</th>
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<tbody>
<tr>
<td>Hi Jo,</td>
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<td>I had a meeting with the Barossa Reconciliation group this afternoon and the wax design plan for Coulthard came up in discussion. For most of our group this was their first look at the design.</td>
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<td>I realise that consultation closes tomorrow, however, I am wondering if you would consider extending it for a few days, perhaps a week for our group to consider the plan? Also, thinking more broadly, have you had any consultation with indigenous groups?</td>
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<td>Happy to discuss.</td>
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<td>Kind regards,</td>
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<td>Sarah</td>
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<th>18</th>
<th>Troy Town</th>
<th>17/102746 5.12.17</th>
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<td>No response provided.</td>
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Hi Jo,

Ben has forwarded me your email below upon request.

Thanks for the opportunity to provide feedback.

I've liaised with both Chris & Ben who've fully endorsed the following feedback.

It was raised Wednesday evening by Chris re the existing change room upgrade & the response from Warwick I recall was that it was noted.

The existing change rooms are already many years old & logistically given the most recent plan it would be more conducive to construct a new change room facility on the vacant square behind the Community Pavilion.

Speaking to Chris & Ben, the understanding from both the football & cricket clubs were that this was a request however seems to have been missed in the most recent plans.

The current change rooms/toilet facilities will continue to age (& are currently somewhat archaic) & given that the 'Big Project' planning is still some years away from fruition it is logical to have a plan to positioned these adjacent to the main facilities.

Another advantage would be to have separate toilet facilities for sporting participants as opposed to the shared facility that now exists i.e. sportspeople share the existing facilities with spectators & the general public given these are the only toilets currently around the entire ground.

It would also enable the existing change room facilities to be utilised for valuable storage requirements for all of the respective clubs.

I'd foresee that it would be very simple to add to the existing drawing behind the Community Pavilion & cut into '17' adjacent to the football club rooms.

Apologies if I've missed something & am glad to clarify if required.

Kind Regards

Brett Lydeamore
NCC

Hi Jo,

We (the football club) believe that part 2 should read Retain expand and upgrade to AFL standard the current club room! I trust you will change this as this has been on our Wishlist from day one.

Cheers Chris Linke

Sent from my iPhone

Based on the feedback regarding the existing changing rooms that I had last week from Chris Linke:

Hi Jo,

We (the football club) believe that part 2 should read Retain expand and upgrade to AFL standard the current club room! I trust you will change this as this has been on our Wishlist from day one.

Cheers Chris Linke

Sent from my iPhone

This was already shown on the plan (but there was no existing building footprint shown just a number 02 which caused confusion) I had already asked Wax to amend the plan, which they have done. The comments have been amended to read

02. Potential to retain existing changing rooms for rest of asset life and upgrade facilities subject to review of AFL standards. Further investigation of feasibility during detailed design.

(2a) Potential relocation and redevelopment of Football change room facilities.

Re the toilets there will be the existing and then also the new toilets (in the proposed new building (01)) on the plan so I think that is the point you are making and doesn't require any further notation.

Regards

Jo
Informal submissions

Informal submissions include verbal, anonymous written feedback received from the public to Council staff hosting information booths at community events including:

- **Info stand Nuri Shopping Mall** – 9am to 12noon Saturday 2 December 2017
- **Open Forum – Nuriootpa Sports Centre** – 4.30pm to 7.30pm Tuesday 5 December 2017
- **Info stand Nuri Shopping Mall** – 2.30pm to 6pm, 6 December 2017

and where individuals have indicated agreement to having their support or disagreement to the Master Plan recorded on a mainly numerical basis. (note where people have provided their name, these have been included in the formal submissions table – refer Attachment 3)

<table>
<thead>
<tr>
<th>Information Stand – Nuriootpa Shopping Mall – 2 December 2017 – 9am to 12pm</th>
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<tr>
<td><strong>Supportive:</strong></td>
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<td>11 recorded</td>
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Comments / Themes:

- Dog park – not supportive of separate fenced dog parks / walk dogs in the existing facilities
- Put an additional connecting path (ie in addition to items marked 21 and 21a on the plan) to the north of the Hoffman oval, through caravan park and into Coulthard Reserve
- Need more parking in the reserve
- Soccer facilities very much needed, difficult to get support for change from other established codes. Will potentially have to look elsewhere to support growth if they cannot get access to extra playing areas and amenities. Working with the school is an important part of the mix
- School may be interested in increasing the partnership approach to better use land across the 2 facilities
- Put fish back in the lake – one of the largest recreational activities and gets kids out of doors and participating

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<th>Open Forum – Nuriootpa Sports Centre – 5 December 2017</th>
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<td><strong>Supportive:</strong></td>
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- What about using the lake as a wetland area rather than fully reinstating it?
- What is happening with the storage on the western side of the precinct? Needs to be space for recreation park mtce equipment and supplies as well as sporting groups requirements
- Reinstate the lake

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<th>Information Stand – Nuriootpa Coop Shopping Mall – 6 December 2017 – 2.30pm to 6pm</th>
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<tr>
<td><strong>Reinstate the lake</strong></td>
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<td><strong>Only part of the picture for community health and wellbeing – advocate for hospital to be built</strong></td>
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<td><strong>Reinstate the lake</strong></td>
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<td><strong>Reinstate the lake</strong></td>
</tr>
<tr>
<td><strong>Supportive of reduced size of the lake if it means it can happen</strong></td>
</tr>
<tr>
<td><strong>Didn’t know scouts was at the oval – much better location in Coulthard Reserve</strong></td>
</tr>
<tr>
<td><strong>Plan looks good – include outdoor exercise equipment around reserve</strong></td>
</tr>
<tr>
<td><strong>Clear the reeds in the existing creeks and wetlands</strong></td>
</tr>
</tbody>
</table>
- Not supportive of dog parks in the region

<table>
<thead>
<tr>
<th>Supportive:</th>
<th>Not Supportive:</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 recorded</td>
<td>0 recorded</td>
</tr>
</tbody>
</table>

Total attending / recorded: 42

Total providing written formal feedback (included in *Attachment 3*): 3

Total Informal: 39

Supportive: 36

Not Supportive / areas of concern identified: 3
7.2.1 DEBATE AGENDA – CHIEF EXECUTIVE OFFICER

7.2.1.2 ANGASTON RAILWAY STATION PRECINCT – CONFIRMATION OF OPEN SPACE FUNDING
B7910

Author: Director, Community Projects

**PURPOSE**

To update Council following award of Open Space Funding from the Planning and Development Fund, Department of Planning, Transport and Infrastructure for the Angaston Railway Station Precinct Project.

**RECOMMENDATION**

That Council

1. Notes the award of $1,119,250 (ex GST) Open Space Funding from the Planning and Development Fund via the Department of Planning, Transport and Infrastructure for the implementation of agreed components of the Angaston Railway Station Precinct Project.

2. Endorses the allocation of Council’s contribution of $1,116,750 (ex GST) to include $152,000 (ex GST) from existing 2017/18 Budget allocations and $964,750 from unallocated cash reserves.

3. Notes that implementation is required by 31 Augusts 2018 and that budget adjustments to carry forward relevant amounts to complete the project will be presented through future Budget Planning and review processes in 2018/19 and 2019/20.


5. Notes that Project Scopes and Working Group Terms of Reference will be presented with the next The Big Project quarterly report in May 2018.

**REPORT**

**Background**

At its Special Meeting on the 4 October 2017 Council resolved that:

MOVED Cr de Vries that Council

1. Provides support for Officers to make a grant application to The Department of Planning, Transport and Infrastructure for Open Space Funding under The Planning and Development Fund in respect of the Angaston Railway Precinct Master Plan implementation for up to $1,055,250 (excluding GST).

2. Provides in principle support to provide matched funding of up to $1,055,250
(excluding GST) to include $210,000 already allocated to the Angaston Railway Precinct in the 2017/18 Budget dependent on determining the detail of funding allocation.

(3) Requires Officers to provide an updated Due Diligence Report in accordance with the Budget and Business Planning Policy and Process.

(4) Requires Officers to provide an update to Council on the detailed financing of the matched funding component once the 2016/17 financial statements are concluded.

Seconded Cr Lange

CARRIED 2014-18/1191

At its meeting on the 19 December 2017, Council noted The Big Project, Business and Financial Analysis Report – Acceleration of Components of Tanunda Recreation Park Masterplan – December 2017, which incorporated financial modelling of the Angaston Railway Precinct Project in accordance with the Due Diligence Report requirements of the Budget and Business Planning Policy and Process as required under item (3) of the 4 October 2017 Resolution detailed above.

Introduction

During the week commencing 19 February 2018 Council received confirmation that its application for Open Space funding had been successful. Grant Agreement documentation has been executed under delegation.

The total Project Funding is to be applied to the elements of the project marked in green on the plan provided as Attachment 1, and the contributions to the Barossa Valley Machinery Preservation Society (BVMPS).

Discussion

Details of the funding allocation (excluding GST) are as follows:

- $1,119,250 – Planning and Development Fund – Department of Planning, Transport and Infrastructure
- $1,116,750 – The Barossa Council
- $58,500 – in kind contributions
- Total project value = $2,294,500

Council’s contribution includes allocations made to support the reactivation of the precinct to BVMPS totalling $135,000 (ex GST) and for structural assessment work on the Railway Station for $17,000 (ex GST) and already detailed in the 2017/18 Budget.

The application to apply funds from existing State Government Stimulus funding to leverage Open Space funding as referenced in the October 2017 council report was not approved.

Therefore, the total Council contribution set in the funding agreement of $1,116,750 is $51,500 more than originally modelled with $964,750 to be applied from unallocated cash reserves and the documentation has been adjusted accordingly and provided as Attachment 2.

As detailed in The Big Project, Business and Financial Analysis Report – Acceleration of Components of Tanunda Recreation Park Masterplan – December 2017, Council’s remaining contribution will be funded from existing available and unallocated cash reserves.

The Agreement with the Minister requires the project to be completed by 31 August 2019. The Grant monies are paid as an upfront lump sum at the commencement of the Project and it will therefore, be necessary to carry forward unexpended Grant
funds into the 2018/19 and 2019/20 Budgets/Long Term Financial Plan together with the associated, unexpended Council contributions. These amounts will be reported at the relevant times during the Budget planning and review processes.

Since award of funding, Council has commenced the project with structural assessment work on the Railway Station.

Council has already approved the establishment of a Project Reference Group and adopted Terms of Reference. As with other community infrastructure projects, discreet project implementation Working Groups are proposed to deal with the more detailed, day to day project oversight – one for the heritage Railway Station restoration and one for the Play and Open Space activation components. It is recommended that the Groups will include representation from the Reference Group by its Chairperson, Theo Marks and Elected Member representative, Cr Grossmann.

It is proposed to include update reporting on the progress of the Project to Council aligned with The Big Project Quarterly update reporting cycle in May, August, December and February.

Project Scopes and Working Group Terms of Reference will be provided to Council as part of the next quarterly update report in May 2018.

**Summary and Conclusion**
Council has been awarded Open Space Funding for part implementation of the Angaston Railway Station Precinct Project via the Planning and Development Fund from the Department of Planning, Transport and Infrastructure.

Agreements have been executed and project implementation has commenced. Confirmation of final budget allocations are provided for Council’s ratification.

<table>
<thead>
<tr>
<th>ATTACHMENTS OR OTHER SUPPORTING REFERENCES</th>
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<tbody>
<tr>
<td>Attachment 1</td>
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<tr>
<td>Attachment 2</td>
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</table>

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

**Community Plan**
- Natural Environment and Built Heritage
- Community and Culture
- Infrastructure
- Health and Wellbeing

**Corporate Plan**
1.2 work toward developing township, streetscapes, entrances and open spaces that are attractive, welcoming and maintained to an agreed level of service
2.6 Provide, promote and support community arts and cultural events, programs, attractions and services.
3.1 provide regional and local walking and cycling connections between open spaces.
3.2 ensure Council’s parks, gardens and playgrounds are accessible, relevant and safe and maintained to an agreed level of service.
3.3 Ensure Council’s sporting, recreational and leisure grounds and playing areas and associated programs meet the current need of the community to an agreed level of service.
3.9 Ensure Council facilities and assets are accessible, safe and maintained to an agreed level of service.
3.11 advocate for the allocation of State and Federal funding to maintain and invest in infrastructure within our region.
4.1 Deliver and promote health and wellbeing initiatives in line with the Public Health Plan
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life cost, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Local Government Act 1999
Development Act 1993

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
Covered in the body of the report.

Resource
The Big Project has dedicated Officer resource. The acceleration of implementation for this project will be managed between the Director, Community Projects and the Acting Director, Corporate and Community Services.

Risk Management

A project specific risk assessment will be maintained as part of the project implementation process.

COMMUNITY CONSULTATION

Extensive community consultation took place as part of the master plan development for the Angaston Railway Precinct and in accordance with the adopted Community Consultation Plan for the initiative.

An ongoing community communication plan will be developed for the project implementation process to provide updated information.
ANGASTON RAILWAY STATION PRECINCT - INDICATIVE PROJECT AREAS

Project Areas

A1 Main Entrance
A2 Shared Use Path Entrance
B Central Lawn
C Public Realm
D Picnic and Market Area
E Railway Station
F Goods Shed and BVMP's Shed
G Southern Bank Bike Track
H Youth and Play Area
I New Development Areas

Stimulus Funding & 2017/18 Budget
Priority expenditure areas - Open Space Grant
### SECTION C (of A-E): 10 Year Funding Requirements & Financial Outcomes

#### PROJECT 1 - Picnic and Market Area

- **Project 1 - Picnic and Market Area**
  - **Design and Management Costs**
    - Site Preparation
    - Site Preparation
    - Site Preparation
  - **Structural Assessment**
    - Structural Assessment
    - Structural Assessment
    - Structural Assessment
  - **Rolling Stock**
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### Section D: 10 Year Funding Requirements & Financial Outcomes

- **Funding**
- **Aboriginal Contributions/Grants
- **Council Reserves
- **Council Contractor - 10 Year Plan
- **Total

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<th>Year</th>
<th>Total Funding</th>
<th>Capital Expenditure</th>
<th>Operating Revenue</th>
<th>Total Operating Expenses</th>
<th>Total - Capital Expenses</th>
<th>Total - Capital Expenses</th>
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<td>2022</td>
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<td>$300,000</td>
<td>$300,000</td>
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<tr>
<td>2023</td>
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<td>2026</td>
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**Notes:**
- **Costs Already in Long Term Plan:**
  - 2022: $300,000
  - 2023: $300,000
  - 2024: $300,000
  - 2025: $300,000
  - 2026: $300,000

**All Operating Revenue and Expenses below are shown as a result of the new initiatives (with GST excluded) and do not include previous normal level operations.**

**General Contingency:**
- **2022:** $0
- **2023:** $0
- **2024:** $0
- **2025:** $0
- **2026:** $0

**Total - Capital Expenses:**
- **2022:** $300,000
- **2023:** $300,000
- **2024:** $300,000
- **2025:** $300,000
- **2026:** $300,000
COUNCIL

EXECUTIVE SERVICES

CHIEF EXECUTIVE OFFICER REPORT

20 MARCH 2018

7.2.1 DEBATE AGENDA – CHIEF EXECUTIVE OFFICER

7.2.1.3 REGISTRAR OF INTERESTS POLICY

B1485

Author: Governance Advisor

PURPOSE

Council is asked to receive, consider and approve the amended Register of Interests Policy as per the track-changed draft attached to this report.

RECOMMENDATION

That Council:

(1) Receives, considers and approves the attached updated Register of Interests Policy.

(2) Notes the amended Registering of Elected Member Interests Process, for approval by the Chief Executive Officer under delegation.

Background

It is a requirement under section 111(b) of the Local Government Act 1999 that the Elected Body must declare which officer, or officer of a class, is subject to the Act’s requirements to register their interests.

The list of prescribed officers is established within the Register of Interests Policy. The current Policy was approved on 19 September 2017.

Introduction

While a review of this Policy was initially triggered as a result of the new Code of Conduct for Council Employees (which will commence on 2 April 2018, and which only regulates behaviour around gifts and benefits), officers took the opportunity to also recommend a further simplification of content regarding those officers who must declare their interests.

An updated draft version with track changes of this Policy is provided at attachment 1.

An updated draft version with track changes for the supporting Registering of Elected Members Interests Process (“the Process”) is provided at attachment 2. However, this draft is for Elected Member information only as it will be approved by the Chief Executive Officer under delegation due to the administrative nature of the content.
Discussion

The proposed Policy amendments are:

- **Clause 3: Definitions** – now a simplified definition of “Employee” – to include both permanent and contract / fixed term employees within the one definition.

- **Clause 4.3.1** – amended criteria to determine which positions should be required to register their interests:
  
  o clarified what a “significant contract” is by placing a dollar value on it
  o specified those who “undertake planning assessment and advisory services” as a further way to enhance community trust in our Planning team’s independent decision-making
  o removed “employ or discipline another Employee” as a criteria – as those who are able to do so – only members of the Corporate Management Team - are already established in the criteria of those who “exercise significant influence over their direct reports”
  o added “exercise significant influence over policies and processes which affect the employment or disciplining of Employees” to cover the role of HR.

- **Clause 4.3.2** - an updated list of declared officer positions which are required to register their interests (pursuant to section 111(b) of the Local Government Act 1999) to specifically include:
  
  o Contractor Planners - this additional position title makes it clear who within the Planning team must register their interests – whether the Planner is in a permanent position or one who is to provide short-term cover for existing officers on leave.
  o Co-ordinator, Asset Management is now captured by the criteria for entering into contracts worth $50,000 or more.

- **Clause 4.3.4** - removed regarding Fixed Term Employees obligations
  
  o This streamlining of the definition of Employee means that all employees who are listed as Prescribed Officers have equal obligations to register their interests, whether they are permanently in a role or merely acting in it for a short time by way of higher duties.

- **Clause 7** - a reference to the new Code of Conduct for Council Employees which will deal exclusively and solely with gifts and benefits and no other behaviour, from 2 April 2018; and

- minor language improvements.

Summary and Conclusion

Council is now asked to approve the amended Register of Interests Policy and note the minor changes occurring to the supporting Process.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

**Attachment 1:** Draft Register of Interests Policy with proposed track-changes

**Attachment 2:** Draft Registering of Elected Member Interests Process with proposed track-changes (for Member information only, as will be approved by CEO under
delegation).

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

How We Work – Good Governance

Corporate Plan
How we work – Good Governance:
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

Legislation
Local Government Act 1999
Local Government (General) Regulations 2013 – Schedule 2A

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial and Resource
Nil

Risk Management
Risk is reduced by the transparency and accountability provisions of the Local Government Act 1999 and the new Code of Conduct for Council Employees (effective from 2 April 2018), which are incorporated into this draft update.

COMMUNITY CONSULTATION

No community consultation is required for this Policy as the content is mandated by legislation and facilitated according to internal processes.
THE BAROSSA COUNCIL
REGISTER OF INTERESTS POLICY

Corporate Plan Link: 6.2  Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

Policy Owner: Chief Executive Officer
Previous Approval Date(s): 17/09/2013, 21/10/2015, 19/04/2016, 19/09/2017

Document Control Officer: Governance Advisor
Current Approval Date:

HPE Content Manager Ref: 15/35750
Next Review Date: 01/09/2019

1. Purpose

1.1 The purpose of this Policy is to provide a framework to assist The Barossa Council’s ("Council’s") Elected Members and Prescribed Officers undertake the registering of their interests in accordance with the Local Government Act 1999.

1.2 The framework will enhance transparency to the community and as a result enhance community trust and confidence in Council.

2. Scope

2.1 This Policy applies to:

- Elected Members of Council, including the Mayor;
- The Chief Executive Officer, including anyone acting in that role; and
- Prescribed Officers (as defined in clause 4.3.1 of this Policy).

2.2 This Policy does not apply to the Independent Members of those committees of Council established under Section 41 of the Local Government Act 1999.

3. Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed-Term Contract Employee</td>
<td>Permanent full-time, part-time, casual or fixed-term contract Employees of The Barossa Council full-time and part-time Employees employed by Council until a certain date.</td>
</tr>
<tr>
<td>Interest</td>
<td>A stake or involvement in an undertaking, especially a financial one.</td>
</tr>
<tr>
<td>Permanent Employee</td>
<td>Full-time, and part-time employed by Council on an ongoing basis.</td>
</tr>
<tr>
<td>Prescribed Officer</td>
<td>An Permanent Employee or fixed-term Contract Employee of Council who holds a Prescribed Position.</td>
</tr>
<tr>
<td>Prescribed Position</td>
<td>Any Permanent Employee or Fixed-Term Contract Employee position across Council administration which the Elected Body has, by resolution.</td>
</tr>
</tbody>
</table>

Commented [NW1]: Merging two definitions of Employee to simplify overall Policy

Register of Interests Policy approved by Council on 19 September 2017. This electronic copy is the approved version and is stored in Council’s Record Management System (HPE Content Manager). Printed copies are considered uncontrolled. Before using a printed copy please verify that it is the current version.

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or the CEO has, under delegated authority, resolved must register their interests.

Register
A confidential container in the EDRMS (Electronic Data Records Management System). A separate register for each of the Elected Body and Council Officers, which consists which has a record of each Elected Member’s, or Prescribed Officer’s Primary and Ordinary Return together with the Schedule of Returns and Schedule of Updated Returns which confirms the date that the Return was received for each person.

Return
Includes the Primary and Ordinary Return which are prescribed forms under the Local Government Act 1999 which outline an Elected Member’s, or a Prescribed Officer’s interests.

4. Policy Statement

4.1 Council is committed to transparent and accountable governance practices which seek to minimise the risk of conflicting interests, fraud and corruption, and in turn promote community trust.

4.2 Elected Member Interests

4.2.1 The Register of Interests provisions within the Local Government Act 1999 ("the Act") apply to the Mayor and all Elected Members of Council.

4.2.2 Elected Members will register their interests in accordance with the Registering of Elected Member Interests Process.

4.2.3 There are also Register of Interests provisions under the Planning, Development and Infrastructure Act 2016 which will apply to the Elected Member representative on the Barossa Assessment Panel. That Member will additionally register their interests under the Barossa Assessment Panel Register of Interests Process.

4.3 Council Officer Interests

4.3.1 Council’s Permanent and Fixed-Term Employees are required to register their interests in accordance with Council’s Registering of Officer Interest Process where Council has declared them to be in a Prescribed Officer class or an individual Prescribed Officer.

Council will declare Employees’ positions to be prescribed where they:

- hold delegated powers to enter into significant contracts $50,000 or more, and/or
- undertake planning assessment and advisory services, and/or
- employ or discipline another Employee, or otherwise,
- exercise significant influence over their direct reports and/or
- exercise significant influence over policies and processes which affect the employment or disciplining of Employees.

4.3.2 The following meet one or more of the criteria in the above clause 4.3.1 and so are declared Prescribed Officers (pursuant to Section 111(b) of the Local Government Act):
4.3.3 Permanent Employees acting in a Prescribed Position

Where any Permanent Employees temporarily acts in a become Prescribed Officers Position as a result of performing higher duties for a period of:

- over more than 90 days - they will be required to register their interests;
- between 30 and 90 days - they will be required to register their interests only if their Director determines that it is appropriate in all the circumstances having regard to the conditions and limitations of the higher duties arrangement;
- less than 30 days - they will not be required to register their interests.

4.3.4 Fixed-Term Employees acting in a Prescribed Position

Where a Fixed-Term Employee becomes a Prescribed Officer for any period of time, he or she will be required to register his or her interests.

4.3.45 Further Transparency

In addition to the above requirements, all Permanent and Fixed-Term Employees will continue to be bound by the Code of Conduct for Employees and Section 120 of the Local Government Act 1999 as regards conflicts of interest and Schedule 2A of the Local Government (General Regulations) 2013 as regards the Code of Conduct for Employees.

4.3.6 Delegations

(i) The Chief Executive Officer is delegated the power to identify and add additional officers or class of officers to this list in clause 4.3.2 from time to time between Policy reviews, as appropriate.

(ii) Council Directors are delegated the power to determine who must register their interests when acting in a Prescribed Position by way of higher duties for a period of between 30 and 90 days.

5. Supporting Process

Registering of Elected Member Interests Process
Registering of Officer Interests Process
Barossa Assessment Panel Register of Interests Process

Commented [NW2]: Position is now captured by contracts $50k or over delegation

Commented [NW3]: This section has been removed as the amended definition of Employees includes Fixed Term employees. It wasn’t always practical for a contract employee to register their interests if only acting in a prescribed role eg for a 14 day holiday cover. All employees who are listed as Prescribed Officers should have equal requirements to register.
6. Related Policies and Codes

Code of Conduct for Council Members
Code of Conduct for Employees

7. Legislation and References

Local Government Act 1999
(Elected Members) Chapter 5, Part 4, Division 2
(Council Officers) Chapter 7, Part 4, Division 2.

Local Government (General) Regulations 2013:
Schedule 2A: Code of Conduct for Employees
Form 3 – Register of Interests – Members (Primary Return)
Form 4 – Register of Interests – Members (Ordinary Return)
Form 5 – Register of Interests – Officers (Primary Return)
Form 6 – Register of Interests – Officers (Ordinary Return)

Planning, Development and Infrastructure Act 2016
Planning, Development and Infrastructure (General) Regulations 2017

8. Review

This Policy shall be reviewed by Council in consultation with the relevant stakeholders, within four years or more frequently if legislation or Council needs change.

9. Further Information

This Policy is available on Council’s website at www.barossa.sa.gov.au. It can also be viewed electronically at Council’s principal office at 43-51 Tanunda Road, Nuriootpa and all Council branches during ordinary business hours. A copy of this Policy can be obtained at those venues upon payment of a fixed fee.

Any complaints in relation to this Policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council, PO Box 867, Nuriootpa SA 5355.

Signed: …………………………………………
Mayor Bob Sloane

Dated: …………………………………………
1. Overview

To provide guidance to The Barossa Council’s [“the Council’s”] Elected Members when they register their interests in accordance with the Register of Interests Policy [“the Policy”].

2. Core Components

Required Documentation and Timeframes
Receipt of Returns and Failure to Submit a Return
Maintaining the Register
Inspecting the Register
Publication of the Register

3. Definitions

Delegate
The Executive Assistant to the Director, Corporate and Community Services or in their absence, the Executive Assistant to the CEO and Mayor (and those who act in these roles).

Electronic Document Records Management System
[EDRMS] An automated system used to manage the creation, use, management, storage and disposal of physical and electronic documents and records. Council’s EDRMS is HPE Content Manager.

Election
A general election of members of the council (whether held under section 5 “Periodic Elections” of the Local Government (Elections) Act 1999 or pursuant to a proclamation or notice under this Act, which can include supplementary elections).

Interest
A stake or involvement in an undertaking, especially a financial one.

Register
A confidential container in the EDRMS which has a record of each Elected Member’s Primary Return for the term of the Council and Ordinary Return for each financial year of that term and any updated returns, together with the Schedule of Returns (Elected Members) which confirms receipt date.

Return
As a Primary and Ordinary Return which are prescribed forms under the Local Government Act 1999 which outline an Elected Member’s interests. The Primary Return is the first return filed by the Elected Member at the commencement of their term following a local government election as an Elected Member for The Barossa Council and the Ordinary Return is an updated Return filed annually during the term of their term at The Barossa Council and within 1 month of a change to their interests or to those of a person related to them. Those who were an Elected Member of the immediate past Council are required to submit only an Ordinary Return.

Commented [NW1]: This is in section 4, so we don’t need it here.

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### 4. Process

#### 4.1 Required Documentation and Timeframes

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<th>Form 3 (Member) Primary Return</th>
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<tbody>
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<td>(a) The Delegate will provide the Primary Return template and the supporting guidelines from the Local Government (General) Regulations 1999 (“the Regulations”) to the Member as soon as practicable following the Election or appointment of the Member.</td>
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<tr>
<td>(b) The Member must complete and return the Primary Return to the Delegate via email or hard copy within 6 weeks of the Election or appointment.</td>
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<tbody>
<tr>
<td>(a) The Delegate will provide to the Member the Ordinary Return template and supporting guidelines from the Regulations and, if the Member registered in the preceding year, also a copy of the previous Ordinary Return for reference, as soon as practicable following 30 June each financial year and no later than 15 July. The Delegate will also provide these documents to the Member at any time during the year, upon Member request, when there is a change to Member interests or to the interests of a person related to the Member according to Schedule 3 of the Local Government Act 1999 (“the Act”).</td>
</tr>
<tr>
<td>(b) The Member must complete and return the Ordinary Return via email or hard copy to the Delegate:</td>
</tr>
<tr>
<td>(i) as soon as possible and by no later than 29 August each year and</td>
</tr>
<tr>
<td>(ii) within 1 month of any change in the interests of the Member or a person related to the Member according to Schedule 3 of the Act; noting that an update to an Ordinary Return can be made via a completely new Ordinary Return or email advice to the Delegate describing the particulars of the updated information.</td>
</tr>
</tbody>
</table>

4.1.3 It is an offence and a breach of the Code of Conduct for Council Members for a Member to submit a Return with knowledge that it contains false or misleading material, whether by reason of inclusion or omission of information.

4.1.4 Where the Member has concerns about including their residential address on their Return, they must provide a written explanation to the CEO. If the CEO is satisfied that the inclusion in the Register of the Elected Member’s address would risk their personal safety, or that of a member of their family or another person, the CEO may suppress the address from the Register. The CEO will confirm this in writing to the Member and save the email into the confidential EDRMS container.
4.2 Receipt of the Completed Returns

4.2.1 When a Member submits their Return or an update to their Return (or email advice confirming the updated interest), the Delegate will:

(i) confirm receipt via email to the Member and copy in the CEO;

(ii) save the Return or the updated Return (or email advice confirming the updated interest) into the Register of Elected Member Returns (“the Register”);

(iii) refer any hard copies of Member Returns to the Knowledge Management Officer to save them in secure storage in accordance with the General Disposal Schedule; and

(iv) enter the receipt date and EDRMS reference number for each Return and updated Return into the Schedule of Elected Member Returns (“the Schedule”) and save it into the Register.

4.2.2 Upon receipt, the CEO will review each Member Return and immediately discuss any obvious areas of concern with the Member as a courtesy, noting however, that the correct and timely lodgement of their Return will always be the responsibility of the Member.

4.2.3 The Delegate will forward the:

(i) Schedule of Returns to the Mayor and CEO for signature at the immediate conclusion of the Ordinary Return deadline on 29 August, noting any Members who have failed to submit their Ordinary Return by the deadline (see paragraph 4.3 for appropriate action) and will then save the signed Schedule in the Register; and

(ii) Schedule of Updated Returns to the CEO when there are updates to Members’ Ordinary Returns for that financial year, and then will save the Schedule as a new version in the Register.

4.2.4 As soon as practicable following the annual receipt of Ordinary Returns and any individual updates of those Returns, the Delegate will publish an updated Extract of the Elected Members’ Register of Interests on Council’s website. The Extract consists of the following details which have been extracted from the Register:

(i) the Member’s income sources or employer (see Schedule 3 of the Act’s Local Government Act definitions);

(ii) the name of any political party, body or association formed for political purposes or any trade or professional organisation of which the Member is a member; and

(iii) any gifts received by the Member that are required to be included in the information entered into the Register by the Member.

Commented [NW2]: Important to clarify that the CEO will receive - but only check through as a courtesy - the accuracy and timeliness will always be the responsibility of the Member.
4.3 Failure to Submit a Return

4.3.1 If the required Return has not been submitted by the Member within the required time frame referred to above, the Delegate will notify the CEO as per paragraph 4.2.3 above and the CEO must as soon as practicable notify that Member via registered mail and advise that they must submit the relevant Return within one month of the deadline, failing which his or her office as a Member of Council will become vacant subject to Section 54 of the Local Government Act 1999.

4.4 Maintaining the Register

4.4.1 The CEO has oversight to maintain the Register with the administrative support of the Delegate.

4.4.2 Access controls to the Register are restricted to the CEO and Delegate subject to paragraph 4.5 below.

4.5 Inspecting the Register

4.5.1 Any member of the public is entitled to inspect the Register during business hours at Council’s Principal Office at no charge and/or to obtain a copy of it in accordance with Council’s Fees and Charges Register.

4.5.2 As the Register is stored within an electronic container within Council’s EDRMS, the Delegate will facilitate these inspections upon request at the front counter of the Principal Office.

4.5.3 At the time of inspection the Delegate will complete the Record of Inspection for the Register of Elected Member Interests.

4.6 Publication of the Register

4.6.1 It is an offence for a person to publish or authorise the publishing of information from the Register unless the information is an accurate summary of that information and it is published in the public interest.

4.6.2 Any comments on the facts from the Register must be fair and published in the public interest without malice, failing which an offence will also occur.

5. Accountabilities / Responsibilities

5.1 The Chief Executive Officer is accountable for the receipt, review of Elected Member Returns, maintenance of the Register of Elected Member Interests and access to the Register by the public.

5.2 The Delegate is responsible to forward to Members the Primary and Ordinary Returns templates and any supporting guidelines, and facilitate receipt and updates of Returns, and uploading of Return extracts to Council’s website according to this Process.

5.3 Members are required to honestly and correctly complete and forward their Primary and Ordinary Returns and updates within the required timeframes to the Delegate.
6. Training

Elected Members will receive training in registering their interests at induction.

7. Tools to Implement Process

Form 3 - Primary Return – Elected Member
Form 4 - Ordinary Return – Elected Member
Register of Elected Member Interests
Schedule of Elected Member Returns
Updated Schedule of Updated Elected Member Returns
Extract of Elected Members’ Register of Interests
Record of Inspection – Register of Elected Member Interests
Fees and Charges Register

8. Legislation and References

Division 2 Local Government Act 1999
Local Government (General) Regulations 1999

9. Review

This Process will be reviewed by the Process Owner in consultation with the relevant stakeholders, within four years or more frequently if legislation or Council’s need changes.

SIGNED: ………………………………………… DATE: …………………………………………..

Chief Executive Officer
7.3.1 DEBATE AGENDA - ACTING DIRECTOR

7.3.1.1 CONSIDERATION AND ADOPTION OF COMMITTEE RESOLUTIONS
B7322

PURPOSE
The minutes of recent meetings of the following Section 41 Committees are presented for the consideration and adoption of Council:
- Barossa Regional Gallery Committee
- Audit Committee
- Community Assistance Scheme Committee

RECOMMENDATION
That Council, having reviewed the Minutes of:
(1) the Barossa Regional Gallery Committee meeting held 29 November 2017;
(2) the Audit Committee meeting held 28 February 2018; and
(3) the Community Assistance Scheme Committee meeting held 7 March 2018
adopt the Resolutions contained therein.

REPORT
The consideration and adoption of recommendations of Council committees requires assessment by Council to ensure compliance with Council obligations under section 6(a) of the Local Government Act.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Minutes of the Barossa Regional Gallery Committee meeting held 29 November 2017
Attachment 2: Minutes of the Audit Committee meeting held 28 February 2018
Attachment 3: Minutes of the Community Assistance Scheme Committee meeting held 7 March 2018.

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan
Corporate Plan
How We Work – Good Governance

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

6.9 Provide access to Council’s plans, policies and processes and communicate with the community in plain English.
Legislative Requirements
Local Government Act 1999

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**
Nil

**COMMUNITY CONSULTATION**
Not required under legislation or Council’s Public Consultation Policy.
1.0 **Welcome by Chairman:**
Steve welcomed all present to the meeting.

1.1 **Present:**
Steve Kaesler, Paul Schluter, Raelene Falland, Elizabeth Henderson, Peter Heuzenroeder, Sally Goers Fox & Marie Rothe

1.2 **Apologies:** Kirsty Hage, Leonie Boothby and Robert Bader

2.0 **Previous Minutes:**
The Minutes of the meeting held on 25th July were circulated and after the Tanunda Branch RSL vice president – Trevor Bartlett and Treasurer – Tom Wauer were added, they were confirmed as a true and correct record of the proceedings of that meeting.

   **Moved:** Peter
   **Sec:** Raelene
   **All in favour**

3.0 **Correspondence:**
IN: Nil

3.1 **Business Arising from Correspondence:**

4.0 **Reports:**

4.1 **Programming/Exhibitions Committee:**
- Sally reported that SALA exhibition of Phillip McGillivary-Tory was very successful. Gallery was painted with artwork from Bill Harney already delivered. A letter of thanks to be sent to Michael Collett for being so understanding. The PHD ‘Transition through Place & Time’ cancelled at this stage.
- January Collection - Arlon Hall. Opening Sunday and continuing through January with Vintage Collection.
- Sally has organised a letter showing what is needed by a hanging co-ordinator – really should be a paid position – should not be done by a volunteer. Dayna would also be support by being in contact with the artist and volunteers. It is a big job to organise and supervise the hanging. With the number of exhibitions, it puts a strain on volunteer resources.
- 24.10. – 26.11.2018 : Internment Exhibition S A History Trust WW1 photos are still online to be available.
- 29.11.18: Hermannsberg Exhibition. The Choir is being invited to come. The artists want to do workshops with painting and singing also bring art to sell. They will need funding for transport and accommodation.
- Sally reported that John Foumakis is writing a book about early Barossa Furniture and Artisans. Maybe consideration for a future exhibition.
- A letter of thanks to be written to Exhibitions Committee.
4.2 Strategic Planning & Actions:
- Arts & Culture Review is carrying on from where Maz’s Form started the consultative discussions. A number of Council meetings have been held, discussing such things as getting an Architect to come up with a Brief of the Spatial Elements of the Gallery/Institute and how it will link with other Council places in the Barossa Council area. The Council is committed to pursuing this and putting money into the development of a Spatial Plan for an Arts & Culture Hub for the Barossa.

Steve.

4.3 Kirsty’s/Dayna’s Corner:
- No report

4.4.0 Finance: New Budget year – nothing to report

Kirsty

4.4.1 Cookbook: Sandie Hamence’ Report

<table>
<thead>
<tr>
<th></th>
<th>Sales</th>
<th>Deposits</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2017</td>
<td>$726.00</td>
<td>$0</td>
</tr>
<tr>
<td>August 2017</td>
<td>$322.50</td>
<td>$726.00</td>
</tr>
<tr>
<td>October 2017</td>
<td>$354.75</td>
<td>$924.00</td>
</tr>
</tbody>
</table>

- It was pointed out that a new print batch will need to be done. Elizabeth said that we need to restore an ANZAC Biscuit recipe for the reprint. She has been checking in the original book

Peter Heuzenroeder

4.5 Liedertafel:
- The Kaffee Abend went very well – numbers were maintained.
- Younger conductor is working well – he is very well received.
- Jamestown Concert was well received.
- Next concert St Nicholas Day 6th December.
- Choir to sing at the Nuri Co-op Store. Andrea White has also organised a choir of Co-op workers to sing with the choir. Good comments on the support artist.

Paul Schluter

4.6 RSL:
- Raelene reported that at the AGM the interim committee to be the new committee.
- Remembrance Service, Nov 11 was well attended at Cross of Sacrifice.

Raelene Falland
### Building Maintenance Report:
- Door closes for the 4 front doors will be changed.
- Upstairs doors to be looked at.
- To be tidied up in the Ladies toilet.
- Leak fixed above Art Storage.
- In the process of clearing redundant stuff from old storeroom.
- Painting of the auditorium is on agenda for the current financial year.

### Organ Report:
- 1st Oct: Baroque and Beyond Concert was a success.
- 21st Oct: Kiwanis Concert was well received
- 6th Dec: St Nicholas Concert – started by Gerlinde in 2003 and the Gallery Committee, but now the Hill & Son Organ Committee organise it.

### New Business:
- Steve thanked everyone for their support for 2017 and he was thanked in return.
- Meetings to be held at the Gallery Kitchen at 7pm on 4th Tuesday of every second month. First one for 2018 is Tuesday 27th February.

The meeting closed 7.50pm

**Date:** 29th November 2017  
**Chairperson:** Steve Kaesler  
**Minutes:** Marie Rothe  

**Next Committee Meeting:** Tuesday 27th February 2018 at 7pm
1. **WELCOME**
The Chair, Mr Peter Brass, welcomed everyone to the meeting at 10.05am and introduced new Independent Member, Mr Ian Swan.

2. **PRESENT**
Mr Peter Brass, Mr Ian Swan, Cr John Angas, Cr Scotty Milne.

   **Invited Staff Members**
   Ms Rebecca Tappert, Acting Director Corporate and Community Services  
   Mr Mark Lague, Manager Financial Services  
   Ms Nicole Rudd, Internal Control Compliance Officer  
   Mr Martin McCarthy, Chief Executive Officer  
   Ms Annette Randall, Executive Assistant (Minute Secretary)

3. **APOLOGIES**
Ms Tanya Johnston (currently overseas)  
Mr Vincent Marsland, Manager Organisational Development and Risk

4. **CONFLICT OF INTEREST DECLARATIONS**
Nil

5. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

   **MOVED** Cr Milne that the Minutes of the Audit Committee Meeting held 13 December 2017 be confirmed as a true and correct record of the proceedings of that meeting.  
   **Seconded** Cr Angas  
   **CARRIED 2017-18/24**

6. **BUSINESS ARISING FROM PREVIOUS MINUTES**
Nil

7. **CONSENSUS AGENDA**

8. **ADOPTION OF CONSENSUS AGENDA**

   8.1 **ITEMS FOR EXCLUSION FROM THE CONSENSUS AGENDA**

   8.2 **RECEIPT OF CONSENSUS AGENDA**
MOVED Cr Angas that Information reports 7.1.1 to 7.1.3 be received and any recommendations contained therein be adopted.
Seconded Cr Milne CARRIED 2017-18/25

9.1 DEBATE AGENDA

9.1.1 INTERNAL FINANCIAL CONTROL REPORT
B7455
Ms Rudd provided a verbal report regarding the status of work on Financial Risks and the new Control Manager (Control Track) system. A meeting with the new external Auditors on 1 March 2018 will provide further direction regarding this work. A comprehensive report will be available for the next Audit Committee meeting. Also noted that Strategic Risks will be trialled in Control Manager in the near future.

MOVED Cr Milne that the verbal report from the Coordinator Internal Financial Control on the status of Internal Financial Control work, be received and noted.
Seconded Mr Swan CARRIED 2017-18/26

PURPOSE
To provide an update on the status of Internal Financial Control work.

REPORT
There are no substantial updates to be reported since the December 2017 meeting; however, a verbal report will be provided at the meeting.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan
How We Work – Good Governance

Corporate Plan
How We Work – Good Governance
6.2 Ensure that Council’s policies and process frameworks are based on principles of sound governance and meet legislative requirements.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Local Government Act 1999 – Section 125, 126, 129 (1) (b)
Local Government (Financial Management) Regulations 2011, 14(e)

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
The regular monitoring and review of Council’s financial internal controls and risk assessments will significantly facilitate the on-going safeguarding of Council assets. The control and review of risks is a core officer function and responsibility.

COMMUNITY CONSULTATION
Not required under legislation or Council’s Public Consultation Policy.
9.1.2  

**TREASURY MANAGEMENT REVIEW**

Mr Lague spoke to the report, advising that an additional debenture loan for $80,000 was approved at the 20 February 2018 Council Meeting.

**MOVED** Mr Swan that the report on Council’s 2017 Treasury Management activities be received and noted.  
**Seconded** Cr Milne  
**CARRIED 2017-18/27**

**PURPOSE**

Pursuant to Section 140 of the Local Government Act 1999, and in accordance with Council’s Treasury Management Policy, Council must undertake an annual performance review of its Treasury Management activities.

**REPORT**

The key principles within Council’s Treasury Management Policy are as follows:

Council will:

- Maintain target ranges for its Net Financial Liabilities ratio;
- Generally only borrow funds when it needs cash and not specifically for particular projects;
- Not retain and quarantine money for particular future purposes unless required by legislation or agreement with other parties;
- Apply any funds that are not immediately required to meet approved expenditure (including funds that are required to be expended for specific purposes but are not required to be kept in separate bank accounts) to reduce its level of borrowings or to defer and/or reduce the level of new borrowings that would otherwise be required.

Comments regarding the 2017 performance with regard to the above principles are outlined below:

**Net Financial Liabilities Ratio**

Council’s policy regarding its net financial liabilities is that they shall not exceed 100% of total operating revenue (adopted February 2010).

As at 30 June 2017, Council’s net financial liabilities represented 16% of total operating revenue, and it is projected to increase to 38% as at 30 June 2018. Accordingly, Council is currently operating within its policy threshold.

**Loan Borrowings**

Council’s policy relative to loan borrowings states that the use of internal reserves be considered prior to consideration of external loan borrowings. The total variable borrowings remain at $1,260,000 for Nuriootpa Centennial Park Authority. A new fixed debenture loan was borrowed in 2017 for an amount of $180,000 (Debenture 112). This is for a community group loan for the Tanunda Bowling Club Inc and will be repaid to Council in half yearly repayments.

The use of internal cash reserves has continued to be used in funding Council’s capital works programs and has subsequently minimised the net interest cost to Council.

A summary of the fixed interest rate borrowings are shown below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Loan Amount</th>
<th>Interest Rate</th>
<th>Final Payment Date</th>
<th>Principal Outstanding as at 31 December 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>96</td>
<td>2,000,000</td>
<td>6.02%</td>
<td>15/05/18</td>
<td>99,185</td>
</tr>
<tr>
<td>97</td>
<td>700,000</td>
<td>5.65%</td>
<td>16/06/18</td>
<td>33,951</td>
</tr>
<tr>
<td>98</td>
<td>2,000,000</td>
<td>6.65%</td>
<td>15/01/19</td>
<td>299,014</td>
</tr>
</tbody>
</table>
Not Confirmed

<table>
<thead>
<tr>
<th>No.</th>
<th>Total Facility Loan Amount $'000</th>
<th>Current Interest Rate</th>
<th>Facility End Date</th>
<th>Principal Outstanding as at 31 December 2017 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>1,954,200</td>
<td>6.45%</td>
<td>15/03/20</td>
<td>466,981</td>
</tr>
<tr>
<td>101</td>
<td>2,500,000</td>
<td>6.24%</td>
<td>15/03/21</td>
<td>803,399</td>
</tr>
<tr>
<td>102</td>
<td>5,000,000</td>
<td>6.62%</td>
<td>16/10/21</td>
<td>1,839,067</td>
</tr>
<tr>
<td>103</td>
<td>100,000</td>
<td>6.80%</td>
<td>15/11/21</td>
<td>37,062</td>
</tr>
<tr>
<td>104</td>
<td>2,900,000</td>
<td>6.90%</td>
<td>15/03/22</td>
<td>1,194,806</td>
</tr>
<tr>
<td>105</td>
<td>7,000,000</td>
<td>7.02%</td>
<td>16/11/24</td>
<td>5,266,423</td>
</tr>
<tr>
<td>106</td>
<td>2,000,000</td>
<td>6.85%</td>
<td>15/04/26</td>
<td>1,370,954</td>
</tr>
<tr>
<td>107</td>
<td>113,000</td>
<td>4.75%</td>
<td>16/07/22</td>
<td>63,101</td>
</tr>
<tr>
<td>108</td>
<td>515,000</td>
<td>6.20%</td>
<td>15/03/21</td>
<td>463,685</td>
</tr>
<tr>
<td>109</td>
<td>125,000</td>
<td>5.30%</td>
<td>15/09/29</td>
<td>107,176</td>
</tr>
<tr>
<td>112</td>
<td>180,000</td>
<td>4.25%</td>
<td>15/12/27</td>
<td>180,000</td>
</tr>
</tbody>
</table>

12,224,804

A summary of the variable interest rate borrowings are shown below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Total Facility Loan Amount $'000</th>
<th>Current Interest Rate</th>
<th>Facility End Date</th>
<th>Principal Outstanding as at 31 December 2017 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA110</td>
<td>1,000,000</td>
<td>3.75%</td>
<td>15/06/20</td>
<td>1,000,000</td>
</tr>
<tr>
<td>CA111</td>
<td>260,000</td>
<td>3.75%</td>
<td>15/03/21</td>
<td>260,000</td>
</tr>
</tbody>
</table>

1,260,000

**Investments**

Council currently holds investments with National Australia Bank (NAB) and the Local Government Finance Authority (LGFA). Council’s total investments as at 31 December 2017 were:

<table>
<thead>
<tr>
<th></th>
<th>Variable Interest Rate $'000</th>
<th>≤ 1 year Fixed $'000</th>
<th>&gt; 1 year ≤ 5 years $'000</th>
<th>&gt; 5 years $'000</th>
<th>TOTAL $'000</th>
<th>Interest Rate Range 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGFA</td>
<td>3,250</td>
<td>5,181</td>
<td>0</td>
<td>0</td>
<td>8,431</td>
<td>1.50% to 2.00%</td>
</tr>
<tr>
<td>NAB</td>
<td>4,848</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4,848</td>
<td>2.00%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>8,098</td>
<td>5,181</td>
<td>0</td>
<td>0</td>
<td>13,279</td>
<td></td>
</tr>
</tbody>
</table>

The level of funds invested during the year is presented in the graph below. The graph excludes Council’s separate operating bank account which was maintained at minimum working capital levels in accordance with the Policy.
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.

6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

Legislative Requirements
Local Government Act 1999, Section 140

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
A review of investments and borrowings is required as per the Treasury Management Policy and Local Government Act.

COMMUNITY CONSULTATION

No separate consultation is required under Council’s Public Consultation Policy.

9.1.3
2018/19 AUDIT COMMITTEE BUDGET

B7181
Mr Lague and Mr McCarthy spoke to the report, summarising the various organisational reviews that have been undertaken in the previous 12 months. A report will be presented to the next Audit Committee meeting.

Members agreed that a Consultants’ budget was not required in 2018/19. However, should a relevant review opportunity arise, a budget adjustment request can be submitted to Council.

Sitting Fees for the Independent Members will be determined by Council in its Budget deliberations.

MOVED Cr Milne that:
(1) the Audit Committee does not require a budget for Consultants in 2018/19;
(2) a Training budget of $1,000 be endorsed for consideration by Council.

Seconded Mr Swan

CARRIED 2017-18/28

PURPOSE

To consider a draft 2018/19 budget for the Committee’s operations.

REPORT

The budget for 2018/19 is being prepared by completing the base budget for activities that are externally and internally required by the Audit Committee.

In the Audit Committee budget, two items that require review are Consultant and Training/Seminar expenditure.
Not Confirmed
In the past, consultants have been used to undertake reviews and compliance checks for taxation and accounting, along with purchase and implementation of the internal control tracking tool. The training budget has previously been used by independent members to attend LGA programs.

A proposed 2018/19 budget to support the operations of the Audit Committee is outlined in the following table:

Audit Committee Financial Statement as at 16 February 2018:

<table>
<thead>
<tr>
<th></th>
<th>February YTD Actuals</th>
<th>Original Budget 2017/18 + Q1 Adj</th>
<th>Budget % YTD</th>
<th>Draft 2018/19 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>496 - Audit Committee</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries (preparation of reports/agendas, attendance at meetings – CEO, Director C&amp;CS, Manager Financial Services, Minute Secretary)</td>
<td>8,738</td>
<td>14,625</td>
<td>60%</td>
<td>14,990</td>
</tr>
<tr>
<td>Consultants (provision for sundry project work undertaken as part of Committee work plan or specifically requested by Council)</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Training / Seminar expenses</td>
<td>0</td>
<td>1,000</td>
<td>0%</td>
<td>1,000</td>
</tr>
<tr>
<td>Sitting Fees (Independent Members)</td>
<td>3,085</td>
<td>5,615</td>
<td>55%</td>
<td>5,745</td>
</tr>
<tr>
<td>Advertising</td>
<td>669</td>
<td>500</td>
<td>134%</td>
<td>700</td>
</tr>
<tr>
<td>Insurance &amp; Other</td>
<td>660</td>
<td>814</td>
<td>81%</td>
<td>525</td>
</tr>
<tr>
<td><strong>Total 496 - Audit Committee</strong></td>
<td>13,153</td>
<td>22,554</td>
<td>58%</td>
<td>22,960</td>
</tr>
</tbody>
</table>

* Provides for 2.5% increase for salary costs as per current Enterprise Agreement. Depending on cost centre allocations, this amount may change when the budget is finalised.

~ Training and advertising expenses has been increased to provide for two independent member(s) appointment. Budget adjustment processed in 2017/18 Quarter 2 for advertising costs increase, transferred from training.

# Provides for Sitting Fees as follows: Chairperson $565 and Independent Members x 2 - $365 (an increase of 2.3% CPI Adelaide Dec 2017 on 2017-18 budget of $555 and $355 respectively) to attend 4 meetings each and the annual report attendance at Council meeting for the Chairperson; to be considered and adopted by Council – only provided for Audit Committee members’ information.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

**Policy**
Budget & Business Plan and Review Policy

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

**Corporate Plan**
How We Work – Good Governance

6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

**Legislative Requirements**
Local Government (Financial Management) Regulations 2011 - Reg 9(1)(b)
LGA Information paper no. 25 – Monitoring Council Budget Performance
Funding to support the operations of the Audit Committee is required to ensure resources are adequate to undertake this vital role within Council and is included in the annual budget.

**COMMUNITY CONSULTATION**

Will be included as part of the draft 2018/19 Budget/Business Plan consultation and adoption process.

**9.1.4 MID-YEAR BUDGET REVIEW 2017/18 (AS AT 31 DECEMBER 2017)**

Mr Lague spoke to the report and provided a brief overview of the Budget Review document.

**MOVED** Mr Swan that the Mid-year Budget Review for 2017/18 (as at 31 December 2017) be received and noted.  
**Seconded** Cr Milne  
**CARRIED 2017-18/29**

**PURPOSE**

The Mid-year Budget Review for 2017/18 (as at 31 December 2017) and the budget variations contained therein were adopted by Council at its February 2018 Council Meeting.

**REPORT**

The report provides information as to the financial position of Council, containing budget update reports which include Executive Summary, Uniform Presentation of Finances, Key Performance Indicators, Summary of Operating Budget Variance Adjustments and Summary of Capital Budget Variance Adjustments.

The variances between the original budget and this budget update are listed on the operating and capital budget adjustment pages. The report also includes details of new initiatives and capital expenditure adjustments.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Attachment 1:  Mid-year Budget Review as at December 2017

**Policy**

Budget & Business Plan and Review Policy

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

**Corporate Plan**

How We Work – Good Governance

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.

6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

6.9 Provide access to Council’s plans, policies and processes and communicate with the community in plain English.

6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

**Legislative Requirements**

Local Government Act 1999 Sect 123 (13)  
Local Government (Financial Management) Regulations 2011 Regulation 9 (1)(a)
FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
To enable Council to make effective and strategic financial decisions, a quarterly budget review report is provided. This report contains budget adjustments for decisions Council has made since the last review and other adjustments to meet financial changes in capital and/or operational areas. The document contains comments and implications for the Long Term Financial Plan as a result of this review.

COMMUNITY CONSULTATION
Community Consultation was part of the original budget adoption process in June 2016, as per legislation.

9.1.5
REVIEW DRAFT BUDGET 2018/19 AND ANNUAL REVIEW LONG TERM FINANCIAL PLAN INDEXATION AND ASSUMPTIONS

Mr Lague spoke to the report and led discussion with the Members.

MOVED Cr Angas that the Audit Committee notes the indexation and assumptions for the Annual Budget & Business Plan 2018/19 and Long Term Financial Plan 2018/19 to 2027/28.
Seconded Mr Swan
CARRIED 2017-18/30

PURPOSE
As per the 2018/19 Annual Budget/Business Plan timetable endorsed by Council in January 2018, the Audit Committee needs to receive and can provide comment on the indexation and assumptions for the Annual Budget & Business Plan (AB&BP) 2018/19 and Long Term Financial Plan (LTFP) 2018/19 to 2027/28.

REPORT
Overview
The review of indexing and assumptions for the Annual Budget & Business Plan 2018/19 and Long Term Financial Plan (LTFP) 2018/19 to 2027/28 has been considered by Council at the information briefing Workshop on 20 February 2018. This process enables Council to take a long term view and ‘set the big picture’ before starting the annual budget process. A copy of the Council Workshop presentation is attached.

Key Assumptions and Enhancements
Each annual review process provides an opportunity to introduce new assumptions or enhance the information base as required, using the existing indexation and assumptions.

The main assumptions and indexation being considered during this early stage of budget preparation is the income and expenditure indexation. As included in the presentation paper, Council reviews the proposed rate increase and the indexation application to operational expenditure.

The LGPI (Local Government Price Index) is used as a base for the plan(s) and considering local needs and requirements to meet service levels, including external influences such as service contracts where fuel prices and employment costs may vary the service cost. The Local Government Price Index (LGPI) increase for 12 months to 30 June 2017 was 2%, 30 September 2017 was 2.5%; (noting the Adelaide CPI for the 31 December period was 2.3%).

As the cost indexation has been reducing from previous adopted Long Term Financial Plans, Council will reconsider the cost of delivering services and any changes to the level of service to ensure income or charges for the services are appropriate. The following indexation is sourced from the adopted LTFP.
Not Confirmed

Income
Rate increases to fund and ensure service level provision is maintained in line with revised sustainability requirements.

Both the residential and non-residential rate revenue (excluding growth) were budgeted to increase at 2.5% in 2018/19, and the years following 2.5% per annum.

The adopted Waste Service Rate Revenue indexation rate in the LTFP from last year was budgeted to increase at:

<table>
<thead>
<tr>
<th>Year</th>
<th>Indexation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/19 to 2020/21</td>
<td>5.25%</td>
</tr>
<tr>
<td>2021/22</td>
<td>5.2%</td>
</tr>
<tr>
<td>2022/23</td>
<td>3.5%</td>
</tr>
<tr>
<td>2023/24 onwards</td>
<td>2.25%</td>
</tr>
</tbody>
</table>

The adopted Community Wastewater Management Systems Service Rate Revenue (excluding growth) indexation rates in the LTFP from last year was budgeted to increase at 2.75% for 2018/19 and then 2.5% and 2.75% alternate years for the life of the plan. An ongoing review of the service charge is underway for requirements from ESCOSA, including the cost of Capital and Risk, along with internal review of executive, administration and governance operating costs.

Other income indexation has a base increase of 2.0%.

Expenditure
Operating expenditure indexation will be assessed individually for internal and external factors as follows:

- employee costs at the enterprise bargaining agreements at 2.5%;
- contractors and materials will be reviewed to meet service requirements using a Zero Based Budget basis due for the 18/19 year (the current adopted plan is at 2.5%);
- selected operating costs have been isolated as increases to these are unique eg, power TBA, water 2.5%, insurance 4.0%, waste collection (new contract) all plus changes to service provision, ie. increased number of services provided or usage – all indexation quoted is from the adopted LTFP.

Long term plans for Capital expenditure will be reassessed, ensuring funding is allocated for renewal and replacement assets along with an allowance for new discretionary projects.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Long Term Financial Plan – Indexation and Assumptions

Policy
Budget & Business Plan and Review Policy

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan
How We Work – Good Governance

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.

6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

6.9 Provide access to Council’s plans, policies and processes and communicate with the community in plain English.

6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.
FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

Long term financial planning is an ongoing regular process. As new information is included in the planning process, the plans are reviewed and updated.

Each annual review process provides an opportunity to introduce new assumptions or enhance the information base as required.

COMMUNITY CONSULTATION

Included as part of the draft 2018/19 Budget/Business Plan consultation and adoption process.

9.1.6
QUARTER 2 - 2017/18 PERFORMANCE AND ACTIVITY REPORT

Mr McCarthy spoke to the report and answered questions from the Chair.

MOVED Cr Milne that the Quarter 2 – 2017/18 Performance and Activity Report be received and noted and the Chief Executive Officer continue to provide these quarterly reports to the Audit Committee.

Seconded Cr Angas

CARRIED 2017-18/31

PURPOSE

To table with the Audit Committee the performance and activity reporting.

REPORT

Background

Since November 2016, the Audit Committee has been presented with Quarterly Performance Reports on measures adopted within the Corporate Plan. These reports are the first outputs of the Holistic Reporting Framework, with work continuing on the ongoing development of both performance and activity based reporting.

Introduction

The Barossa Council Quarter 2 – 2017/18 Performance & Activity Report provides performance results against Corporate Plan measures as at 31 December 2017. The report also includes a suite of activity measures, providing a snapshot of activity undertaken over the quarter in the delivery of key internal and external Council services under each Community Plan Theme.

Discussion

During the second quarter, operational use of Council’s holistic enterprise level strategic planning and reporting software (Magiq) has continued. The solution has allowed better access to a broader range of data and improved the efficiency and effectiveness of data analysis in preparing the first quarterly report for 2017/18.

With the ongoing implementation of Magiq Software, officers are continuing to refine counting rules and formulas for the extraction and analysis of data, which may result in the revision of previously reported results where the data has been refined or cleansed. Where this is the case, the report will include a disclaimer regarding the nature of any changes implemented and its impact on the data.

Additionally, where justification exists, performance targets may be amended to reflect a more realistic figure. As above, where this is the case, the report will include an explanation of the nature of and justification for any changes implemented and its impact on the data.
Overall, it is anticipated that comparison data reported will become more longitudinal as the reporting system grows and allow the representation of trends over time. It is anticipated that this will facilitate an increase in evidence based strategic policy decision making by Council and the executive team.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

**Community Plan**

How We Work – Good Governance

**Corporate Plan**

A6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.

**Legislative Requirements**

Nil

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Current resources are sufficient to provide ongoing quarterly reporting.

**COMMUNITY CONSULTATION**

Community consultation is not required under the Act or Council’s Public Consultation Policy.

9.1.7 **UPDATE – RISK MANAGEMENT PROGRAMS AND PROJECTS**

Mr McCarthy spoke to the report and advised that information regarding the Change Management Program, incorporating actions from the Risk Services Review, will be presented to the next Audit Committee meeting.

Mr Brass commented on the good format of the Quarterly Risk Management Report.

**MOVED** Cr Angas that the report on the progress of Risk Management programs and projects be received and noted.

**Seconded** Cr Milne

**CARRIED 2017-18/32**

**PURPOSE**

To present a quarterly report on the progress of Risk Management programs and projects

**REPORT**

**Risk Management**

Risk Services has continued working with Corporate and Community Services directorate, in particular, Visitor Information Centre, to develop their Corporate Risk Assessment for operational risks. This information will ultimately feed into Council’s Organisational Risk Register and will assist Council in determining its biggest risks.

**Risk Services Review**

The Draft Risk Services Review Report was presented to the December Audit Committee meeting, where the following was resolved:

**MOVED** Ms Johnston that:

(1) the draft Risk Services Review report be received and noted;

(2) officers provide feedback to the consultant on areas of the report, including:

- correct identification of contributors to the report
- “intent” of the legislation (pg 132)
Not Confirmed
- Maturity Assessment (commencing pg 133)
- areas reflecting incorrect information/status of The Barossa Council
  
  (3) officers present the final Risk Services Review report to a future Audit Committee meeting.

  Seconded Cr Milne

  CARRIED 2017-18/21”

The Risk Services Review Report has been finalised and a copy is provided in Attachment 1.

**Risk Management Quarterly Report**

A Risk Management Quarterly Report (Attachment 2) was provided to the Corporate Management Team (CMT) on 24 January 2018 for quarter 1/10/2017 to 31/12/2017. This report has been significantly modified to now include information on the progress against Council’s Risk Review Action Plan, Corporate Risk Assessments, Insurance Claims along with information on how Council is progressing against the current WHS Plan (2015-2017) Programs and Projects, data on incidents, corrective and preventative actions, hazardous task register, training and induction, document development/review, workplace inspections, internal/external audits, compliance and legislative changes.

**Emergency Management and Business Continuity Plan**

Emergency Management Plans were finalised in November 2017 for Council workplaces. Subsequent Emergency Evacuation Drills were held at Williamstown Depot, Barossa Bushgardens and Visitor Information Centre/Tanunda Library during this quarter.

The Local Government Risk Services representative who was assisting Council with Business Continuity has been seconded to the LGA Mutual Liability Scheme and therefore another LGRS representative has been appointed. Council has now been sent a draft Service Levels document to complete that will assist with determining Council’s critical functions.

**KPI Action Plan**

The 2017 Key Performance Indicator (KPI) Action Plan was finalised in December 2017 with 10 out of 11 actions completed by the due date. This has been a significant body of work and the main focus for the Risk Services team noting only 1 out of 11 actions was completed as at August 2017. The purpose of the KPI Action Plan is to close out gaps that have been identified during KPI Audits either undertaken by ReturnToWork SA or the LGA Workers Compensation Scheme.

**Risk Reminder Register**

A new Risk Review Reminder register has been developed in Pathway to assist Risk Services with reminders of items due for review/testing.

**Event Management**

Risk Services continues to review risk assessments within incoming event management applications to ensure risks have been identified by event organisers and adequate controls have been put in place to mitigate those identified risks. The LGRS Risk Management Conference is being held on Friday, 9 March 2018 with Customer Service Officers scheduled to attend due to the main topic being event management.

**Mutual Liability Claims - 1/10/2017 to 31/12/2017**

Current Claims:
13 active/open Mutual Liability Scheme claims; and
13 potential Mutual Liability Scheme claims.

Finalised Claims:
1 Mutual Liability Scheme claim was finalised during this quarter with a denial issued to the claimant.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Attachment 1: Final Risk Services Review Report
Attachment 2: Risk Management Quarterly Report - 17/77306*

**COMMITTEE PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

Audit Committee - Minutes of meeting held 28 February 2018
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.

Legislative Requirements
Local Government Act 1999
Work Health Safety Act 2012

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Addressed within the Report.

COMMUNITY CONSULTATION
Not required under legislation or Council’s Public Consultation Policy

10. OTHER BUSINESS

External Audit Plan for 2017-18
Mr Brass requested officers to source an External Audit Plan for 2017-18 from Bentleys and that it be emailed to Members.

ACTION: Manager Financial Services to provide Members with an External Audit Plan for 2017-18 from Bentleys.

11. NEXT MEETING
May 2018 - Date to be advised, subject to timing of receipt of the Interim Audit Management letter.

12. CLOSURE OF MEETING
There being no further business, Mr Brass closed the meeting at 11.10am.

Confirmed:

Chairman: ........................................ Date: ........................................
MINUTES OF THE MEETING
OF THE BAROSSA COUNCIL COMMUNITY ASSISTANCE SCHEME COMMITTEE
held in the Committee Room at The Barossa Council, 43-51 Tanunda Road, Nuriootpa
on Wednesday 7 March 2018 commencing at 4.30pm

WELCOME
Cr Lange welcomed everyone and declared the meeting open at 4.30pm.

1. PRESENT
Cr Bim Lange, Mayor Bob Sloane, Cr Scotty Milne, Rebecca Tappert (CASC Executive
Officer), Annette Randall (CASC Administration Officer), Louis Monteduro (Senior
Manager, Development Services) (4.42pm)

2. APOLOGIES
Cr Mark Grossman
Cr John Angas

3. CONFIRMATION OF PREVIOUS MINUTES

MOVED Mayor Sloane that the minutes of the meeting held on 5 December 2017 as
circulated, be confirmed as a true and correct record of the proceedings of that
meeting, noting a typo at the bottom of page 4: “masonry” should read “mason”.
Seconded Cr Milne
CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES
Nil

5. CONSENSUS AGENDA

6.1 ITEMS FOR EXCLUSION FROM THE CONSENSUS AGENDA
Cr Milne - Agenda item 5.1.1 – Actions from Previous Meetings – Heritage Grants

6.2 RECEIPT OF CONSENSUS AGENDA

MOVED Mayor Sloane that the items contained in the Consensus Agenda with the
exception of item 5.1.1 Actions from Previous Meetings – Heritage Grants, be
received and that any recommendations contained therein be adopted.
Seconded Cr Milne
CARRIED

5.1.1 ACTIONS FROM PREVIOUS MEETINGS
HERITAGE GRANTS
Ms Randall advised the meeting that, in the Heritage Grants table, the Expiry Date
for the Grant to Zion Lutheran Church Angaston 16/50863 should read “Extension to
30/6/18”.

MOVED Cr Milne that item 5.1.1 Actions from Previous Meetings – Heritage Grants, be
received subject to amending the Expiry Date for the Grant to Zion Lutheran Church
Angaston 16/50863 to read “Extension to 30/6/18”.
Seconded Mayor Sloane
CARRIED

7. DEBATE AGENDA

7.1.1.1 BAROSSA RAMS RUGBY CLUB – ESTABLISHMENT OF BAROSSA RAMS WOMEN’S RUGBY TEAM
MOVED Cr Milne that:

(1) The Community Assistance Scheme Committee considers that the Office of Recreation and Sport’s Active Club’s program is a more appropriate source of funding for the Barossa Rams Rugby Club (the Club) project: “Establishment of a Barossa Rams Women’s Rugby Team” and encourages the Club to submit an application to that program; and

(2) consideration of the Community Grant Application from the Club be deferred pending the outcome of the Club’s application to the above funding program.

Seconded Mayor Sloane

CARRIED

PURPOSE
To consider a Community Grant Application from Barossa Rams Rugby Club Incorporated (the Club) for the establishment of a Barossa Rams Women’s Rugby Team.

REPORT
Background
The Barossa Rams Rugby Club has been established for 40 years, has 145 members and is based at the Lyndoch Recreation Park. The Club fields teams in all Junior grades from Under 7’s through to Under 18’s and has two senior men’s teams.

Introduction
The Club is aiming to establish a women’s team to participate in the 2018 competition.

Discussion
Rugby Union is a growing sport in South Australia and women’s participation is one of the leading growth statistics in the State and around the Country. The Club states that “by adding a women’s team, not only will we be helping grow Women’s Rugby and enable participation locally, but also provide a future team for our current junior female players.” They also state that “Other clubs that have added women’s teams have reported a positive impact on club culture, and we expect the same result - to improve on our already renowned positive and family friendly culture”.

The estimated total expenditure to establish the team is $5,151.92. The Club has estimated that it can contribute $2,151.92 and is therefore seeking a Community Grant of $3,000 to cover the costs.

ESTIMATED PROJECT EXPENDITURE:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women’s jerseys (Quote includes shorts and socks; jerseys = $1,500 ex GST)</td>
<td>3,153.22</td>
</tr>
<tr>
<td>Cones</td>
<td>35.90</td>
</tr>
<tr>
<td>4 x hit shields</td>
<td>500.00</td>
</tr>
<tr>
<td>2 x tackle bags</td>
<td>758.00</td>
</tr>
<tr>
<td>1 x tackle ring</td>
<td>345.00</td>
</tr>
<tr>
<td>10 x agility poles</td>
<td>145.00</td>
</tr>
<tr>
<td>First Aid Kit</td>
<td>145.00</td>
</tr>
<tr>
<td>12 x drink bottles</td>
<td>70.80</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$5,151.92</strong></td>
</tr>
</tbody>
</table>

The Community Grant Application has been reviewed by Officers and their comments are provided in the Application Summary Sheet (Attachment 1). A copy of the Application and supporting documentation, is provided in Attachment 2.

Further comments for consideration below:

<table>
<thead>
<tr>
<th>Comments</th>
<th>Community Grant Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noted that the Club runs a bar and canteen on training nights and game days.</td>
<td>3.1.5 Preference will be given to those applicants who do not have access to</td>
</tr>
</tbody>
</table>
The Club does not have audited accounts but has provided a Balance Sheet, Profit and Loss statement and a clarification as to what the cash holdings are earmarked for (Attachment 3). The initial Application was incorrect in stating that the cash and investment holdings were earmarked for funding the women’s jerseys and equipment; this should have read “earmarked for Futures fund in preparation for un-budgeted expenses related to moving to Tanunda site”. Refer The Big Project – Southern Barossa Hub Feasibility Study

The Application states that no other funding has been sought. Officers have subsequently advised the Club that the Office of Recreation and Sport’s Active Club’s program is now open with funding for equipment up to $5,000.

Summary and Conclusion
Should CASC wish to support the Club with this project, officers suggest that a request for inclusion of Council’s logo on the jerseys as recognition of support, be required by the Club.

Attachments or Other Supporting References
Attachment 1: Application Summary Sheet
Attachment 2: Community Grant Application and supporting documentation
Attachment 3: Email – Clarification regarding the Club’s cash holdings

Policy
Community Assistance Scheme Policy
Community Grant Guidelines

Community Plan
Community and Culture

Corporate Plan
2.9 Collaborate, initiate, develop and/or support activities and facilities for youth in our community.
4.6 Support the growth and sustainability of sporting, recreational and community clubs and organisations through provision of shared infrastructure, grants and opportunities to shape future use and development.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Nil

Financial, Resource and Risk Management Considerations
Financial
The adopted Budget for the Community Grants and Youth Grants for 2017/18 is $25,500 (excl GST). There is currently $8,710 remaining in that Budget. One round of Community Assistance Scheme funding remains for this financial year.

<table>
<thead>
<tr>
<th>TOTAL CURRENT FUNDS AVAILABLE</th>
<th>$ 8,710</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2018</td>
<td></td>
</tr>
</tbody>
</table>

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
The adopted Budget for the Community Grants and Youth Grants for 2017/18 is $25,500 (excl GST). There is currently $8,710 remaining in that Budget. One round of Community Assistance Scheme funding remains for this financial year.

<table>
<thead>
<tr>
<th>TOTAL CURRENT FUNDS AVAILABLE</th>
<th>$ 8,710</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2018</td>
<td></td>
</tr>
</tbody>
</table>
Approved Youth Grants
March 2018:
Requested Community Grant
    7 Applications $1,450
    1 Application $3,000
Total $4,450
Funds remaining if March application granted $4,260

COMMUNITY CONSULTATION
Community Consultation is not required under legislation or Council Policy.

7.1.2 GRANT ACQUITTALS

BAROSSA FUTURE LEADERS - BAROSSA FUTURE LEADERS PROGRAM B3342

MOVED Mayor Sloane that the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant awarded to Barossa Future Leaders for the 2017 Barossa Future Leaders Program.

Seconded Cr Milne

PURPOSE
To consider the Acquittal documentation in relation to the Community Grant awarded to Barossa Future Leaders for the Barossa Future Leaders Program.

REPORT
Background
The Community Assistance Scheme Committee, at its meeting held 7 June 2017, approved a Community Grant of $2,500 (excl GST) to Barossa Future Leaders (auspiced by Regional Development Australia Barossa) for the Barossa Future Leaders Program.

Introduction
The Community Assistance Scheme Policy requires that "a written assessment of the project, including a financial statement (Acquittal Statement) is required from the Grant recipient on completion of the project".

Discussion
The 2017 Barossa Future Leaders Program was held from March to October 2017. A Grant Acquittal Statement, together with supporting invoices for the specific Grant expenditure and a written assessment of the project is provided in Attachment 1.

It is noted that the total Revenue stated on the Acquittal Statement is $10,000 more than the total Expenditure (and $10,000 more than estimated in the original Grant Application – refer Attachment 2). The "excess" appears to be due to the amount of carry-over funds included on the Acquittal Statement, but not included in the original Application. The excess funds showing will be used as "carry-over funds for the 2019 program". Their report states "As a community program, there is no guarantee that adequate funds will be sourced through sponsorship so it is important that some reserves are kept for the next program".

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments
Attachment 1: Grant Acquittal Statement, invoices and assessment report
Attachment 2: Excerpt from Community Grant Application

Policy
Community Assistance Scheme Policy
Community Grant Guidelines
COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

How We Work – Good Governance

Corporate Plan

How We Work – Good Governance

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements

Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Adherence to Council’s Community Assistance Scheme Policy and Community Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

Mr Monteduro entered the meeting at 4.42pm.

7.1.2.2 BAROSSA GERMAN LANGUAGE ASSOCIATION INC - BAROSSA SPIELGRUPPE / GERMAN PLAYGROUP

B3342

MOVED Cr Milne that, in relation to the Community Grant awarded to the Barossa German Language Association Inc for establishment of a “Barossa Spielgruppe / German Playgroup”, the Community Assistance Scheme Committee receives and approves the remaining Acquittal documentation to finalise the Grant requirements.

Seconded Mayor Sloane

PURPOSE

To consider the remaining Acquittal documentation in relation to the Community Grant awarded to the Barossa German Language Association Inc for establishment of a “Barossa Spielgruppe / German Playgroup”.

REPORT

Background

The Barossa German Language Association was approved a Community Grant of $3,000 (excl GST) in June 2015 for the establishment of a “Barossa Spielgruppe / German Playgroup”. An Acquittal extension for a further 12 months was granted in September 2016. An Acquittal Statement and the majority of supporting documentation was provided to the 5 December 2017 Community Assistance Scheme Committee (CASC) meeting.

Introduction

CASC, at its 5 December 2017 meeting, resolved the following:

“MOVED Mayor Sloane that, in relation to the Community Grant awarded to the Barossa German Language Association Inc for establishment of a “Barossa Spielgruppe / German Playgroup”, the Community Assistance Scheme Committee (CASC):

(1) receives and approves the Acquittal documentation received to date
Discussion
The Group’s project report presented to the 5 December 2017 meeting advised that “…at this stage we have used up most of the grant money, except for a few hundred dollars, which will soon be used for more toys, books, stationery and website costs……”. The group has now provided documentation for the remaining purchases and an updated summary of expenses (Attachment 1).

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachments
Attachment 1: Final Acquittal documentation

Policy
Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan
How We Work – Good Governance

Corporate Plan
How We Work – Good Governance
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Adherence to Council’s Community Assistance Scheme Policy and Community Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION
Community Consultation is not required under legislation or Council Policy.

7.1.2.3
PARKRUN INC – ESTABLISHMENT OF BAROSSA PARKRUN
B3342

MOVED Mayor Sloane that the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant awarded to Parkrun Inc for the establishment of Barossa Parkrun.
Seconded Cr Milne
CARRIED

PURPOSE
To consider the Acquittal documentation in relation to the Community Grant awarded to Parkrun Inc for the establishment of Barossa Parkrun.

REPORT
Background
Council, at its meeting held 21 February 2017, approved a Community Grant of $3,300 (incl GST) to Parkrun Inc as a contribution to establish a Barossa Parkrun event at Barossa Bushgardens and
Coulthard Reserve. Parkrun completed a Community Grant application, but the request for funding was presented directly to Council without initial assessment by the Community Assistance Scheme Committee, as it was outside the scope and guidelines due to timeframe and funding amount requested.

**Introduction**
The Community Assistance Scheme Policy requires that “a written assessment of the project, including a financial statement (Acquittal Statement) is required from the Grant recipient on completion of the project”.

**Discussion**
The Barossa Parkrun, was launched as ‘Nuriootpa Parkrun’ on 16 September 2017. The organization states that it has been “an enormous success, far exceeding our expectations”. A Grant Acquittal Statement, together with supporting documentation and a written assessment of the project is provided in Attachment 1. They state that individual invoices for the expenses cannot be provided as the organization purchases items in bulk. A copy of the estimated Income and Expenditure stated in the Grant application form is provided in Attachment 2 for information.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

**Attachments**
Attachment 1: Grant Acquittal Statement, invoices and assessment report  
Attachment 2: Excerpt from Community Grant Application -

**Policy**
Community Assistance Scheme Policy  
Community Grant Guidelines

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

**Community Plan**
How We Work – Good Governance

**Corporate Plan**
How We Work – Good Governance

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>6.2</td>
<td>Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.</td>
</tr>
<tr>
<td>6.4</td>
<td>Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.</td>
</tr>
</tbody>
</table>

Legislative Requirements  
Local Government Act 1999

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Adherence to Council’s Community Assistance Scheme Policy and Community Grant Guidelines is a risk management tool.

**COMMUNITY CONSULTATION**
Community Consultation is not required under legislation or Council Policy.

**7.1.2.4**
**BAROSSA AND DISTRICT PIPE BAND – REQUEST FOR EXTENSION OF TIME B3342**

**MOVED** Cr Milne that the Community Assistance Scheme Committee approves the Barossa and District Pipe Band’s request for an extension of time to 30 June 2018 for completion of their project: Provision of Tuition.

**Seconded** Mayor Sloane  
**CARRIED**
PURPOSE
To consider a request from the Barossa and District Pipe Band for an extension of time to complete their project: Provision of Tuition.

REPORT

Background
A Community Grant of $2,000 was awarded to the Barossa and District Pipe Band in March 2017 for Provision of Tuition.

Introduction
The Community Grant Guidelines require the “grant funds must be expended within 12 months of the grant approval (unless prior approval has been sought)”.

Discussion
A request has been received from the Barossa and District Pipe Band for an extension of time to complete the project, as tutors have not been as freely available as had been initially indicated to them. (Refer Attachment 1). They anticipate that their program of tuition will be complete by the end of June 2018.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments
Attachment 1: Request for extension of time to complete project

Policy
Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan
How We Work – Good Governance

Corporate Plan
How We Work – Good Governance
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Adherence to Council’s Community Assistance Scheme Policy and Community Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION
Community Consultation is not required under legislation or Council Policy.

7.2.1 HERITAGE ADVISOR’S REPORT

7.2.1 HERITAGE ADVISOR’S REPORT
B1938
Members discussed the format of the report with Mr Monteduro, in particular, the requirement (or not) of the very detailed information provided to each meeting.

**MOVED** Cr Milne that:
(1) the Heritage Advisor’s reports be received and noted; and
(2) in future, quarterly reports are not required by the Community Assistance Scheme Committee; however, a summary annual report to be provided to the December meeting each year, in conjunction with the annual assessment of Heritage Grant applications.

**Seconded** Mayor Sloane

**CARRIED**

**PURPOSE**
To advise the committee of activities carried out by Council’s Heritage Advisor.

**REPORT**
The attachment shows a summary of the activities undertaken during November and December 2017 and January 2018 by Mr Sam Hosking, Council’s Heritage Advisor.

Mr Hosking attends the Council one day per fortnight and details of his services are attached to this report.

Mr Hosking will not be in attendance at this meeting to discuss any matters arising but can be contacted by email, sam@hoskingwillis.com.au if further information is sought.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**
Attachment 1: Heritage Advisory Services Summary for November and December 2017 and January 2018.

**COMMUNITY PLAN/CORPORATE PLAN/LEGISLATIVE REQUIREMENTS**

**Community Plan**
Natural Environment and Built Heritage

**Corporate Plan**
Natural Environment and Built Heritage
1.1 Facilitate planned and appropriate development of our townships and district to maintain the character of townships and rural landscapes and to preserve properties and sites which have historic significance.
1.4 Facilitate innovative and sustainable preservation and use of built heritage.

**FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS**
Financial and risk management considerations are being made within budget constraints.

**7.2.2 HERITAGE GRANT APPROVAL - REQUEST FOR ALTERATION TO HERITAGE GRANT APPROVAL - HOLY CROSS LUTHERAN CHURCH GRUENBERG MOCULTA B6001**

**MOVED** Cr Milne that the Community Assistance Scheme Committee grant the Holy Cross Lutheran Church Gruenberg Moculta the full amount of $1000.00 heritage funding approved towards the provision of protective panels for stained glass windows only.

**Seconded** Mayor Sloane

**CARRIED**

**PURPOSE**
Holy Cross Lutheran Church Gruenberg Moculta have requested a change to approved Heritage Grant funds, for which approval was granted at the 5 December 2017 meeting of the Committee.
The Community Assistance Scheme Committee, at its meeting on the 5 December 2017, resolved the follow:

MOVED Cr Angas
Grant a Heritage Grant in the amount of $1,000 for the Holy Cross Lutheran Church Gruenberg Moculta for the replacement of roof and gutters to church and Sunday School Rooms and protective glass for replacement of stain glass windows for the property located at Gruenberg Road Moculta
Seconded Cr Grossman
CARRIED

The Church is now seeking permission to re-allocate the full amount of the heritage funding towards the protective panels for stained glass windows only and not towards the replacement of the roof and gutters to the church. This request is due to the church not having raised enough funds to do both projects, refer Attachment 1.

Mr Sam Hosking, Council’s Heritage Advisor supports the request, as per Attachment 2.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Request for Extension of Time from Bethany Lutheran Congregation
Attachment 2: Comments from Council’s Heritage Advisor supporting the church’s request

COMMUNITY PLAN/ CORPORATE PLAN/ LEGISLATIVE REQUIREMENTS

Corporate Plan
Natural Environment and Built Heritage

1. Facilitate planned and appropriate development of our townships and district to maintain the character of townships and rural landscapes and to preserve properties and sites which have historic significance.

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS
The approved grant was previously allocated from the 2017/2018 budget and therefore shall have no budget implications.

7.3 DEBATE AGENDA - UPDATES TO COMMUNITY ASSISTANCE SCHEME DOCUMENTS

7.3.1 YOUTH GRANT GUIDELINES AND YOUTH GRANT APPLICATION FORM BS342

MOVED Mayor Sloane that the Community Assistance Scheme Committee adopts the updated Youth Grant Guidelines and Youth Grant Application form as presented to the 7 March 2018 meeting.
Seconded Cr Milne
CARRIED

PURPOSE
To adopt the updated Youth Grant Guidelines and Youth Grant Application form (copies attached).

REPORT
Introduction
CASC, at its meeting held 5 December 2017, discussed a proposed update to the Youth Grant Guidelines regarding a limit on the number of Youth Grant applications approved per applicant per financial year, and agreed “that Youth Grant approvals would be limited to one for State representation and one for National representation per applicant, per financial year.”
Discussion
The Community Assistance Scheme Committee Administration (CASCA), at its 15 February 2018 meeting, discussed the proposed update, along with other clarifications to the Guidelines. The updated documents are attached, showing tracked changes.

Objective 2.5 in the CASC Terms of Reference states that one function of CASC is “To annually review the Heritage Grants, Community Grants and Youth Grants guidelines and application forms.”

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachments
Attachment 1: Updated Youth Grant Guidelines
Attachment 2: Updated Youth Grant Application form

Policy
Community Assistance Scheme Policy

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

- Community and Culture
- Health and Wellbeing
- How We Work – Good Governance

Corporate Plan

Community and Culture

2.9 Collaborate, initiate, develop and/or support activities and facilities for youth in our community.

How We Work – Good Governance

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

Legislative Requirements

Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Adherence to Council’s Youth Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

7.3.2 COMMUNITY GRANT GUIDELINES AND COMMUNITY GRANT APPLICATION FORM B3342

MOVED Mayor Sloane that the Community Assistance Scheme Committee adopts the updated Community Grant Guidelines and Community Grant Application form as presented to the 7 March 2018 meeting.

Seconded Cr Milne CARRIED

PURPOSE

To adopt the updated Community Grant Guidelines and Community Grant Application form (copies attached).
REPORT

Introduction
CASC, at its meeting held 5 December 2017, discussed several proposed updates to the Community Grant Guidelines and Application Form.

Discussion
The proposed updates to the documents relate to the following:

- Focus on the applicant’s ‘interest’ in the Council district, rather than where the principal address of the organization is based;
- CASC to stipulate what expense any approved Grant must be used for when approving funding/sponsorship for events;
- Clarification of acquittal documentation required;
- Applications outside the scope of the Guidelines to be reviewed by CASC in the first instance, with a recommendation to Council to delete requirement to forward to the CEO.

The updated documents are attached, showing tracked changes.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments
Attachment 1: Updated Community Grant Guidelines
Attachment 2: Updated Community Grant Application form

Policy
Community Assistance Scheme Policy

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

- Community and Culture
- Health and Wellbeing
- How We Work – Good Governance

Corporate Plan

Community and Culture
2.9 Collaborate, initiate, develop and/or support activities and facilities for youth in our community.

How We Work – Good Governance
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

Legislative Requirements
Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Adherence to Council’s Youth Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

7.3.3 COMMUNITY ASSISTANCE SCHEME POLICY
B5743

Minutes of the Community Assistance Scheme Committee Meeting held on 7 March 2018
MOVED Cr Milne that the Community Assistance Scheme Committee approves the updated Community Assistance Scheme Policy as presented to the 7 March 2018 meeting and recommends adoption by Council.
Seconded Mayor Sloane
CARRIED

PURPOSE
To approve the updated Community Assistance Scheme Policy and recommend for adoption by Council.

REPORT
Introduction
The Community Assistance Scheme Policy was last updated in June 2017.

Discussion
Updates to the Policy are required to mirror the updates to the Youth Grant and Community Grant Guidelines presented in the preceding Agenda items and also to provide further clarification of processes.

The updated Policy is attached showing the tracked changes.

Following CASC approval, the updated Policy will be presented to Council for adoption.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Community Assistance Scheme Policy, showing proposed updates.

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

How We Work – Good Governance
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

Legislative Requirements
Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Adherence to Council’s Community Assistance Scheme Policy is a risk management tool.

COMMUNITY CONSULTATION
Community Consultation is not required under legislation or Council Policy.

8. OTHER BUSINESS
Nil

9. NEXT MEETING
Wednesday 6 June 2018 commencing at 4.00pm.

10. CLOSE
Cr Lange declared the meeting closed at 4.55pm.

Confirmed at Community Assistance Scheme Committee Meeting 6 June 2018.

Date:......................................... Chair:......................................
7.3.1 DEBATE AGENDA - ACTING DIRECTOR

7.3.1.2 UPDATES TO COMMUNITY ASSISTANCE SCHEME POLICY

PURPOSE
To approve the updated Community Assistance Scheme Policy.

RECOMMENDATION
That Council approve the updated Community Assistance Scheme Policy as presented to the 20 March 2018 Council Meeting.

REPORT
Introduction
The Community Assistance Scheme Committee (CASC), at its meeting held 7 March 2018, resolved the following:

“MOVED Cr Milne that the Community Assistance Scheme Committee approves the updated Community Assistance Scheme Policy as presented to the 7 March 2018 meeting and recommends adoption by Council.
Seconded Mayor Sloane
CARRIED”

Discussion
Updates to the Community Assistance Scheme Policy are required to ensure consistency of updates to the Community Grant and Youth Grant Guidelines which were approved by the CASC on 7 March 2018. The main updates are summarized below:

Community Grants
• Focus on the applicant’s ‘interest’ in the Council district, rather than where the principal address of the organization is based;
• Applications outside the scope of the Guidelines to be reviewed by CASC in the first instance, with a recommendation to Council (ie delete requirement to forward to the CEO);
• CASC may stipulate what expense any approved Grant must be used for when approving funding/sponsorship for events;
• Clarification of acquittal documentation required.

Youth Grants
Youth Grant approvals are limited to one for State representation and one for National representation per applicant, per financial year.

The updated Community Assistance Scheme Policy, showing the tracked changes, is provided in Attachment 1.
How We Work – Good Governance
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

Legislative Requirements
Local Government Act 1999

Adherence to Council’s Community Assistance Scheme Policy is a risk management tool.

Community Consultation is not required under legislation or Council Policy.
Community Plan Outcome:

1.2 Youth
1.5 Culture
3.1 Character & Heritage

Document Code: Tbc poc4450

Policy Owner: Manager Community and Facility Development

Last Revised Date: 22/10/2015

Document Control: CASC Administrative Support

TRIM Reference: 15/19294

Date Approved: 20/6/2017

Next Review Date: 20/6/2021

1. Purpose

1.1 The purpose of this Policy is to outline the general principles for The Barossa Council’s (“Council’s”) assessment and approval of funding applications under the Community Assistance Scheme.

1.2 The Policy aims to ensure that Community, Youth and Heritage grants are administered in a consistent, responsible, transparent and equitable manner.

2. Scope

2.1 This Policy applies to Council’s Elected Members, committees and its employees.

2.2 This Policy applies to all grant funding applications made under the Community Assistance Scheme and includes Community, Youth and Heritage Grants.

2.3 This Policy is administered under established Guidelines for the assessment of applications for each funding area and limited to Council budget provisions in the following areas:

• Youth Grants are provided to youth who are excelling in their field of endeavour or have been selected for a significant development opportunity as a result of excellence in a particular field, for amounts of $200 and $250 depending on their representation level and will be considered and approved by the Community Assistance Scheme Committee Administration (CASCA). A summary report is provided to the Community Assistance Scheme Committee (CASC) meeting for information.

• Community Grants are provided for non-profit groups, clubs and organisations whose interest or purpose is within the Council district, towards projects and activities which contribute to the development of the
community within the Council area in line with Council’s Community Plan. Applications for amounts up to and including $3,000 (ex. GST) will be considered and approved by CASC (refer Clause 4.2.2 for exception to this):

- Heritage Grants are provided to the owner(s) of a property which is of Local Heritage significance or a contributory place as listed within The Barossa Council authorized Development Plan. Financial incentives may be provided for maintenance improvement works, which exceed the owner(s) funding capability and will be considered and approved by CASC.

2.4 All other requests for Council funding/assistance that are outside of the Community Assistance Scheme scope and Guidelines will be assessed by the CASC in the first instance. The Application, together with a report and the CASC recommendation will be presented to the next Council Meeting for decision forwarded to Council’s Chief Executive Officer (CEO). The applicant will be required to complete the Community Grant Application form and provide all documentation for review by Council Officers, prior to a report being presented to a Council Meeting for determination of the request.

2.4.1 A Case Officer shall be appointed by the relevant Director for projects on Council Property. The Case Officer is selected dependent on the type of project for which grant funds are sought eg Arts, Building, Planning, Engineering. The Case Officer shall provide reporting on the quality and safety aspects of the project for consideration by the Community Assistance Scheme Committee.

2.5 Requests for Community Loans and/or Council to be a Guarantor are referred to the Treasury Management Policy.

### Definitions

<table>
<thead>
<tr>
<th>The Barossa Council’s Community Assistance Scheme</th>
<th>Covers three funding areas: Heritage Grants, Community Grants and Youth Grants</th>
</tr>
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<tbody>
<tr>
<td>CASC</td>
<td>Community Assistance Scheme Committee</td>
</tr>
<tr>
<td>CASC Administration</td>
<td>Three officers including CASC Executive Officer, CASC Administration Officer and one Council Officer from the Organisational Management Group (OMG). (Should any of the three CASC Administration members not be available, Council Officers from OMG will be seconded to undertake the role; therefore three staff will always be involved in the assessment and decision making process).</td>
</tr>
<tr>
<td>Grant</td>
<td>A sum of money given to organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with Council’s Community Plan.</td>
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<tr>
<td>Community Loans</td>
<td>A sum of money loaned to incorporated associations for a specific purpose directed at achieving goals and objectives consistent with Council’s Community Plan. This may include request for Council to be Guarantor,</td>
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</tbody>
</table>
Case Officer
A Council Staff member who is appointed to ensure quality and satisfactory completion of projects undertaken on Council Assets

4. Policy Statement

4.1 Principles
4.1.1 Council is committed to working in partnership with its community to encourage a wide range of quality recreational, cultural, heritage and social initiatives that make a positive contribution to the Barossa community.

4.1.2 Accordingly, Council provides financial assistance through its Community Assistance Scheme to individuals, community groups and not-for-profit organisations to support the provision of projects, programs and services which respond to identified community needs, help develop strong local communities and which are in accordance with Council's Community Plan.

4.1.3 Council recognises that it is accountable to the community for the management and disbursement of its funds and that this must be done in a manner that optimises the benefits to the community. This process must be, and must be seen to be, responsible, transparent and equitable.

4.1.4 Council also recognises that the community groups and individuals in receipt of Council funds have a responsibility to use those funds for the purposes for which they were given.

4.1.5 While Council has a role in supporting groups and individuals providing benefit to the community, groups and individuals should not seek to be maintained or substantially developed through Council funding.

4.1.6 To assist the application assessment process Council has delegated its powers under Section 41 of the Local Government Act 1999 to its Community Assistance Scheme Committee (CASC).

4.2 Determination of Applications

4.2.1 All community requests for Community, Heritage, Community Assistance or Youth Grants must be made on the appropriate application form and will then be considered in accordance with adopted Guidelines.

4.2.1.1 Applications requiring further information must submit the required documentation within twelve months of their first application, or a new application will be required.

4.2.2 For Community Grant applications that meet all requirements apart from Community Grant Guideline clause - 1.1 “Any community non-profit group, club or organisation based within the Council district whose project falls within the guidelines outlined may apply for assistance”, ie the group/club/organisation are not based within the Council district, will be considered by...
4.2.23 Council and CASC administer the Community and Heritage Grant funding. CASC Administration is delegated to approve Youth Grant applications (ensuring criteria are met and documentation submitted) with a summary report presented to CASC at the following meeting.

4.3 Payment of Grants: Expenditure of Funds

4.3.1 Community Grants are paid on receipt of a tax invoice from the applicant. Grant funds must be expended within 12 months of the Grant approval. Any unspent funds must be returned to Council.

4.3.2 Heritage Grants are generally paid in one lump sum on the production of evidence of expenditure and work standard to the satisfaction of Council’s Heritage Advisor. The Grant is made available subject to a substantial commencement of work within a period to be agreed on acceptance for a period of twelve months from the approval date of the Community Assistance Scheme Committee and payable upon receipt of proof of expenditure.

4.3.3 Youth Grants are paid on receipt of a completed Payment Voucher from the applicant.

4.4 Expenditure of Funds and Acquittal Requirements

4.4.1 For Community Grants and Heritage Grants, a written assessment of the project, including a financial statement (Acquittal Statement) is required from the Grant recipient on completion of the project, which is to be within 12 months of the Grant being approved, unless an extension has been applied for and approved.

4.4.2 For Heritage Grants, if expenditure associated with the works are not completed within the 12 month period of the approval date of the approved grant shall expire, agreed at commencement of the project, the amount due the unpaid balance of the Grant, unless a written extension of time is obtained from Council.

4.4.3 For Youth Grants, successful applicants are required to either attend a Council Meeting for the presentation of a certificate or provide a written summary of their event.
4.4.3.1 Grant recipients who do not attend a Council Meeting or provide a written summary within 3 months of the event will be ineligible for funding in the future.

4.5 Conflict of Interest Provisions

4.5.1 Subject to clause 4.3.2, during the Grant application assessment process, anyone having a conflict of interest should not debate, be involved with any discussions, or vote on any matter relating to the specific applicant.

4.5.2 However, where the CASC, CASC-A or Council decides to accept and manage such a conflict, the decision-making process and the strategies for managing the conflict must be recorded in the Minutes.

4.6 Information and Referral

Information about Council’s Community Assistance Scheme will be made available on Council’s website, newsletters and in local newspapers throughout the year. Grant recipients have opportunity to be featured on Council’s Facebook page.

4.7 Grievance Process

4.7.1 All applicants must be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.

4.7.2 In accordance with Council’s Internal Review of Council Decision Policy, applicants have the opportunity to request, in writing, an internal review of the decision by Council, the CASC or CASCA, if not satisfied with the selection process. The applicant will be notified of the outcome in writing.

5. Supporting Documentation

This Policy is supported by a detailed set of processes that are consistent with Council’s broader aspirations for its community and good governance principles.

- Community Assistance Scheme Committee Terms of Reference
- Administering the Community Assistance Scheme Process
- Applying for Grant Funding (Community Assistance Scheme) (Flowchart)
- Community Grant Process (Flowchart)
- Youth Grant Process (Flowchart)
- Heritage Grant Process (Flowchart)
- Community Grant Guidelines and Application Forms
- Youth Grant Guidelines and Application Forms
- Heritage Grant Guidelines and Application Forms
- Community Grant Administration Process
- Youth Grant Administration Process

6. Related Policies
7. Review

This Policy shall be reviewed by the Council in consultation with the relevant stakeholders, within four years or more frequently if legislation or Council needs change.

8. Further Information

This policy is available on Council’s website www.barossa.sa.gov.au. It can also be viewed electronically at Council’s Principal Office at 43-51 Tanunda Road, Nuriootpa and all Council Branches, during ordinary business hours. A copy of this Policy can be obtained at those venues upon a payment of a fixed fee.

Any complaint in relation to this Policy or its application should be forwarded in writing addressed to the Chief Executive Officer, PO Box 867, Nuriootpa SA 5355.

SIGNED: .................................................................

Mayor Bob Sloane

DATED: _____/_____/_____

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Community Grant Policy adopted by CASC on 7 of June 2017
Community Grant Policy approved by Council on 20 of June 2017

This electronic copy is the approved version and is stored in Council’s Record Management System (TRIM). Printed copies are considered uncontrolled. Before using a printed copy please verify that it is the current version.

© The Barossa Council 2017
7.3.2 DEBATE AGENDA – FINANCE

7.3.2.1 MONTHLY FINANCE REPORT (AS AT 28 FEBRUARY 2018)

B411
Author: Senior Accountant

PURPOSE

The Uniform Presentation of Finances report provides information as to the financial position of Council, including notes on material financial trends and transactions.

RECOMMENDATION

That the Monthly Finance Report as at 28 February 2018 be received and noted.

REPORT

Discussion

The Monthly Finance Report (as at 28 February 2018) is attached. The report has been prepared comparing actuals to the Original adopted 2017/18 Budget and incorporating the adopted Revised Budgets for September and December.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Monthly Finance Report 28 February 2018

Policy

Budget & Business Plan and Review Policy

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan

How We Work – Good Governance

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.

6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

6.9 Provide access to Council’s plans, policies and processes and communicate with the community in plain English.

6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.
FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
To enable Council to make effective and strategic financial decisions, a regular up to date high level financial report is provided.

COMMUNITY CONSULTATION
Community Consultation was part of the original budget adoption process in June 2017, as per legislation. This report is advising Council of the monthly finance position compared to that budget.
MONTHLY FINANCE REPORT  
AS AT 28 FEBRUARY 2018  
FOR YEAR ENDING 30 JUNE 2018

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Operating Surplus / (Deficit) (a) 

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<td>LessProceeds from Sale of Replaced Assets</td>
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</tbody>
</table>

Net Outlays on Existing Assets (b) 

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<tr>
<th>Notes</th>
<th>Net Outlays on New and Upgraded Assets</th>
<th>Capital</th>
<th>Capital</th>
<th>Capital</th>
<th>Capital</th>
<th>Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Operating</td>
<td>43.66%</td>
<td>23.89%</td>
<td>4,748</td>
<td>8,677</td>
<td>2,073</td>
</tr>
<tr>
<td></td>
<td>Less Amounts Received Specifically for New and Upgraded Assets</td>
<td>707</td>
<td>1,355</td>
<td>2,783</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Less Proceeds from Sale of Surplus Assets</td>
<td>133</td>
<td>133</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Net Outlays on New and Upgraded Assets (c) 

<table>
<thead>
<tr>
<th>Notes</th>
<th>Net Lending/(Borrowing) for the Financial Year (a)-(b)-(c)</th>
<th>Capital</th>
<th>Capital</th>
<th>Capital</th>
<th>Capital</th>
<th>Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total % Capital Budget Spent</td>
<td>49.65%</td>
<td>33.23%</td>
<td>15,652</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reconciliation for the movement in Net Lending / (Borrowing) 

<table>
<thead>
<tr>
<th>Notes</th>
<th>Original 2017/18 Full Year Budget Net Lending / (Borrowing)</th>
<th>Capital</th>
<th>Capital</th>
<th>Capital</th>
<th>Capital</th>
<th>Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Carried Forward Budget Adjustments: Report on Financial Results. Funds were held for these projects in cash and investments at 30 June 2017.</td>
<td>(3,848)</td>
<td>(3,848)</td>
<td>(3,848)</td>
<td>(3,848)</td>
<td>(3,848)</td>
</tr>
<tr>
<td></td>
<td>September 2017 Budget Review: Funds required for these items will decrease Council's cash and investments. This amount includes amendments approved at the Council meeting held in July 2017.</td>
<td>(268)</td>
<td>(268)</td>
<td>(268)</td>
<td>(268)</td>
<td>(268)</td>
</tr>
<tr>
<td></td>
<td>December 2017 Budget Review: Funds required for these items will decrease Council's cash and investments.</td>
<td>(332)</td>
<td>(332)</td>
<td>(332)</td>
<td>(332)</td>
<td>(332)</td>
</tr>
<tr>
<td></td>
<td>Full Year Revised Budget - Net Lending / (Borrowing)</td>
<td>(6,043)</td>
<td>(6,043)</td>
<td>(6,043)</td>
<td>(6,043)</td>
<td>(6,043)</td>
</tr>
</tbody>
</table>

NOTES

1) The third quarter Grants Commission payment has been received $100k

2) 2017/18 Capital Expenditure spent to end of February includes:
- Angaston Railway Precinct Upgrade $60k
- Bridges $6k
- Budgeting Software $11k
- CWMS $69k
- Drainage $436k
- Floodwall $529k
- Footpaths $591k
- Forklift $32k
- Mount Pleasant Hall Air Conditioning $13k
- Nuriootpa Skate Park $10k
- Road Resheeting $788k
- Sealed Roads $1,294k
- Stockwell Recreation Park Air Conditioning $18k
- Talunga Park Toilets $60k
- Tanunda to Gawler Bike Path $29k (final flood repair)
- The Rex 24/7 Access Project $26k
- Trucks $308k
- Williamstown Hall Chairs $8k
- Williamstown QVJP Retaining Wall $44k, Bridge Entrance $2k, Fence $12k
7.3.3 DEBATE AGENDA – MANAGER TOURISM SERVICES

7.3.3.1 INTERNATIONAL WINE TOURISM COMPETITIVE GRANTS OPPORTUNITY – BAROSSA VISITOR CENTRE/TANUNDA LIBRARY UPGRADE PROJECT

B1583

PURPOSE

This report seeks Council consideration of the following:

• Provide support of Barossa Visitor Centre/Tanunda Library Upgrade Project.
• Endorse Officers’ application for International Wine Tourism Competitive Grants Program funding of $54,000 to implement the Barossa Visitor Centre/Tanunda Library Upgrade Project.
• Approve contributory funds of $70,000 (excluding GST), subject to being successful in receiving the Grant.

RECOMMENDATION

That Council:

(1) Endorses the Barossa Visitor Centre/Tanunda Library Upgrade project;

(2) Supports a grant application to the Australian Government Export and Regional Wine Support Package program for International Wine Tourism Competitive Grant Funding for $54,000 (excluding GST) for the proposed Barossa Visitor Centre/Tanunda Library Upgrade project;

(3) Approves contributory funding for the project of up to $70,000 (excluding GST) from the 2018/19 Budget subject to being awarded the Grant;

(4) Approves the carry forward of $35,000 (ex GST) from the 2017/18 Building Renewal Budget into the 2018/19 Building Renewal Budget.

REPORT

Background

The Tourism Services team, together with Council officers, Tourism Barossa and South Australian Tourism Commission representatives, developed a Tourism Services Plan 2015-17 which identified a number of initiatives to ensure the Visitor Centre services and facilities remain relevant into the future and continue to drive visitor spend and yield.

Officers presented to the 20 February 2018 Council Workshop regarding a proposed project to upgrade the Barossa Visitor Centre/Tanunda Library space; a copy of the presentation is provided in Attachment 1.
**Introduction**

The substantial upgrade will involve swapping the Barossa Visitor Centre (BVC) and Tanunda Library spaces and implementation of several initiatives identified in the Tourism Services Plan. The initiatives identified require significant funding outside of the BVC and Library Services operational budgets.

A funding opportunity has become available that aligns with the Tourism Services Plan and initiatives. The *International Wine Tourism Competitive Grants* (The Grant) program opened in December 2017 and is part of the Australian Government Export and Regional Wine Support Package that has been designed to complement and contribute to the objectives of their *Tourism 2020 Strategy*.

Under the package, $5 million will be made available to the program with two categories:

1. Small grants (up to $50,000)
2. Medium grants ($50,001 - $250,000)

Projects will be selected through a competitive merit-based process via an independent assessment panel. Officers submitted an Application prior to the closing date of 2 March 2018, and now seek endorsement from Council.

**Discussion**

A concept plan was developed for the Barossa Visitor Centre/Tanunda Library Upgrade and JBG Architects were engaged in early 2017 to provide conceptual design plans and budget estimations ([Attachment 2](#)).

The initiatives identified in the Tourism Services Plan are consistent with the Barossa Brand and are incorporated into the design plans:

- Swapping the Barossa Visitor Centre and Tanunda Library spaces to increase visibility and access from the footpath (including re-commissioning the front door).
- Introduction of a concierge/welcome desk at the front to alleviate congestion and noise levels at the main counter and a re-work of the main counter to resolve circulation, access and WHS issues.
- Increase exposure and range of the Centre’s retail offering supporting local producers - food, art, craft (must meet Barossa Made criteria) and Merchandise that supports the newly adopted Barossa Brand.
- Introduction of a ‘Makers Table’ inviting operators, producers, winemakers and artists into the Centre for hands on demonstrations and tastings. Creating an experience and vibrancy in the Centre and enticing visitor dispersal and spend throughout the region.
- Outdoor space upgrades – seating, shade options, outdoor charge-up facilities and better access to verandah nooks.
- Implementation of the newly adopted Barossa Brand through visuals and signage (internal, external entrance/wELCOME signage) to ensure professional and consistent messaging.
- Introduction of a video wall – play promotional videos of the region (eg Bushgardens, Regional Gallery, tourism campaigns, Barossa Trust Mark, Barons of the Barossa, Heritage video), including some that would be available with Mandarin subtitles.
- Partner with Barossa Food to develop a Barossa Food Display/learning experience and Pantry (already developed and funded).
• Partner with Barossa Grape and Wine to develop Barossa Wine Display/learning experience - incorporating the Barossa Chapters and specifically the Grounds Project – highlighting and communicating the unique characteristics and influencers of Barossa Shiraz (soil, climate, topography) and the sub-regions of the Barossa.

The plans also allow for refreshed flexible Library spaces – indoors and outdoors for continuation of Library services and programs.

Further information regarding the proposed project is contained within the Grant application [Attachment 3].

Summary and Conclusion
VICs play a large role in driving economic return to a region. The BVC has established itself as one of the best in Australia for several years; however, in order to remain relevant and valued into the future and deliver continued economic benefits to our region, we need to keep evolving our offer. A range of initiatives have been identified that will enhance the visitor experience and help drive visitor yield in the region; however funding is required to implement the changes. The International Wine Tourism Competitive Grant program is a great opportunity that aligns well with the project. Officers seek Council’s support of the proposed Barossa Visitor Centre/Tanunda Library Upgrade Project and endorsement of the Grant Application, including approval for contributory funds of $70,000 (excluding GST), subject to being successful in receiving the grant.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Council Workshop Presentation - Barossa Visitor Centre / Library Upgrade
Attachment 2: Concept Plans – BVC/Tanunda Library relocation
Attachment 3: International Wine Tourism Competitive Grant Application
Attachment 4: Due Diligence Report – Level 2 - Barossa Visitor Centre / Library Upgrade

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

Community and Culture
Infrastructure
Business and Employment
How We Work – Good Governance

Corporate Plan
1.2 Work toward developing township streetscapes, entrances and open spaces that are attractive, welcoming and maintained to an agreed level of service.
1.4 Facilitate innovative and sustainable preservation and use of built heritage.
2.1 Deliver sound community infrastructure and public space planning activities which incorporate place-making principles and take into account the future needs of the community.
2.2 Collect, maintain and make accessible our Aboriginal heritage, and the history and heritage of our community.
2.6 Provide, promote and support community arts and cultural events, programs, attractions and services.
2.7 Provide library services and cultural spaces that are places for learning, participation, innovation, creativity and well-being for the community.
3.2 Ensure Council’s parks, gardens and playgrounds are accessible, relevant, and safe and maintained to an agreed level of service.
3.9 Ensure Council facilities and assets are accessible, safe and maintained to an agreed level of service.
3.11 Advocate for the allocation of State and Federal funding to maintain and invest in infrastructure within our region.
5.1 Provide visitor information services through the visitor information centre and associated activities of Council.
5.3 Support Barossa regional branding in our tourism activities and product.
5.4 Participate in initiatives, or advocate for, investment in creative industries and cultural tourism

Legislative Requirements
None

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
A Due Diligence Report in accordance with Council’s Budget and Business Plan Policy and Process has been completed (Attachment 4). $35,000 (ex GST) of surplus funds have been identified in this year’s budget from capital allocation for Building Renewal (601269) and Officers recommend that these be carried forward into the 2018/19 budget. The remaining $35,000 (ex GST) shall be budgeted from the 2018/19 Building Renewal Budget to total the $70,000 Council contribution required.

Resource
The Grant Application has been administered and prepared by internal resources. Council has various structures and processes in place to manage projects. Should the application be successful, an internal project manager will be appointed.

Risk Management
Project risks will be identified and managed as part of the detailed project planning and implementation. Potential risks have been identified in Section 9.3 of the Grant Application.

COMMUNITY CONSULTATION
Should the project be supported and Grant funding be successful, a range of consultation activities will be undertaken with key stakeholders including Tourism Barossa Inc, Barossa Grape and Wine Association, RDA Barossa, South Australian Tourism Commission, Barossa Food, our local tourism operators and Library users.
Barossa Visitor Centre / Tanunda Library Upgrade

- Result of strategic planning session – visitor centre services relevant to consumer trends. Action to develop concept plans
- Addresses existing WHS concerns with space and movement - circulation, access, noise
- Swap of visitor centre and library spaces
  - Internal changes
    - New entrance to Murray St
    - Remodeling of main counter
    - Addition of concierge desk at visitor centre entrance
    - Installation of video wall, displays and pop-ups
    - Flexible library spaces
    - Increase exposure of retail offering
Indoor Concepts

Visitor Spaces

Library Spaces
Barossa Visitor Centre / Tanunda Library Upgrade

- Outdoor changes
  - Addition of outdoor pergola and seating
  - New paving
  - Access to outdoor charging stations; devices, vehicle
Outdoor Concepts
Floor plan

- Office
- Computer workstation area
- Skylights
- Library
- Remove nib wall
- Self checkout
- ENIC desk
- New pergola area
- Children’s library area
- Point of sale
- TV area
- Instagram area
- New modular lounge/seating
- Brochure display
- Information desk
- Remodel information desk and remove nib wall
- Concept 1 - Floor plan
  ENIC/TANUNDA LIBRARY RELLOCATION
Service Provision

- Visitor Centre - unchanged
- Tanunda Library Services
  - Services unchanged
  - Creating space for quiet enjoyment
  - Monitoring a change in collection use with higher borrowing volume of new release items. Ongoing monitoring of borrowing trends will continue to inform collection availability across library branch offices
Budget and Funding

• Project Budget – $140,000
• Funding opportunity
  • International Wine Tourism Competitive Grants – closes 2 March 2018
  • Matched funding requirement 50:50
  • $70,000 Council contribution
• Project to be completed by May 2020
# Building Works Schedule

**Project:** BVIC / Tanunda Library Relocation – Concept 1  
**Job No:** 1655  
**Date Prepared:** 23/02/17

Building works shall be in accordance with the drawings + specification; other items are generally as follows:  
**Note:** All costs/sums indicated in the building schedule below exclude GST.

<table>
<thead>
<tr>
<th>Item</th>
<th>Particulars</th>
<th>PC + PS Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demolition</td>
<td>Remove wall to computer room and make good.</td>
<td></td>
</tr>
<tr>
<td>Site Preparation</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Doors &amp; Windows</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Staircase</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Floor Coatings &amp; Coverings</td>
<td>Make good, existing carpet tiles available on site.</td>
<td></td>
</tr>
<tr>
<td>Painting</td>
<td>Make good as required.</td>
<td></td>
</tr>
<tr>
<td>Joinery</td>
<td>Remove nib wall to reception desk and internet counter &amp; make good.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adjustments to reception desk as discussed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New joinery unit for point of sale in retail space (electrical not required).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New joinery unit within fireplace to display library books.</td>
<td></td>
</tr>
<tr>
<td>FF&amp;E</td>
<td>Relocate FF&amp;E from library to BVIC space and vice versa including library shelves, chairs, tables, display cases and television.</td>
<td></td>
</tr>
<tr>
<td>Furniture</td>
<td>New modular sola</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New brochure holders as required</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New workstations to computer area</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New stools for children’s library space</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New bean bags</td>
<td></td>
</tr>
<tr>
<td>Signage</td>
<td>Allow for signage to front windows and building.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Allow for new indoor directional signage.</td>
<td></td>
</tr>
<tr>
<td>Electrical Services</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Mechanical Services</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>
**Building Works Schedule**

<table>
<thead>
<tr>
<th>Item</th>
<th>Particulars</th>
<th>PC + PS sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demolition</td>
<td>Remove wall to computer room and make good.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Remove reception desk and corresponding joinery units.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Remove pendant lighting above reception counter.</td>
<td></td>
</tr>
<tr>
<td>Site Preparation</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Doors &amp; Windows</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Staircase</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Floor Coatings &amp; Coverings</td>
<td>New carpet tiles to retail space and BVIC.</td>
<td></td>
</tr>
<tr>
<td>Painting</td>
<td>Painting throughout.</td>
<td></td>
</tr>
<tr>
<td>Joinery</td>
<td>New self-serve checkout desk for library.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New point of sale joinery unit.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New palette display boxes for retail area.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New joinery unit within fireplace to display library books.</td>
<td></td>
</tr>
<tr>
<td>FF&amp;E</td>
<td>New workstations / pods to computer area.</td>
<td></td>
</tr>
<tr>
<td>Furniture</td>
<td>New library shelving.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New library stools.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New library bean bags.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New brochure display shelving.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New tables of varying shelving.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New chairs of varying heights.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New workstations for library / BVIC staff.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New retail displays.</td>
<td></td>
</tr>
<tr>
<td>Signage</td>
<td>Allow for signage to front windows and building.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Allow for new indoor directional signage.</td>
<td></td>
</tr>
<tr>
<td>Electrical Services</td>
<td>Power supply to new workstations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New lighting to BVIC space.</td>
<td></td>
</tr>
<tr>
<td>Mechanical Services</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

Building works shall be in accordance with the drawings and specification; other items are generally as follows.

**NOTE:** All costs/sums indicated in the building schedule below exclude GST.
28 February 2017

Ref No: 17/ 2719

Att: Andrea
JBG Architects Pty Ltd
38 Murray Street
TANUNDA SA 5352

Dear Andrea,

We have pleasure in submitting our Budget Estimates Only for the following work:

**BVIC TANUNDA – LIBRARY RELOCATION & ASSOCIATED WORKS**

1. **CONCEPT 1**
   - Complete alterations to Computer room, Reception area and joinery units, furniture and signage as per supplied schedule of works

   **BUDGET ESTIMATE (including GST)** $29,755.00

2. **CONCEPT 2**
   - As per schedule of works supplied
   - Complete alterations to Computer room
   - Remove Reception desk and associated joinery
   - Remove pendant lighting and install new lighting
   - Install floor coverings
   - Painting throughout as required
   - New Joinery units including displays
   - Relocate furniture and fittings and install new workstations
   - Signage installed

   **BUDGET ESTIMATE (including GST)** $106,645.00

3. **RAMP AND STEP ALTERATIONS**
   - Construct new ramp in location as scheduled
   - Construct new steps and screed floor as required

   **BUDGET ESTIMATE (including GST)** $9,075.00
4. PERGOLA

- Labour and materials to construct timber framed pergola as per sketch drawings

BUDGET ESTIMATE (including GST) $7,700.00

5. SKYLIGHTS (2 off)

- Supply and install 2 x skylights

BUDGET ESTIMATE (including GST) $3,410.00

6. RE-PAVE AREAS ADJACENT ENTRY

- Labour and materials to re-pave areas to suit levels

BUDGET ESTIMATE (including GST) $4,180.00

If you have any questions regarding the above estimates, please do not hesitate to contact me on Ph 8562 2983 or Mobile 0407 797 611

Email: pliebelt@jbandj.com.au

Regards,

JUNCKEN BUILDERS & JOINERY PTY LTD

Peter Liebelt
ESTIMATOR
Competitive Grants
Grant Application by The Barossa Council

Application Reference PRJ-0000126
Project Title Barossa Visitor Centre Upgrade
Wine Region Barossa Valley
Applicant / Lead Applicant Detail The Barossa Council

Section A: Eligibility Criteria
1. Eligible Applicants

See section 6.1 of the Grant Guidelines

1.2 Is the Applicant one of the following?
   A State or National industry association representing the interests of winemakers and/or winegrape growers, incorporated or registered under relevant state or federal legislation
   No

   A local governing body, as defined by the Local Government (Financial Assistance) Act 1995 (Cth)
   Yes
An incorporated Regional or Local tourism or wine organisation, including body corporates established under a legislative instrument of a State or Territory provided those body corporates are not State government or Territory government
No

A not for profit organisation, defined through one of the following (Current Australian Charities and Not-For-Profits Commissions' (ACNC) Registration, Registered as an incorporated association in a State of Territory Incorporated Association, Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation)
No

An Australian University, as defined by the Higher Education Support Act 2003 (Cth)
No

Applicant / Lead Applicant Contact Details

Authorised Person Details
Rebecca Tappert

Contact for Correspondence
Rebecca Tappert

Is the Applicant aware of/have any material conflict of interest as it relates to this project? If so, this conflict needs to be declared through a written statement explaining the conflict/s of interest in full.
No

2. Consortia

See section 6.2 of the Grant Guidelines
2.5. Is the Applicant applying as a lead applicant on behalf of a consortium? If you answered No”, then please do not complete 2.5.1 and 2.5.2

Yes

2.5.1 Do all consortium members meet the eligibility criteria? (Section 6.2 of the Grant Guidelines)?

Yes

2.5.2 Have all consortium members agreed to commit cash co-contributions to the project?

Yes

Consortium Members

List the details of all consortium members below. If a consortium partner has any material conflict of interest as it relates to this project, this conflict must be declared through a written statement explaining the conflict/s in full.

If the applicant is not part of a consortia, please enter yourself as the only consortia member

<table>
<thead>
<tr>
<th>Contributor</th>
<th>Amount ($AUD)</th>
<th>Is there a Conflict of interest attached to this application?</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Barossa Council</td>
<td>$70,000.00</td>
<td>No</td>
</tr>
<tr>
<td>Barossa Grape and Wine Association</td>
<td>$10,000.00</td>
<td>No</td>
</tr>
<tr>
<td>Tourism Barossa Inc</td>
<td>$1,000.00</td>
<td>No</td>
</tr>
</tbody>
</table>

3. Eligible Project Activities

See sections 6.3 – 6.4 of the Grant Guidelines

3.1 Does the project deliver against one or more of the eligible activities?

Wine Tourism marketing targeted at attracting international tourists, and within the limitations set out in section 6.3.3

No

Wine marketing campaigns targeted at attracting international tourists to a particular region

No
Wine events that aim to increase international wine tourism and visitor spend, and are within the limitations set out in section 6.3.3
No

Infrastructure (hard or soft) which aims to;

i. Build the concentration of services, products and experiences that complement international wine tourism in a particular region or;

ii. Directly support international wine tourism and has benefit for multiple businesses in a particular region
Yes

Innovative products or service which enable or complement international wine tourism and benefit multiple businesses in a particular region
Yes

3.2 Does the project focus on growing international wine tourism by attracting and/or growing the spend of international tourists?
Yes

3.3 Does the project include collaboration between at least two of the following?
A state or national industry association representing the interest of winemakers and/or winegrape growers, incorporated or registered under relevant state or federal legislation
No

A local governing body, as defined by the Local Government (Financial Assistance) Act 1995 (Cth)
Yes

An incorporated regional or local tourism or wine organisation, including body corporates established under a legislative instrument of a State or Territory
Yes

A not for profit organisation defined through one of the following: Current Australian Charities and Not-for-profits Commission's (ACNC) registration, Registered as an incorporated association in a State or Territory and/or, Constitutional
Section B: Project Outline

4. Project Outline

This information will inform consideration of all assessment criteria detailed in section 7 of the Grant Guidelines

4.1 Provide a plain English abstract of the project and key activities

In 2016, The Barossa Council together with Tourism Barossa and South Australian Tourism Commission representatives, underwent a strategic planning session to ensure the Barossa Visitor Centre services and facilities continue to drive visitor spend and yield for both international and domestic tourists to the Barossa. A number of tourism reports were reviewed and a Tourism Services Development Plan was developed. A key action was to develop concept plans to address a number of opportunities to grow the spend of tourists in the Barossa wine region.

The Barossa is recognised as a global wine region, comparable with the greatest wine regions in the world. The Barossa Visitor Centre is often the first point of call for international visitors (25% of our total visitation) and it is important that the Centre reflects the Barossa Brand and delivers an engaging and educational experience for visitors that entices them to discover not only the known Barossa icons, but the unexpected gems too.
It was identified that the Barossa Visitor Centre required an upgrade - to expand and improve the Visitor Centre experiences and services, with the overall objective to enhance engagement with international visitors and consequently increasing spend and length of stay in the Barossa region.

Key outcomes of the Barossa Visitor Centre Upgrade include:

- Opening up of an old entrance to Murray Street footpath. Enabling better access and visibility of the entrance. Currently access is impaired and visitors have difficulty finding the entrance.

- Removal of the main counter and replacing with service pods and a concierge desk. The current long counter is a large barrier between staff and visitors, making it difficult for interaction and accessing information and spaces. It has also led to congestion, noise and circulation issues that is not conducive of a good customer experience.

- Introduction of a video wall and lounge where visitors can watch promotional and educational videos of the region including a selection with subtitles in different languages.

- Introduction of a 'Barossa Makers' Table, a space that will showcase pop-up winemakers, producers, artists and craftspeople in the region allowing for better engagement through hands on demonstrations, tastings and discussions.

- Introduction of a 'Barossa Wine display - incorporating the 'Barossa Chapters' and Barossa Grounds Project – communicating the unique characteristics and influencers of Barossa Shiraz - soil, climate, topography. (refer supporting attachments)

- Outdoor space upgrades – wi-fi, shade, outdoor charge-up facilities (for devices & vehicles) and better access to existing verandah nooks.

- Expansion of 'Barossa Made' gift shop - showcasing authentic Barossa produce, art & craft. Providing visitors with a special memento of their trip to the Barossa (particularly important to Chinese visitors)

- Development of packages that appeal to international visitors (based on research).

4.2 If the project is seeking funding for events or marketing, describe how the proposed activities meet the requirements of section 6.3.3 – Funding for events or marketing of the grant guidelines
Whilst the project is not directly a marketing exercise, the aim of the project is to inspire international visitors to participate and engage in more Barossa experiences and consequently spend more money in the region which indirectly is marketing of our regions tourism assets. An aspect of the project includes the development of packages that will appeal to international visitors needs and wants. The packages will be developed together with Tourism Barossa utilising current research available from Tourism Australia for key international markets.

The BVC is aware of another consortia application for IWTCG program named 'Barossa First' which is closely linked to our project. The 'Barossa First' project includes quantitative and qualitative research that will assist in matching the needs and wants of international visitors (focused on China and America), findings and recommendations of this research can be used to inform our displays, visuals, promotions and package development. The packages will be available to book both in the Centre and online on Barossa.com through our booking service (powered by Bookeasy), providing an avenue to book 24/7.

**Section C: Assessment Criteria**

5. **Criterion 1: Cash Co-Contributions**

See section 7.1a of the Grant Guidelines

**Contributors**

The Barossa Council

Barossa Grape and Wine Association

Tourism Barossa Inc

Written letters of agreement or support from each consortium member, confirming their commitment to their stated cash co-contributions must be attached to this application

6. **Criterion 2: Contribution to Program Objectives**

See section 7.1b of the Grant Guidelines
6.1 Provide a brief description of how the project contributes to and aligns with the Export and Regional Wine Support Package objectives and the International Wine Tourism Competitive Grants objectives

The Project aligns with both ERWSP and IWTCG objectives to:

- Build a stronger pull for Australia’s food, wine & experience tourism.
- Deliver additional international tourism expenditure of $170 million by 2019-20.
- Grow the number of/and or spend by tourists visiting a region of Australia for the purposes of international wine tourism.
- Improve the wine tourism experiences and opportunities on offer.

It is the BVC’s mission to "inspire our guests for the purpose of generating increased investment and spend in the region". The initiatives identified in the 'Project Outline' aim to engage and educate our international visitors, inspiring them to stay longer, participate in more activities and consequently spend more money in the region through delivery of:

'Barossa Video wall' - showcasing vast tourism assets including subtitles in selected languages to inspire our visitors to ask about activities they didn't know were on offer and entice bookings and longer stays, through the delivery of a more meaningful experience with videos featuring Barossa icons and their stories.

'Wine Display' – Utilising BGWA’s 'Barossa Wine Chapters' with each chapter highlighting different elements of the Barossa story. Rare & Distinguished, Shiraz, Generations, Old Vines, Varieties, Flavours, Discovery, Resilience and Barossa Grounds. Each chapter is presented with a mixture of stories, information, examples and videos. The display will be an attraction in its own right, enhancing our in-centre experience to be more interactive, educational and meaningful.

'Package Development’ – Development of tourism packages designed to meet the needs of international visitors and ensuring they are easy to purchase both online on Barossa.com and in the BVC. “Our Vision: Creating Handmade Barossa Experiences.” Research will be utilised to gain insights from key international markets with a particular focus on Chinese and American Travellers/Luxury Tourists. Should the 'Barossa First' project be successful, the research findings from this project will further inform. ‘Internal/external alterations’ will provide for a better customer experience within the BVC by addressing accessibility, visibility, noise and congestion issues. The newly adopted Barossa Brand will be incorporated in new displays/signage ensuring professional and consistent brand messaging across all consumer platforms.
6.2 Explain how the project will deliver clear and measurable achievements against these objectives
We will be able to measure against the below objectives via various methods.

Deliver additional international tourism expenditure of $170 million by 2019-20.

Grow the number of/and or spend by tourists visiting a region of Australia for the purposes of international wine tourism.

- Bookings - The BVCs booking system collects data on number of bookings, origin of the customer; average booking value and length of stay. This data will be collected and monitored before and after the project delivery so that trends can be clearly demonstrated.

- Data collected by Tourism Australia and South Australian Tourism Commission

Build a stronger pull for Australia’s food, wine & experience tourism leading to more visitors and more resilient and competitive wine-based tourism businesses.

- Visitation/enquiries – daily statistics are collected on visitor enquiries and their country of origin. This data will be collected and monitored before and after the project delivery to provide clear tracking of increases/decreases per market segment (by country of origin).

- Data collected by Tourism Australia and South Australian Tourism Commission

Improve the wine tourism experiences and opportunities on offer.

- Satisfaction rating – The BVC encourages feedback via the Trip Advisor platform. This is encouraged via signage, online links, and fortnightly emails to customers who have booked/stayed. Our satisfaction rating is monitored and reported on quarterly.

- Verbal/written Feedback. The BVC is the consumer face of the Barossa and has valuable intelligence on consumer insights/feedback. The BVC receives a higher proportion of international visitors (approx. 25% of our overall visitation), a survey to all team members could be conducted to gauge any improvements on wine experiences on offer.

6.3 Explain who will benefit from the project, both directly and indirectly, and how they will benefit
Barossa Tourism operators such as wineries, accommodation providers, restaurants/cafes, attractions, tour companies, retailers, artists etc. will have direct benefit from the project. The project's main objective is to increase visitor yield via increased amount of activities they participate in and increased length of stay. This provides for a direct economic impact
for the regions tourism operators (not just wine tourism). Currently The Barossa Tourism industry contributes $164 million in visitor expenditure to the state, however only 6% are overnight international visitors (Source: Tourism Research Australia). The BVC handles 60,000+ visitor enquiries per annum and 25% of these are internationals, therefore we are seeing a much higher proportion of international visitors utilising our services.

Indirectly, the Tourism industry is supported by a supply chain that generates significant economic multipliers. Every dollar spent on tourism generates an additional 91 cents in other parts of the economy (source: Tourism Australia) eg supermarkets, petrol stations, newsagents etc.

In addition to the economic impact, international visitors will benefit directly from a better customer experience both in the BVC and in the region. The initiative aims to better communicate, promote and tailor experiences for the international visitors, making the region more appealing and 'easy to purchase'. The Wine interpretive display, video wall and Barossa Makers Table will also provide a more engaging and meaningful and memorable experience.

Indirectly, many domestic visitors will also benefit from the initiatives identified in the project, particularly those from interstate who have little knowledge of the region and are looking for a more in-depth and tailored Barossa experience.

6.4 Explain the scale of measurable economic benefit expected, including the number of people expected to benefit, and the evidence base used to determine this benefit
Two studies have assessed the value of Accredited Visitor Information Centres (VIC) in South Australia (SA) over the past five year period.

- Destination Visitor Survey: The Impacts of Regional Visitor Information Centres on Visitor Behaviour in SA (Source: Tourism Research Australia)

- SA Accredited VIC Network: Visitation and Economic Benefits 2011/12 to 2015/16 (Source: SA Tourism Commision)

Key findings determined that:

- VICs play a central role in the distribution of tourism product through the provision of information; the bundling of tourism products; and by providing mechanisms to make, confirm and pay for reservations.

- VICs contribute to tourism yield by increasing the number of activities that a visitor will engage in and by increasing the time that a consumer will stay at a destination.
Although consumers access product online, they also seek confirmation and reassurance about the product. The opportunity to speak to knowledgeable & friendly locals is highly valued, and consequently, information derived from a VIC has been rated as more trustworthy, accurate and credible when compared to information derived from a website.

-There has been significant job creation within the ‘visitor economy’ as a result of consumers visiting a VIC and the subsequent increased spend generated.

-VIC patrons anticipated spending $202/adult on the basis of the information they received at the VIC; 59% of them incurred unplanned expenditure of an additional $181/adult.

Key findings for the BVC 2011/12 to 2015/16:

-There have been 33.5 FTE jobs created and maintained within the local tourism industry as a result of the BVC and the subsequent increased visitor spend.

-The BVC has contributed to increased spend of $2.7 million (5.3 million/yr)

7. **Criterion 3: Sustainability**

*See section 7.1c of the Grant Guidelines*

**7.1 Explain how the benefits of the project are planned to be sustained beyond the life of the grant**

The projects’ benefits will naturally extend much further beyond the duration of the grant. Most retail spaces look to refresh every 7-10 years to keep up with market and consumer trends, so it is anticipated that many of the initiatives would stay in place at least this long. The timing of the project coincides with the Barossa Brand having just undergone a complete refresh. New style guidelines have been developed which will guide the look and feel of the displays, colours and signage. Many of the proposed displays such as the wine display and video wall will be able to be updated with new content as it becomes available and can continue to be improved upon.

The internal and external structural improvements such as the pergola, access, paving, pod counters, and entrance will have an even longer impact providing a much more useable and accessible space regardless on the use of the building. The Product Packaging offer will be set up utilising our booking technology which is integrated onto Barossa.com. This will enable the content and offers to be constantly evolved and updated as our tourism product changes.

**7.2 Explain how the project is expected to deliver long term value for money for the project investment**

The Barossa Council took over management of the BVC in 2009 and underwent a major refurbishment in 2010 to the
value of $400,000. Since then it has been awarded Best Visitor Information Services for 4 years running 2013, 2014, 2015, 2016 and was inducted into the SA Hall of Fame. The BVC is recognised as one of the best VICS in Australia with several National Bronze and silver awards as well. In order to remain relevant and current into the future, the BVCs offer needs to be constantly evolved. The projects’ initiatives have been developed with thorough consultation with SATC and Tourism Barossa including a review of current tourism trends and reports. The consortia are confident the project will deliver economic return for our region far outreaching the total investment of $135,000. According to research between 2011/12 – 2015/16, The BVC contributed to 33.5 FTE jobs and increased (unplanned) spend of $26.7 million ($5.3 million/annum) (Source: SA Accredited VIC Network: Visitation and Economic Benefits 2011/12 to 2015/16, SA Tourism Commission). The project total investment of $135,000, is small in comparison to the economic return the BVC provides back into our regions economy.

8. Criterion 4: Innovation

See section 7.1d of the Grant Guidelines

8.1 Explain the degree to which the project either; applies existing concepts, partnerships, approaches or technologies in new ways or contexts, or; applies completely new concepts, partnerships, approaches or technologies to change the way impact is achieved

The project is based on learnings from current tourism reports, with the aim to better engage and inspire visitors to increase their spend in the region. The BVCs services far exceed the traditional VIC model and is based on a much more interactive experience across multiple consumer touch points both face to face and digital. The project will allow us to further refine our services with a greater focus on international visitors than ever before. The Barossa is arguably Australia’s most recognised wine region globally and in order to build on this we need to ensure we have a compelling and appealing offer that meets the needs of our key international markets.

Should the ‘Barossa First’ application be successful, the research component of this project will inform the development of how we communicate our tourism offer to our international visitors (Chinese and American). Tourism Australia also has valuable insights that will assist us to better address international visitors needs and wants both now and into the future. This research will be utilised in the development of visuals, audio, signage, and collateral both in-centre and online.

The project embraces new ways of engaging, inspiring and informing visitors. Instead of static displays the project will utilise new technologies in the Wine display and Video Wall that can be easily updated as new content becomes available. The ‘Barossa Makers Table’ will be even more engaging with operators ‘popping- up’ in this space with their products providing demonstrations, tastings and talks. This will create vibrancy and provide visitors with a ‘taste’ of what's
on offer enticing them to go out and learn more. The project will form stronger partnerships with BGWA & Tourism Barossa by working together for combined outcomes.

8.2 Explain how the project delivers long term value for money for the investment
The project has great potential to be scaled up in many areas. The international market is so diverse and although key international markets have been identified, there are many other international markets all with a particular set of needs and wants. Our project will be limited to selecting key international markets and focusing our efforts around these. However, there is scope to include many more markets and addressing each separately with targeted communication and products. The video wall videos will be translated with subtitles in selected languages only. This could be scaled up to have every video available in all plausible languages.

There is also great potential to replicate our project concept into other Visitor Centres, particularly those located in prominent wine tourism regions. The content will be different depending on the region, but the concepts could be transferred and adapted.

9. Criterion 5: Risk

See section 7.1e of the Grant Guidelines

9.1 Explain how the project outputs will be delivered on time and within budget
The project will be led and managed by the lead applicant of the consortia, The Barossa Council. The council have various structures and processes in place to manage projects of both large and small scale. Should the application be successful, a project manager and project co-ordinator with appropriate skills and experience will be appointed. Ultimately the project manager will be responsible for ensuring the project is delivered on time and within the budget. A project scope template will be utilised to keep the project on track. The project scope is an excellent governance tool that is adapted and utilised across all council departments on projects of both small and large scales. The project scope details project milestones and deliverables and progress of these will be reported to the project manager fortnightly. Any discrepancies or deviation upon the project scope will be identified and notified to funding partners immediately with appropriate remedy suggestions.

The budget will be closely monitored by both the project manager and co-ordinator, in accordance with Council’s Procurement Policy. The Procurement policy provides overarching principle based guidance on procurement activity in accordance with Section 49 of the Local Government Act 1999 and best practice principles in procurement to ensure probity, accountability, responsibility, fairness, equity, consistency of approach and effective outcomes for Council.
range of administrative processes provide operational guidance for the practical implementation of the Procurement Policy, including a Contract & Contractor Management Process which includes;
- Contract Drafting & Approval
- Contractor Pre-Qualification
- Commencement of Work – Contractor Induction
- Contract Monitoring & Variation Management
- Complaints, Grievance & Disputes
- Contract/Contractor Performance Management.
A number of tools are used to support the Contractor Management Process, these include:
- Contract and Contractor Register User Guide
- Construction Activities Guidance Checklist
- Contractor Monitoring Checklist
- Contractor Induction Checklist
- Contractor Pre-qualification Checklist
Refer to Contract Management attachment for more information.

9.2 Explain how the project will be delivered on time and within budget. Explain the governance arrangements for the project, including arrangements for reporting and project management and the way in which the collaboration (including but not limited to consortia) will operate, both administratively and practically.
The project will be led and managed by the lead applicant of the consortia The Barossa Council. The council have various structures and processes in place to manage projects of both large and small scale. Should the application be successful, a project manager and project co-ordinator with appropriate skills and experience will be appointed. The project co-ordinator will then engage a project working group made up of a variety of representatives with different skills and experiences both internal and external to the Barossa Council. Both consortia members Tourism Barossa and BGWA will be offered a place in the project team as well as representatives from within the Tourism Services team and other sections of council including Risk and Financial Services. A place will also be offered to South Australian Tourism Commission and Regional Development Australia Barossa. Regular meetings will be scheduled to ensure the project progress is communicated and kept on track. The project co-ordinator and project manager will meet fortnightly and the project team monthly to update on progress against milestones.

The project plan would be developed using councils ‘Project Scope’ template. This template is a great governance tool which identifies and details:
- Project coordinator
- Project Working group
- Description of the project and Project goals
- Objectives
- Project deliverables and milestones (with target dates and status)
- Detailed action plans (with columns clearly identifying who and when)
- Detailed Budget
- Stakeholders Analysis (both internal and external) and their expectations and measures of success.
- Project communication and reporting – detailing who, method and frequency
- Project records management – location of registration of documents and correspondence using councils records management process
- Project Dependencies and constraints including an environmental scan or relevant strategies, projects and legislation
- Risk Assessment
- Success Measures, identifying clear objectives, measures, acceptable variance and results
- Evaluation and post implementation Review - checking outcomes against success measures, lesson learned? What worked well, what did not?

9.3 **Identify potential risks and describe how these will be managed over the life of the project**
Risk planning should include realistic risks within and outside the scope of the project as well as project delivery (e.g. resourcing). For any risks rated medium or higher, applicants must describe how the risks will be managed.

<table>
<thead>
<tr>
<th>Risk</th>
<th>Potential Causes/Sources</th>
<th>Potential impacts</th>
<th>Existing Controls</th>
<th>Likelihood</th>
<th>Consequences</th>
<th>Rating</th>
<th>How will the risk be managed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Risks</td>
<td>Unknown building issues or problems Contractor goes into administration Goods not available/shortage Contractors fail to meet timeframes</td>
<td>Not able to complete all aspects of project Grant funds withdrawn Project timeframes delayed</td>
<td>Possible</td>
<td>Medium</td>
<td>Low</td>
<td>Close monitoring. Alternative contractors identified from procurement process if required Early discussion of concerns with contractors at weekly contractor meetings</td>
<td></td>
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<tr>
<td>---------------------------------</td>
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<td>-------------------------------------------------</td>
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<tr>
<td>Contractors working on site - accident, injury - contractors, staff or a member of the public.</td>
<td>Contractors not abiding by or trained in safe work practices</td>
<td>Accident, injury, delay in project timelines, work-cover claim</td>
<td>Procurement process includes assessment of contractor work and safety plans. Contractor Agreements, Inspection of contractor safety policies, Standard Operating Procedures and Safe Work instructions. Site induction, Monitoring of compliance with safe work practices.</td>
<td>Possible</td>
<td>Medium</td>
<td>Low</td>
<td>Contractor meetings, Contractor documentation to be provided, Contractor communication, Contractor monitoring</td>
</tr>
<tr>
<td>Disruption to service delivery for a period of time Public &amp; staff access to Visitor Centre and</td>
<td>Trip Hazards and building works Noise from building equipment Dust and fumes</td>
<td>Disruption to service delivery Loss of income and sales Unhappy customers requiring</td>
<td>Project plan to identify closed period to the public Open hours adjusted and advertised in advance</td>
<td>Likely</td>
<td>Low</td>
<td>Low</td>
<td>No public access during specified dates Staff restricted to alternative entrance and rear work areas</td>
</tr>
<tr>
<td>Library during upgrade phases</td>
<td>help and assistance</td>
<td>Separate entrances identified for trades, deliveries, staff and public. Storage areas for contractor equipment. Pathways and entrances clearly identified. Regular contractor meetings. Communicaton plan for staff and public during works. Regular cleaning processes in place.</td>
<td></td>
<td></td>
<td></td>
<td>Pop-up services in the adjoining CWA Hall and garden.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Project not meeting key milestones.</td>
<td>Contractors behind schedule and not meeting targets. Contractors not available. Products or services not available/instock.</td>
<td>Project not meeting key milestones. Withdraw of funding partners. Impact of service.</td>
<td>Project scope/plan in place with clearly defined milestones. Regular contractor meetings and communication.</td>
<td>Possible</td>
<td>Medium</td>
<td>Low</td>
<td>Close monitoring of existing controls.</td>
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<tr>
<td>Incorrect information, branding (logos, colours), dates, photos - displays, packages, printed and online collateral.</td>
<td>Human error, incorrect source, information out of date, no double checking or review.</td>
<td>Visitors receiving incorrect information, diminished customer service experience, inconsistent and incorrect brand image.</td>
<td>Barossa Brand Guidelines, proofing and double checking, working group meetings with representatives from Tourism and Barossa Grape and Wine</td>
<td>Possible</td>
<td>Low</td>
<td>Low</td>
<td>All content being published and printed to be approved by project Manager and Co-ordinator utilising the working group for different areas of expertise. Online information can be easily updated as content changes and expires. Barossa brand approval process.</td>
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### Section D: Project Budget

**Budget and Costs (GST Exclusive)**

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<tr>
<th>Description of Expenditure</th>
<th>Expenditure Item</th>
<th>Budget - Grant</th>
<th>Budget - Applicant</th>
<th>Budget - Third Party</th>
<th>Total Costs</th>
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251
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<thead>
<tr>
<th>Description</th>
<th>Outdoor area alterations</th>
<th>Barossa Wine Interpretive Display</th>
<th>Internal alterations, joinery, removal of reception desk, lighting/skylights, signage, floor coverings, painting, Makers Table</th>
<th>Barossa Packages development + Communication Plan</th>
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</thead>
<tbody>
<tr>
<td>Outdoor Area Alterations - Pergola, paving, ramp &amp; step alterations, wi-fi and device and car charge-up facilities</td>
<td>$6,550.00</td>
<td>$4,090.91</td>
<td>$43,159.09</td>
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<td>Barossa Wine Interpretive Display and Video Wall</td>
<td>$10,000.00</td>
<td>$5,000.00</td>
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<td>$609.09</td>
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<tr>
<td>Internal alterations, joinery, removal of reception desk, lighting/skylights, signage, floor coverings, painting, Makers Table</td>
<td>$2,500.00</td>
<td>$5,000.00</td>
<td>$2,500.00</td>
<td>$1,000.00</td>
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<tr>
<td>Barossa Packages development + Communication Plan</td>
<td>$19,050.00</td>
<td>$14,090.91</td>
<td>$100,050.00</td>
<td>$1809.09</td>
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**Documents Uploaded with your Application**


Barossa Chapters ALL-small

Application

International Wine Tourism Competitive Grants BGWA letter of support

Barossa Visitor Centre - Concept plans - quote estimate

Barossa Visitor Centre - Concept Plans (2)

The Barossa Council letter of support
Section E: Application Declaration & Checklist

In submitting this Application, I declare by ticking the Agreement box, that:

I have read, understood and agree to the information as described in the International Wine Tourism Competitive Grants - Grant Program Guidelines

To the best of my knowledge I certify that the information in this application is true and correct and is not false or misleading. I acknowledge that it is an offence to provide false or misleading statement under the Criminal Code Act 1995 (Cth)

I have the agreement of all parties identified in this application to include their details with this application

Written letters of agreement or support confirming consortium partners’ commitment to the stated cash co-contributions are attached

The applicant and consortium partners have declared any material conflicts of interest, and the declarations are attached

I understand and give permission for Wine Australia to seek other information and advice (as Wine Australia deems applicable) relevant to the assessment of this project or the applicant organisation

This project will not duplicate or replicate activities for which the applicant or consortium members have previously received or are currently receiving funding from Wine Australia or any other source

I am willing to enter into a legally binding grant agreement with Wine Australia and I have reviewed the draft grant agreement template provided on Wine Australia's website, including the mandatory reporting requirements.
I understand that if I accept an offer of a grant for a project ensuing from this application, then I - the applicant - accept responsibility for meeting the requirements of the grant agreement including return of any part of the grant that must be repaid.

I understand Wine Australia may audit projects at the completion of the Program and that applicants must maintain project records for five years after the completion date specified in the grant agreement and provide copies of those records to Wine Australia if requested.

I am aware Wine Australia is required to publish information about awarded grants on their website and on the Grant Connect website. This information includes:

- entity receiving the grant
- project title and purpose
- amount of the grant
- term of the grant
- funding location

By submitting an application under this grant program, we consent to publication of the above information by Wine Australia if awarded a grant. Refer to section 13 – Privacy statement of the guidelines.

Yes

The Barossa Council
# THE BAROSSA COUNCIL

## DUE DILIGENCE REPORT - LEVEL 2 - PROJECT FEASIBILITY STUDY (Sections A to E)

<table>
<thead>
<tr>
<th>Related Policy/Process</th>
<th>TBCPOC4400 Budget &amp; Business Plan and Review Policy</th>
<th>Document Number:</th>
<th>TBCFOR4411</th>
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<td>Director Corporate and Community Services</td>
<td>Last Revised Date:</td>
<td>New Form</td>
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<td>Document Control:</td>
<td>Manager Financial Services</td>
<td>TRIM Reference:</td>
<td>14/36075</td>
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<td>Date Approved:</td>
<td>19/11/2014</td>
<td>Next Review Date:</td>
<td>10/09/2018</td>
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**SECTION A (of A-E): General Information**

**Title of Proposal:** BAROSSA VISITOR CENTRE/TANUNDA LIBRARY UPGRADE

**Location (nearest township):** TANUNDA

**GPS Coordinates:**

**Name of Requesting Body:** Internal

**Type:**

- **Department:** BAROSSA VISITOR CENTRE and LIBRARY SERVICES
- **or Section 41 Committee:**
- **or Other (please describe):**

**Budget Manager:** JO SEABROOK and TANIA PAULL

**Position Title:** MANAGER BVC AND MANAGER LIBRARY

**Contact Phone:** 0400 996 575 (JS) and 0407 688 995 (TP)

**Contact Email:**

**Asset Class(es):**

- Asset name / description?
- More than one asset?

**Asset Project Type:**

- Capital Renewal
- or Capital Replacement
- or Capital Upgrade
- 135000

**Current Asset Number(s) if known:**

- More than one asset?

**Operating (Yes/No):** No

**Is there an existing Council Commitment (Y/N):** No

**If Yes, identify reference in Council Minutes:** Refer Agenda item 7.3.1 - 20/3/18 Council Meeting

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THE BAROSSA COUNCIL

DUE DILIGENCE REPORT - LEVEL 2 - PROJECT FEASIBILITY STUDY (Sections A to E)

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<th>Related Policy/Process</th>
<th>TBCP06100 Budget &amp; Business Plan and Review Policy</th>
<th>Document Number:</th>
<th>TBCFOR8411</th>
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<td>Date Approved:</td>
<td>18/11/2014</td>
<td>Next Review Date:</td>
<td>10/09/2016</td>
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SECTION B (of A-E): Proposal Description

Please provide a clear description of the proposal

In 2016, The Barossa Visitor Centre was created by the Barossa Council in collaboration with Tourism Barossa and the Australian Tourism Commission. The centre is a strategic planning session to ensure the Barossa Visitor Centre services and facilities continue to drive visitor spend and yield for both international and domestic tourists. A number of tourism reports were reviewed and a Tourism Services Development Plan was developed. A key action was to develop concept plans to address a number of opportunities to grow the spent of tourists in the Barossa wine region. The Barossa is recognised as a global wine region, comparable with the greatest wine regions in the world. The Barossa Visitor Centre is often the first point of call for international visitors (25% of our total visitation) and it is important that the Centre reflects the Barossa Brand and delivers an engaging and educational experience for visitors that entices them to discover not only the known Barossa icons, but the unexpected gems too. It was identified that the Barossa Visitor Centre required an upgrade to expand and improve the Centre's experiences and services, with the overall objective to enhance engagement with international visitors and consequently increasing spend and length of stay in the Barossa region. Key outcomes of the Barossa Visitor Centre upgrade include: 1. Opening up of an old entrance to Murray Street footpath. Enabling better access and visibility of the entrance. Currently access is impaired and visitors have difficulty finding the entrance. - Removal of the main counter and replacing with service pods and a concierge desk; 2. The current long counter is a large barrier between staff and visitors, making it difficult for interaction and accessing information and spaces. It also caused congestion, noise and circulation issues that are not conducive of a good customer experience. - Introduction of a video wall and lounge where visitors can watch promotional and educational videos of the region including a section with subtitles in different languages. - Introduction of a 'Barossa Makers' Table, a space that will showcase pop-up winemakers, producers, artists and craftspeople in the region allowing for better engagement through hands-on demonstrations, tastings and discussions. - Introduction of a 'Barossa Wine display' - incorporating the 'Barossa Chapters' and Barossa Grounds Project - communicating the unique characteristics and influences of Barossa Shiraz - soil, climate, topography, (refer supporting attachments) - Outdoor space upgrades - WiFi, shade, outdoor charge-up facilities (for devices & vehicles) and better access to existing verandah nooks. - Expansion of Barossa Made gift shop - showcasing authentic Barossa produce, art & craft. Providing visitors with a special memento of their trip to the Barossa (particularly important to Chinese visitors) - Development of packages that appeal to international visitors (based on research).

Please provide the justifications for the proposal with reference to the Strategic Plan.

Business & Employment

Community and Culture

Natural Environment and Built Heritage

Corporate Plan

1.2 Work toward developing township streetscapes, entrances and open spaces that are attractive, welcoming and maintained to an agreed level of service.

1.4 Facilitate innovative and sustainable preservation and use of built heritage.

2.1 Deliver sound community infrastructure and public space planning activities which incorporate place-making principles and take into account the future needs of the community.

2.2 Collect, maintain and make accessible our Aboriginal heritage and the history and heritage of our community.

2.6 Provide, promote and support community arts and cultural events, programs, attraction and services.

2.7 Provide library services and cultural spaces that are places for learning, participation, innovation, creativity and well-being for the community.

3.2 Ensure Council's parks, gardens and playgrounds are accessible, relevant, safe and maintained to an agreed level of service.

3.9 Ensure Council facilities and assets are accessible, safe and maintained to an agreed level of service.

3.11 Advocate for the allocation of State and Federal funding to maintain and invest in infrastructure within our region.

5.1 Provide visitor information services through the visitor information centre and associated activities of Council.

5.3 Support Barossa regional branding in our tourism activities and products.

5.4 Participate in initiatives or advocate for investment in creative industries and cultural tourism.

Please describe how the success of this project will be measured

We will be able to measure against the below objectives via various methods.

1. Deliver additional international tourism expenditure of $170 million by 2019-20.

2. Grow the number of and spend by tourists visiting a region of Australia for the purposes of international wine tourism.

- Bookings - The BVC's booking system collects data on number of bookings, origin of the customer, average booking value and length of stay. This data will be collected and monitored before and after the project delivery so that trends can be clearly demonstrated.

- Data collected by Tourism Australia and South Australian Tourism Commission

Build a stronger pull for Australia's food, wine & experience tourism leading to more visitors and more resilient and competitive wine-based tourism businesses.

- Visitation/measures - daily statistics are collected on visitor enquiries and their country of origin. This data will be collected and monitored before and after the project delivery to provide clear tracking of increases/decreases per market segment (by country of origin).

- Data collected by Tourism Australia and South Australian Tourism Commission

3. Improve the wine tourism experiences and opportunities for all.

- Satisfaction rating - The BVC encourages feedback via the TripAdvisor platform. This is encouraged via signage, online links, and fortnightly emails to customers who have booked/stayed. Our satisfaction rating is monitored and reported on quarterly.

- Verbal/written feedback. The BVC is the consumer face of the Barossa and has valuable intelligence on consumer insights/feedback. The BVC receives a higher proportion of international visitors (approx. 25% of our overall visitation), a survey to all team members could be conducted to gauge any improvements on wine experiences on offer.
## THE BAROSSA COUNCIL

### DUE DILIGENCE REPORT - LEVEL 2 - PROJECT FEASIBILITY STUDY (Sections A to E)

<table>
<thead>
<tr>
<th>Related Policy/Process</th>
<th>TBCPO004080 Budget &amp; Business Plan and Review Policy</th>
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<td>Director Corporate and Community Services</td>
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### SECTION C: 10 Year Funding Requirements & Financial Outcomes

#### Title of Proposal: BAROSSA VISITOR CENTRE/ANUMDA L&L

**PROJECT YEARLY COST NET (GST Exclusive)**

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#### All Operating Revenue and Expenses below are additional, ie., a result of the new initiative (with GST excluded) and do not include previous normal level operations

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Other expenditure items to consider for insertion above:

- Internal road maintenance - incl. rubble, water, employee, plant
- OH&S compliance - fire extinguishers, testing & tagging
- Equipment & furniture repairs
- Landscaping - build & maintenance
- Cleaning costs
- Commission to third parties

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SECTION D (of A-E): Strategic Analysis

Title of Proposal:

Barossa Visitor Centre/Canaluna Library UPGRADE

This section focuses on the Strategic situation and provides the detail on how the proposal progresses our long-term strategic directions. It requires an analysis of how the proposal provides a sustainable outcome.

Social Impact - What effect will the proposal have on community wellbeing: the development of strong and engaged communities; a livable district; connected people and places; healthy lifestyles and healthy communities?

Barossa Tourism operates an extensive accommodation providers, restaurants, wineries, attractions, tour operators, retailers, artists, etc. that will have direct benefit from the project. The project’s main objective is to increase visitor yield and revenue from tourism activities they participate in and increased length of stay. This provides for a direct economic impact for the region tourism operators (not just wine tourism). Currently, the Barossa Tourism industry contributes $164 million in visitor expenditure to the state, however only 4% are overnight international visitors (Source: Tourism Research Australia). The BVC manages 68,000 visitor enquiries per year and 25% of these are international, therefore we are seeing a much higher proportion of international visitors using our services.

Indirectly, the tourism industry is supported by a supply chain that generates significant economic multipliers. Every dollar spent on tourism generates an estimated $1.07 in other parts of the economy (Source: Tourism Australia, eg supermarkets, petrol stations, newspapers etc).

In addition to the economic impact, international visitors will benefit directly from a better customer experience both in the BVC and in the region. The initiative aims to better communicate, promote, and tailor experiences for the international visitor, making the region more appealing and ‘easy to purchase’. The Wine Interactive display, video wall and Barossa Maps Table will also provide more engaging and meaningful and memorable experience.

Indirectly, many domestic visitors will also benefit from the initiatives identified in the proposal. Particularly those from interstate who have little knowledge of the region and are looking for a more in-depth and insulated Barossa experience.

7.1 : Explain how the benefits of the project are planned to be sustained beyond the life of the grant

The proposal will help the Barossa region to attract more tourists beyond the duration of the grant. These new products have been taken to enough 7 to 10 years to keep up with market and consumer trends, so it is anticipated that many of the initiatives would provide long-term benefits. The timing of the project coincides with the Barossa Brand having just undergone a complete refresh. New style guidelines have been developed which will guide the look and feel of the displays, colour themes and imagery of the proposed displays such as the video display and video wall will be able to be updated with new content as it becomes available and can continue to be improved upon.

The internal and external stochastic assessments such as the project access, paving, pod layouts, and renderings will be finalised to the highest standard and will be able to be used by the tourist teams as reference material for the future.

The Project Package offer will be set up ensuring our Tourist Network reaches its potential into Barossa.com. This will enable the cost and offer to be constantly monitored and updated as our tourism product changes.

Cultural impact - what effect will the proposal have on: developing a learning community; support for cultural diversity; local identity; preservation of cultural heritage and planning for the future; creativity and artistic expression?

Economic impact - What effect will the proposal have on: a supportive business environment; a strong, adaptable and diversified economy; leadership in environmental best practice; developing active business networks?

2015, 2016 and was indelibly into the SA Hall of Fame. The BVC is recognised as one of the best VICs in Australia with several National Bronze of Silver awardees. In order to remain relevant and current into the future, the BVCs offer needs to be constantly evolved. The project’s initiatives have been developed with thorough consultation with SATC and Tourism Australia, and an independent review of current tourism trends and reports. The concepts are confident the proposal will deliver economic return for the state region for the total investment of $135,000. According to research between 1975 and 2015, the BVC contributed to 33.3 FTE jobs and increased (seasonal) spend of $26.7 million (93.3 million/average) (Source: SA Accredited VIC Network: Visitor and Economic Benefits 2011-12 to 2015-16). The project total investment of $135,000 is small in comparison to the economic return the BVC provides both to our region economy.

Two states have assessed the value of Accredited Visitor Information Centres (VICs) in South Australia (SA) over the past five years:

- Destination Visitor Survey - The Impacts of Regional Visitor Information Centres on Visitor Behaviour in SA (Source: Tourism Australia Research)

Key findings determined that:
- VICs play a central role in the distribution of tourism product through the provision of information, the booking of tourism products, and by providing mechanisms to make, confirm and pay for reservations.
- VICs contribute to tourism yield by increasing the number of activities that a visitor will engage in and by increasing the time that a consumer will visit a destination.
- Although consumers access product online, they also seek confirmation and reassurance about the product. The opportunity to speak to knowledgeable & friendly locals is highly valued, and consequently, information received from a VIC has been rated as more trustworthy, accurate and reliable when compared to information derived from a website.
- There has been significant job creation within the visitor economy as a result of customers visiting a VIC and the subsequent increased spend generated.
- VICs patrons anticipated spending $232/adult on this basis of the information they received at the VIC. 70% of them incurred unplanned expenditure of an additional $188/adult.

Key findings from the BVC’s 2014-15 to 2015-16:
- There have been 23.2 FTE jobs created and maintained within the local tourism industry as a result of the BVC and the subsequent increased visitor spend.
- The BVC has contributed to increased spend of $21.7 million (5.3 million/year).

The project has great potential to be scaled up in many areas. The international market is so diverse and although key international markets (have been identified), there are many other international markets that are a particular set of areas and wants. Our project will be limited to selecting key international markets and focusing our efforts around these. However, there is a scope to include many more markets and widening each individually with targeted communications and products. The video wall videos will be translated into subtitles in selected languages only. This could be scaled up to have every video available in all possible languages.

There is also great potential to replicate our project concept to other Visitor Centres, particularly those located in prominent wine tourism regions. The concept will be different depending on the region, but the concepts could be transferred and adapted.

Environmental impact - What effect will the proposal have on: activity responding to climate change; responsible management of water resources; landscape, habitats and local biodiversity; waste and contamination; an environmentally aware and engaged community?

Organisational impact - What effect will the proposal have on: improving organisational efficiency and effectiveness?
# Business Analysis

The Business Analysis provides details of the resource and business implications of the proposal. The analysis should be concise and as accurate as possible.

**Notes:** No marketing will be included in the analysis of the proposal, and the analysis should not include marketing or promotional information.

## Project Information

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Description</th>
<th>Project Duration</th>
<th>Project Cost</th>
<th>Project Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barossa Valley Eden Park Upgrade</td>
<td>Upgrade of Eden Park facilities for increased capacity and improved facilities for the public</td>
<td>2 years</td>
<td>$5 million</td>
<td>Increased capacity and improved facilities</td>
</tr>
</tbody>
</table>

## Project Management

<table>
<thead>
<tr>
<th>Project Manager</th>
<th>Project Coordinator</th>
<th>Project Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>Jane Doe</td>
<td>Team A, Team B, Team C</td>
</tr>
</tbody>
</table>

## Project Budget

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Budget Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$2 million</td>
</tr>
<tr>
<td>Materials</td>
<td>$1.5 million</td>
</tr>
<tr>
<td>Equipment</td>
<td>$1 million</td>
</tr>
</tbody>
</table>

## Risk Assessment

<table>
<thead>
<tr>
<th>Risk Category</th>
<th>Risk Details</th>
<th>Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial</td>
<td>High inflation rates</td>
<td>Diversify investment portfolio</td>
</tr>
<tr>
<td>Operational</td>
<td>Technical difficulties</td>
<td>Conduct regular maintenance checks</td>
</tr>
</tbody>
</table>

## Performance Indicators

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Target</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Satisfaction</td>
<td>90%</td>
<td>95%</td>
</tr>
<tr>
<td>On-Time Delivery</td>
<td>85%</td>
<td>90%</td>
</tr>
</tbody>
</table>

## Key Performance Indicators

- Increased attendance at Eden Park events
- Improved facilities for visitors
- Enhanced accessibility for disabled visitors

---

**Proposal Note:** It is essential to identify potential impacts on other beneficiaries, costs, and ensuring that there is sufficient capacity available in these areas.

**Capacity and Quality:** In order to identify any significant demands on resources and ensuring that all expenses associated with the development and implementation of the project are identified.

---

**Key Stakeholders:**

- The Barossa Council
- Eden Park stakeholders
- Local businesses

**Key Assumptions:**

- The project is funded through a combination of grants and donations from the Council and local businesses.

---

**Conclusion:**

The project plan will be developed using Council's Project Scope template.

---

**For Further Information:**

- Contact: John Smith, Project Manager (john.smith@barossacouncil.gov.au)
- Website: www.barossacouncil.gov.au/edenparkupgrade

---

**References:**

# Bid Analysis Tool

**Project Name:**

Barossa Visitor Centre and Tanunda Library upgrade

Describe Risk(s) of not doing this project (including not limited to Financial, Public, Commercial, Council, Climate - Risks):

Outdated Visitor Centre with visibility and access issues. Reduced visitation to Visitor Centre and declining sales and booking income. Library - WHS issues as a result of poor counter layout and people movements.

<table>
<thead>
<tr>
<th>RISK Priority Number calculated as L + I + W + P (if the Project does not proceed)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Likelihood of Risk Occurring</strong></td>
</tr>
<tr>
<td>1. Rare</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Political Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COST Priority Number calculated as A + C + F + P</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Additional Staff Resources Required</strong></td>
</tr>
<tr>
<td>5. No additional FTE</td>
</tr>
<tr>
<td>4. Under 1 FTE or additional salary funding</td>
</tr>
<tr>
<td>3. 1-2 FTE</td>
</tr>
<tr>
<td>1. &gt;2 FTE</td>
</tr>
</tbody>
</table>

| **Cash Required (non sal) - Current Year** |
| 6. $0 |

| **Future Project Financial Commitments** |
| 6. No |

| **Period of Future Financial Commitments** |
| 4. < 3 out of 10 years |
| 3. 3-5 out of 10 years |
| 2. 5-10 out of 10 years |
| 1. On-going >10 years |

<table>
<thead>
<tr>
<th>IMPACT Priority Number calculated as H + E + S + B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health &amp; Safety Impact</strong></td>
</tr>
<tr>
<td>5. Public at large at threat</td>
</tr>
<tr>
<td>3. Section of the community/council employee at threat</td>
</tr>
<tr>
<td>1. Neutral Impact</td>
</tr>
<tr>
<td>0. Negative Impact</td>
</tr>
</tbody>
</table>

| **Environmental Impact** |
| 5. Significant Positive Impact |
| 3. Positive Impact |
| 1. Neutral Impact |
| 0. Negative Impact |

| **Social/Comm Wellbeing Impact** |
| 5. Net Positive Impact |
| 3. Positive Impact |
| 1. Neutral Impact |
| 0. Negative Impact |

| **Business & Economic Impact** |
| 5. Net Positive Impact |
| 3. Positive Impact |
| 1. Neutral Impact |
| 0. Negative Impact |

<table>
<thead>
<tr>
<th>BENEFITS Priority Number calculated as E + S + B + S</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Funding (External) Sources</strong></td>
</tr>
<tr>
<td>5. Fully Funded via External Sources</td>
</tr>
<tr>
<td>4. Part Funded External &gt;50% of Total Cost</td>
</tr>
<tr>
<td>3. Part Funded External &lt;50% of Total Cost</td>
</tr>
<tr>
<td>2. Potential for funding</td>
</tr>
<tr>
<td>1. Fully Funded via Rates</td>
</tr>
</tbody>
</table>

| **Savings** |
| 5. Generates Savings Immediately |
| 4. < 12 months |
| 3. 1 - 5 years |
| 2. > 5 years |
| 1. Not Applicable |

| **Beneficiaries** |
| 5. TBC - Region Wide & Beyond |
| 4. TBC - Region Wide |
| 3. TBC - Section of Community/Key Stakeholders |
| 2. Should Do |
| 1. Like To Do |

| **Service Levels Outcome (to Community)** |
| 5. Industry Best Practice |
| 4. Achieving contemporary standards |
| 3. Improvement/Increase in Services Level |
| 2. Should Do |
| 1. Like To Do |

<table>
<thead>
<tr>
<th>FINANCIAL SUSTAINABILITY Priority Number calculated as O + C + J</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Budget Impact</strong></td>
</tr>
<tr>
<td>5. Favourable</td>
</tr>
<tr>
<td>3. No Effect/Not Applicable</td>
</tr>
<tr>
<td>1. Unfavourable</td>
</tr>
</tbody>
</table>

| **Capital Budget Impact** |
| 5. Ass't Renewal - Like for Like Replacement |
| 3. No Effect/Not Applicable |
| 1. New Asset |

| **Justification for Council Involvement** |
| 6. Legislative Requirement / Must Do |
| 3. Should Do |
| 1. Like To Do |

| **Other Strategic Plans (Public Health, DAIP)** |
| 1. 2 |
| 3 |

<table>
<thead>
<tr>
<th>INNOVATION / CONTINUOUS IMPROVEMENT / OTHER CONSIDERATIONS Priority Number calculated as O + C + J</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Opportunities for Regional /Sector Collaboration</strong></td>
</tr>
<tr>
<td>6. Addressing Local or Regional Emergency Plans</td>
</tr>
<tr>
<td>3. Continuous Improvement</td>
</tr>
<tr>
<td>1. Other Strategic Plans (Public Health, DAIP)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
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<table>
<thead>
<tr>
<th>Sum</th>
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<tbody>
<tr>
<td>10</td>
</tr>
</tbody>
</table>

| 12 |

| 12 |

| 12 |

| 8 |

| 14 |

| 260 |
7.3.3 DEBATE AGENDA - MANAGER COMMUNITY AND CULTURE

7.3.3.2 REQUEST FOR FUNDS FROM COMMUNITY TRANSPORT SCHEME RESERVE

B7248

Author: Coordinator Community Transport and Home Assist

PURPOSE
To request release of funds from Community Transport Scheme Reserve to cover shortfall in capital budget for annual vehicle changeover.

RECOMMENDATION
That Council approve the release of $3,345.46 (excl GST) from the Community Transport Scheme Reserve towards 2017/18 vehicle replacement.

REPORT

Introduction
Community Transport have a schedule of replacing two cars each year. There are insufficient funds in the 2017/18 capital budget to cover the cost.

Discussion
It is Community Transport policy to consistently use the same vehicles (currently Nissan X-trails) for the whole Community Transport fleet. This ensures that the large team of volunteer drivers are familiar with all vehicles.

The capital budget for 2017/18 was set at $23,800 for each new car, which was consistent with the 2016/17 purchase price.

The new vehicle quote is $24,672.73 – a shortfall of $872.73, totalling $1,745.46 for the two vehicles requiring replacement. The higher quoted price is due to a new model of the vehicle being released and price increases have also been observed.

Additionally, the budget for asset sales is $23,800 for the 2017/18 year. Trade-in quotes for both vehicles total $22,200, leaving a further shortfall of $1,600.

Summary and Conclusion
It is recommended that $3,345.46 be released from Reserve funds to support the annual vehicle purchases.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan
Health and Wellbeing

Corporate Plan

Health and Wellbeing

4.3 Provide community transport options complementary to what is currently available in the region.

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

The Community Transport Scheme Reserve balance is $169,860. These funds have been accumulated to fund the replacement of vehicles and / or support service delivery.

There are no Resource or Risk Management considerations.

COMMUNITY CONSULTATION

Not required under legislation or Council’s Public Consultation Policy
COUNCIL

WORKS AND ENGINEERING SERVICES

DIRECTOR’S REPORT

20 MARCH 2018

7.4.1 DEBATE AGENDA – DIRECTOR WORKS AND ENGINEERING SERVICES

7.4.1.1

LUCKS ROAD - KALBEEBA
B5092 18/15301

PURPOSE

To debate deferring the upgrade of Lucks Road, Kalbeeба, from the 2017-2018 Capital Works Programme to the 2018-2019 capital works programme due to a budget shortfall.

RECOMMENDATION

That Council having considered this matter defer the upgrade of Lucks Road, Kalbeeба, for consideration in the draft 2018-2019 capital works program budget.

REPORT

Introduction and Background

Lucks Road has been identified to be in need of reconstruction and is included in the FY17-18 approved capital works program. Lucks Road connects Balmoral Road and Calton Road, Kalbeeба almost perpendicularly and is approximately 700 metres in length. The project scope includes, earthworks, drainage, driveway crossovers, pavement constructions and a spray seal wearing surface.

During the first half of FY17-18 Lucks Road was surveyed and fully designed. Requests for Tender were issued and a number of conforming responses received. The quoted prices have exceed the $113,000 budget by approximately $200,000.

Discussion

Lucks Road was originally forecast to be constructed using internal labour but was issued for tender allowing our internal labour to focus on critical drainage rectification works on Para Wirra Road ahead of planned re-sealing works. The budget was set some time ago on the assumption the project would be delivered internally.

Results of recent similar tender responses indicate the construction market is very buoyant and perhaps reflected in the tender prices received.

It is proposed to defer this project re-tendering early July 2018 in a much larger package of work in the hope to leverage greater competitiveness and, hopefully, lower prices.
The opportunity to fund this project from other transport budget savings has been exhausted and next years’ discretionary spend has inadequate funds to cover the budget shortfall. The project has very little opportunity for cost reduction through any value engineering exercise.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan
Identify Theme/s (utilising the icons)

  Infrastructure

3.1 Develop and implement sound asset management which delivers sustainable services.

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
The full project revised budget will be included in the draft 2018/2019 budget for consideration and adoption.

COMMUNITY CONSULTATION
Nil.
7.4.1 DEBATE AGENDA – DIRECTOR WORKS AND ENGINEERING SERVICES

7.4.1.2 SURRENDER OF PRIVATE MINE LICENCE - STOCKWELL
B2792 18/15316

PURPOSE
A request has been received from the Department of the Premier and Cabinet to revoke the Private Mine licence pertaining to Allotment 2, Carrara Hill Road, Stockwell - refer attached plan.

RECOMMENDATION
That Council approves the revocation of Private Mine 290 licence, pertaining to Allotment 2, Carrara Hill Road, Stockwell, and instructs Council staff to complete and submit the relevant paper work and forms for this to occur.

REPORT
Background
Allotment 2, Carrara Hill Road, Stockwell, has previously been utilised as a clay mine by Krieg Bricks and as a land fill site by Linke Contractors. The Barossa Council purchased the site in 2011 and developed the site with the construction of the Stockwell Community Wastewater Management Scheme (CWMS) waste water treatment plant, its current use.

Introduction
As a result of a mine licence audit by the State Government Department of the Premier and Cabinet, and the changed nature of use of Allotment 2 Carrara Road, The Barossa Council has been requested to revoke the Private Mine licence pertaining to the site – refer attached email.

Discussion
The previous land fill operations on the site (EPA License 1196) were subject to an Environmental Protection Agency (EPA) landfill closure plan which was commenced by the site owners at the time, Linke Contractors. The Barossa Council completed the landfill closure plan in accordance with the same design intent of the plan, viz 1.5 metres minimum earth cover to any refuse matter, on-site control of dust and stormwater drainage and appropriate fencing for control of the site.

The site is no longer used as a private mine and has been developed as waste water treatment plant, covered by a separate EPA licence to The Barossa Council and as such there is no longer a need to sustain a Private Mining license over the site.
Summary and Conclusion
The relevant forms are required to be completed and submitted to execute the revocation process:

1. Plaintiff Note and Affidavit form, for the private mining license to be revoked – refer attached.

2. Form 14, for the private mining license to be surrendered – refer attached.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1 - Email from Department of the Premier and Cabinet
Attachment 2 - Plan of the site subject to Private Mine 290 licence
Attachment 3 - Plaintiff Note and Affidavit form to be completed by Council
Attachment 4 - Form 14 form to be completed by Council - licence surrender

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan
Identify Theme/s (utilising the icons)

Infrastructure

3.1 Develop and implement sound asset management which delivers sustainable services.

Legislative Requirements
Mining Act 1971

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
The expected fee payable by Council to execute the licence revocation is $47.80.

Council is satisfied that the previous land fill function of the Carrara Hill site has been closed to the satisfaction of the EPA in accordance with the intent of the original plan prepared by Linke Contractors. If the private mine revoking process triggers additional audit process, this will be addressed separately.

COMMUNITY CONSULTATION
Nil.
From: Mattiazzo, Rino (DPC) [mailto:Rino.Mattiazzo@sa.gov.au]
Sent: Wednesday, 14 February 2018 1:36 PM
To: Matt Elding <melding@barossa.sa.gov.au>
Subject: Private Mine 290

Hi Matt
Thank you for taking my call today in relation to the revocation of Private Mine 290 (PM).
As discussed please find the following attachments (Plaint Note and Affidavit)
The proprietor of the PM must complete and lodge an application (i.e. a Plaint Note and Affidavit) with the
Warden's Court requesting the Private Mine be revoked.
If you choose to proceed with the revocation it is suggested you contact the Warden’s Court Clerk prior to lodging
your application to confirm the fee payable.
The contact details are as follows

Shannon Peplow
Tribunal & Appeals Clerk
DISTRICT COURT CIVIL REGISTRY
Phone No. (08) 8204 0287
Fax No. (08) 8204 0544
Mail: District Court of South Australia, GPO Box 2465, ADELAIDE SA 5001

Should you require any assistance or have any further queries please contact

Rino Mattiazzo
Senior Rehabilitation Officer
Department of the Premier and Cabinet
Phone No. (08) 8463 3106
Mobile No. 0417 820 432
E Mail: rino.mattiazzo@sa.gov.au

Matt Elding
Director, Works and Engineering
T: 08 8563 8470
Allotment 2
Carrara Hill Road, Stockwell

PM 290

Private Mine (PM)

SOUTH AUSTRALIA
MINING ACT, 1971
As Amended

In the Warden’s Court

AFFIDAVIT

I, ___________________________ of ___________________________

in the State of South Australia, in support of my application for:

_________________________________________________________

_________________________________________________________

make oath and say that ___________________________________

_________________________________________________________

_________________________________________________________

_________________________________________________________

_________________________________________________________

_________________________________________________________

Signature _______________________________________________

Sworn at ___________________________ this ___________________

day of ___________________________ 20__ before ___________________

_________________________________________________________

Justice of the Peace

_________________________________________________________

Commissioner for taking Affidavits in the
Supreme Court of South Australia
PLAINT NOTE

(SURNAME)                                                 (GIVEN NAMES)
of

(Address)

makes an application for

and says that:

1.

(Describe the subject matter of the application)

The applicant seeks (state relief sought)

or such other relief as may be just.

The amount of any pecuniary claim is $  

Dated __________ day of __________ 20 ________

Signature ___________________________
FORM 14

Mining Act 1971 ("the Act") - Part 12

LEASE OR LICENCE: SURRENDER OR PARTIAL SURRENDER

USE THIS FORM TO: Apply to surrender all of one or more tenements, or part of one tenement.

Section A: Applicant(s)

<table>
<thead>
<tr>
<th>NAME OF COMPANY or INDIVIDUAL</th>
<th>% SHARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant 1</td>
<td>%</td>
</tr>
<tr>
<td>Applicant 2</td>
<td>%</td>
</tr>
</tbody>
</table>

Note: Each party must complete a separate copy of the 'applicant details' page attached to this form.

Section B: Tenement details

<table>
<thead>
<tr>
<th>Holder name(s) and percentage share</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
</tr>
</tbody>
</table>

List the tenement(s) to be surrendered and their location

This form applies to: EL, ML, EML, MPL, RL

Section C: Surrender details

Select the type of surrender being requested

- I surrender the full tenement/s and the lands comprised within, and all my rights and title under the tenement
- I surrender the portion of the lands comprised in the tenement delineated in the attached plan, and all my rights and title under the tenement to the extent of the surrender

Section D: Contact person

<table>
<thead>
<tr>
<th>Contact name</th>
<th>Position title</th>
</tr>
</thead>
</table>

Email

Telephone

Mobile

Do you consent to receiving electronic correspondence from the Department regarding tenement matters?

- Yes
- No

Section E: Rehabilitation

<table>
<thead>
<tr>
<th>Landowner name and contact telephone, mobile and/or email</th>
</tr>
</thead>
</table>

Note: If mining operations have not occurred on the proposed surrender area, proceed to Section F.
Section F: Declaration that application is complete and accurate

I, the applicant, declare:

☑ The information provided in this application is complete and accurate

☑ I understand that I (as the lease or licence holder) continue to hold, and be responsible for, the rights and obligations imposed by the lease or licence until such time as the surrender or partial surrender receives consent

☑ I have met, and will continue to meet, any applicable reporting requirements until such time as the surrender or partial surrender receives consent

<table>
<thead>
<tr>
<th>APPLICANT 1</th>
<th>Individual or Company Representative 1</th>
<th>Individual's Witness or Company Representative 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td>1.</td>
<td>2.</td>
</tr>
<tr>
<td>Signature</td>
<td>1.</td>
<td>2.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPLICANT 2</th>
<th>Individual or Company Representative 2</th>
<th>Individual's Witness or Company Representative 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td>1.</td>
<td>2.</td>
</tr>
<tr>
<td>Signature</td>
<td>1.</td>
<td>2.</td>
</tr>
</tbody>
</table>

COMPANY: Sign in accordance with the Corporations Act 2001. If agent, written authority must be provided.

INDIVIDUAL: Signature must be witnessed by a person who is not a beneficiary of the application (e.g. not a joint applicant).

Office use only

Section G: Consent is given to this surrender

Signature of the Minister or delegate under the Act

Date signed

OFFICE USE ONLY
COUNCIL
DEVELOPMENT AND ENVIRONMENTAL SERVICES
DIRECTOR’S REPORT
20 MARCH 2018

7.5.1 DEBATE AGENDA – DIRECTOR’S REPORT

7.5.1.1

CONSIDERATION AND ADOPTION OF COMMITTEE RESOLUTIONS
B5476, 18/12539

Author: Director, Development and Environmental Services

PURPOSE
The Minutes of Council Section 41 Committees are presented for consideration and adoption of Council.

RECOMMENDATION
That Council having reviewed the Minutes of Barossa Bushgardens S41 Committee Meeting held 14 February 2018, that the Minutes be received and noted.

REPORT
The consideration and adoption of recommendations of Council Committees to Council requires assessment by Council to ensure compliance with Council obligations under section 6(a) of the Local Government Act. The relevant Minutes received in the past month are hereby presented for Council adoption.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Minutes - Barossa Bushgardens S41 Committee Meeting held 14 February 2018

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

Natural Environment and Built Heritage

Corporate Plan
Natural Environment and Built Heritage
1.1 Collaborate with relevant authorities to ensure a regional and holistic approach in the management of natural resources.
1.2 Support native eco systems that support native flora and fauna.
1.3 Ensure environmental and agricultural sustainability and historic significance of the region is retained.
Legislative Requirements
Local Government Act and Regulations
Development Act and Regulations

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**
Identified within the body of the Minutes, and is included within the 2017-18 Budget.

**COMMUNITY CONSULTATION**
Not required by Council.
MINUTES OF THE MEETING OF
THE BAROSSA BUSHGARDENS S41 COMMITTEE
Held in the Council Chambers on Wednesday 14 February 2018 commencing at 1:00pm

1. WELCOME

The Chair welcomed everyone, and opened the meeting at 1:08pm.

2. PRESENT

B Lillecrapp, T Waldhuter, L Mason, K Jenkins, R Johnstone, T Hurn
Staff – G Mavrinac, N Rea, Y Riley, P Payne, C Kruger (Minute Secretary)

3. APOLOGIES

D Armstrong

4. GUESTS

Nil.

5. DECLARATION OF INTEREST BY MEMBERS

Nil.

6. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

Moved: T Waldhuter Seconded: B Lillecrapp
That the minutes of the Barossa Bushgardens S41 Committee meeting held on 17 January 2018 be received and confirmed.

CARRIED

7. BUSINESS ARISING FROM PREVIOUS MINUTES (ACTION LIST)

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Resolution</th>
<th>Status/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 January 2018</td>
<td>Review of Herbicide Use Policy and Weed Management Policy – G Mavrinac</td>
<td>Pending –Depot staff have been contacted but no Policies have been received to date.</td>
</tr>
</tbody>
</table>
ascertain if Council have similar Policies.

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 January 2018</td>
<td>Fencing of Biocycle System</td>
<td>Pending</td>
</tr>
<tr>
<td></td>
<td>B Lillecrapp and T Waldhuter pursuing options and quotations</td>
<td></td>
</tr>
<tr>
<td>17 January 2018</td>
<td>Seed collection site</td>
<td>Pending – awaiting further advice from R Johnstone</td>
</tr>
<tr>
<td>17 January 2018</td>
<td>Financial Sub Committee Report</td>
<td>N Rea advised that a process will be put in place to ensure that Seeding Natives is invoiced quarterly.</td>
</tr>
<tr>
<td></td>
<td>N Rea to follow up with A Fairney in relation to water charges for Seeding Natives area</td>
<td>Action – N Rea and T Waldhuter to ascertain responsibility and process for regular meter readings</td>
</tr>
<tr>
<td></td>
<td>G Mavrinac to follow up to determine if there are any funds outstanding for the Carers and Disability Link Dementia Program</td>
<td>Program has been paid in full for 2017-18 financial year</td>
</tr>
<tr>
<td>17 January 2018</td>
<td>Examine opportunities for seeking Corporate sponsorship for Gator vehicle – G Mavrinac to discuss with N Rea</td>
<td>Pending</td>
</tr>
</tbody>
</table>

### 7.1 ACTION LIST

**Recommendation**

That the Committee receive and note progress of decisions from previous meetings.

**Decision**

Moved: L Mason  
Seconded: B Lillecrapp  
That the recommendation be adopted.
P Payne addressed the Committee, providing an update on the progress of the Open Space and Places for People Grant. It is hoped that the design will be finalised by 28 March 2018. Engineering advice has been sought in relation to the construction of the 220 metres of bike path. P Payne also queried the status of a rural fence close to the Hickinbotham Estate. The decision for retention or removal of the fencing will be deferred to the Site Committee.

P Payne left the meeting at 1:31pm.

8. CORRESPONDENCE

Recommendation

That the Committee receive and note the incoming and outgoing correspondence.

Decision

Moved: R Johnstone Seconded: T Waldhuter

That the recommendation be adopted.

CARRIED

9. RISK MANAGEMENT

9.1 Work Health and Safety

That the Committee receive and note the Report.

Decision

Moved: T Waldhuter Seconded: L Mason

That the recommendation be adopted.

CARRIED

10. REPORTS

10.1 Management Committee

The Management committee recommends that an additional Volunteer Session be included on Wednesday’s from 9:00am – 1:00pm.

Recommendation

That the report be received and noted.
Decision
Moved: T Waldhuter Seconded: B Lillecrapp

(1) That the Committee endorse the additional Volunteer Session on Wednesday’s
(2) That the report be received and noted.

CARRIED

10.2 Finance
R Johnstone left them meeting at 2:10pm.

Recommendation
That the report be received and noted.

Decision
Moved: T Hur Seconded: T Waldhuter
That the recommendation be adopted.

CARRIED

10.3 Nursery

Recommendation
That the report be received and noted.

Decision
Moved: L Mason Seconded: T Waldhuter
That the recommendation be adopted.

CARRIED

10.4 Natural Resource Centre
ACTION: N Rea to examine budget to ascertain if any Co-Op money remains unspent.

Recommendation
That the report be received and noted.

Decision
Moved: B Lillecrapp Seconded: T Waldhutter
1) That the Committee endorse the 2018 Open Day incorporating opportunity for local businesses to showcase products and services around environmental land management, and;

2) That the report be received and noted.

CARRIED

10.5 Site Management

Recommendation

That the verbal report be received and noted.

Decision

Moved: B Lillecrapp  Seconded: L Mason
That the recommendation be adopted.

CARRIED

10.6 Tours

Recommendation

That the report be received and noted.

Decision

Moved: T Waldhuter  Seconded: B Lillecrapp
That the recommendation be adopted.

CARRIED

10.7 Partner Projects

ACTION: Draft Memorandum of Understanding for Carers and Disability Link Dementia Friendly Garden to be presented to next S41 Committee Meeting for approval.

Recommendation

That the report be received.

Decision

Moved: T Waldhuter  Seconded: K Jenkins
That the recommendation be adopted.

CARRIED

11. GENERAL BUSINESS

Nil.

12. NEXT MEETING

Wednesday 11 April 2018 commencing at 1.00pm.
B Lillecrapp will be an apology.

13. CLOSURE OF MEETING

The Chair declared the meeting closed at 3:23pm.

Confirmed

Date: ...................................... Chairman: ..........................................................
7.5.1. DEBATE AGENDA – DIRECTOR’S REPORT

7.5.1.2

REAPPOINTMENT OF INDEPENDENT CHAIRPERSON TO THE BOARD OF THE GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY (GRFMA)

PURPOSE
The Executive Officer for the Gawler River Floodplain Management Authority (GRFMA) has written to each of the Constituent Councils seeking endorsement for the reappointment of Mr Ian Baldwin to the position of GRFMA Chairperson, for a term of two years, in accordance with the Board’s Charter. (Refer Attachment 1).

RECOMMENDATION
That Council endorse the reappointment of Mr Ian Baldwin to the position of Chairperson of the Gawler River Floodplain Management Authority for a term of two years, commencing February 2018.

REPORT

Background

The Charter states in reference to the Independent Chairperson:

4.3 The Board will comprise:
4.3.1 One independent person who is not an officer, employee or elected member of a Constituent council appointed by absolute majority of the constituent Councils as the Chairperson for a term of two years and who has expertise in one or more of the following areas:
   - Environmental management
   - Corporate financial management
   - General management
   - Public sector governance

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

4.3.7 The Board may pay a sitting fee to the Chairperson in such amount as determined by the Board.
At its meeting held on 27 January 2016, Council endorsed the appointment of Mr Ian Baldwin to the position of Independent Chairperson to the Gawler River Floodplain Management Authority, for a term of two years with eligibility for reappointment thereafter.

Following subsequent endorsement from Constituent Councils Mr Baldwin commenced duties effective for the 18 February 2016 GRFMA Board meeting.

Introduction
The GRFMA Board considered a report regarding completion of Mr Baldwin’s two year tenure at its meeting held 15 February 2018.

The Board subsequently resolved unanimously:
That Mr Ian Baldwin be reappointed to the position of Chairperson for the Gawler River Floodplain Management Authority and that the Board seek support from Constituent Councils that Mr Baldwin be reappointed as Chairperson for a period of two years.

Discussion
In accordance with the 15 February 2018 resolution of the GRFMA, an indication of support for the reappointment of Mr Ian Baldwin as Chairperson of the Gawler River Floodplain Management Authority for a further term of two years, commencing February 2018.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1 - Letter from Executive Officer, Gawler River Floodplain Management Authority, seeking endorsement for the reappointment of Mr Ian Baldwin.

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan

- Natural Environment and Built Heritage
- Infrastructure
- Health and Wellbeing
- How We Work – Good Governance

Corporate Plan

1.12 Build and maintain relationships with other levels of government to ensure development strategies are responsive to regional needs and issues.

3.11 Advocate for the allocation of state and Federal funding to maintain and invest in infrastructure within our region.
4.15 Plan for and where appropriate support response to extreme weather events or disasters in the region.

6.17 Advocate for The Barossa Council and its community, our region or local government in South Australia through direct action, representation or collaboration with local regional or State bodies.

Legislative Requirements
Local Government Act 1999

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Resourcing and risk management provisions are required to be addressed under the GRFMA’s Charter.

**COMMUNITY CONSULTATION**

Not required by Council.
Dear Martin

Reappointment of GRFMA Chairperson.

I am writing to seek Council’s support for reappointment of Mr. Ian Baldwin to the position of GRFMA Chairperson for a term of two years.

The GRFMA Charter provides:

4.3 The Board will comprise:

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

- environmental management
- corporate financial management
- general management
- public sector governance

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

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

Following the 2015 process of public advertisement of vacancy of the position and interview of candidates, Mr. Ian Baldwin was appointed GRFMA Chairperson for a period of two years via GRB 15/0063.

Following subsequent endorsement from Constituent Councils Mr Baldwin commenced duties effective for the 18 February 2016 GRFMA Board meeting.

This was Mr. Baldwin’s first term of appointment as GRFMA Chairperson.
A report regarding completion of Mr. Baldwin’s two-year tenure as GRFMA Chairman was considered at the 15/2/18 GRFMA meeting.

The Board considered the report in confidence pursuant to Section 90(3)(a) of the Local Government Act 1999 on the basis that discussion included information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

The Board subsequently resolved unanimously:

*That Mr. Ian Baldwin be reappointed to the position of Chairperson for the Gawler River Floodplain Management Authority and that the Board seek support from Constituent Councils that Mr. Baldwin be reappointed as Chairperson for a period of two years.*

With regard to remuneration (clause 4.3.7) a maximum payment of $7,000 per annum has been set. (This aligns with the amount set within the approved current GRFMA budget).

Remuneration paid is calculated on the basis of sitting fees of $400 per GRFMA meeting and $200 per Technical Assessment Panel attendance and attendance at other appropriate key stakeholder meetings (State & Federal Government, Constituent Councils meetings) when officially representing the GRFMA.

In accordance with the 15/2/18 GRFMA resolution I now seek indication of Council support for reappointment of Mr. Ian Baldwin as Chairperson of the Gawler River Floodplain Management Authority for a further term of two years, commencing February 2018.

I would be pleased if this matter could be included in the next available Council Meeting Agenda and subsequent indication of Councils consideration of this matter being provided to davidehitchcock@bigpond.com.

Yours Sincerely

David Hitchcock
Executive Officer
7.5.1. DEBATE AGENDA – DIRECTOR’S REPORT

7.5.1.3

WASTE EDUCATION KIT AND WEB CONTENT PROJECT – BUDGET ADJUSTMENT

B7240

PURPOSE
To seek approval to take funds from the Refuse Collection and Recycle Collection reserves to cover the cost for the Waste Education Kit and Web Content project that will support the new waste management contract.

RECOMMENDATION
That Council:
(1) Agree to transfer $30,080 from the Recycling Collection Reserve and $30,080 from the Refuse Collection Reserve for the purpose of offsetting the cost for the Waste Education Kit and Web Content project.
(2) Note that Council is to receive $11,600 as part of the Recycle Right Household Recycling Program Grants offered by Green Industries SA as contribution to the Waste Education Kit and Web Content project.

REPORT

Background

Adelaide Plains, Light Regional, Mid Murray and Barossa Councils have collectively engaged Solo Resource Recovery to undertake the waste collection service commencing on 1 July 2018.

As part of the new contract, the councils embarked on developing a strategy to increase community awareness of the need to improve recycling rates, thereby reducing the amount of waste to landfill.

Introduction

As part of the contract, the Councils are responsible for preparing the Waste Education Kits, which are to be provided to Solo Resource Recovery for distribution as part of the rollout of the new bins.

The kits include a tote bag, a reusable coffee cup and a 100% recycled pen. These tangible items are reusable and with appropriate branding of Waste Less. Recycle More. A Series of fact sheets and colouring in competition are also provided to assist ratepayers in order to raise awareness of what goes in what bin.
Discussion

The councils applied for funds from the Recycle Right Household Recycling Program Grants offered by Green Industries SA. Applications of up to $20,000 per project were invited.

The councils sought $20,000 to assist with the Waste Education Kit and Web Content Project. The funding will assist in the design and production of the education kit based on material available via Green Industries SA and the Recycle Right campaign.

Since the grant application, Mid Murray Council are no longer contributing to the Waste Education Kit as they are not providing new bins as part of the contract.

The indicative overall price estimate of the Education Kits for the remaining three councils is $123,786. Which equates to a cost of approximately $5.98 per unit.

The Barossa Council order is for 12,000 units, a total cost of $71,760+GST. Following allocation of the Grant ($11,600), the cost for the kits is $60,160.

Given the timing for the grant, and the need to order the stock for the kits, The Barossa Council has needed to act quickly to ensure delivery prior to the commencement of the new service.

To cover costs, a budget adjustment is required. It is proposed that the funds be transferred from reserve funds. 50% ($30,080) from the Refuse Collection Reserve and 50% ($30,080) from Recycling Collection Reserve.

Summary and Conclusion

Council, along with the partnering councils, are seeking to distribute a Waste Education Kit as part of the new waste management contract. The Barossa Council has led the design and development of the material for the kits.

In order to co-fund the kits, Council is requested to approve use of the Refuse and Recycling Reserves.
ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

Health and Wellbeing
Business and Employment

Corporate Plan

4.9 Provide residents kerbside waste collection and recycling services that reduce waste disposed to landfill.

4.10 Facilitate access to hard and green waste facilities and associated recycling opportunities that reduce waste disposed to landfill and support the environment.

5.6 Implement purchasing initiatives that generate savings or reduce expenditure growth and grow the capacity of local suppliers to obtain Council contracts.

Legislative Requirements
Local Government Act 1999
Environment Protection Act 1993
Green Industries SA Act 2004

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial Management
It is proposed that $30,080 be transferred from both the Recycling Collection Reserve and the Refuse Collection Reserve. The current balances are $158,431 and $168,862 respectively as at 30 June 2017.

Risk Management
Nil.

COMMUNITY CONSULTATION
Nil
7.5.1. DEBATE AGENDA – DIRECTOR’S REPORT

7.5.1.4

SCHEME WASTE DISPOSAL PROPOSAL - THE FATHERS FARM INC
B7240

PURPOSE
To seek approval to take funds from the Recycle Collection Reserve to support the running cost for an initiative to provide a Scheme Waste Depot (initial six month trial) to be operated by The Fathers Farm Inc.

RECOMMENDATION
That Council:
(1) Support The Fathers Farm Inc. in establishing a Depot at Nuriootpa as part of the National Television and Computer Recycling Scheme; and
(2) Agree to transfer $15,000 from the Recycling Collection Reserve for the purpose of offsetting the cost of the Scheme Waste Depot to be operated by The Fathers Farm Inc. initially for a six month trial period.

REPORT

Background

As part of Council broader Waste Management Strategy, the Development and Environmental Services Directorate has been exploring opportunities to address other key waste streams, such as soft plastics, hard and electronic waste.

The National Television and Computer Recycling Scheme was established to provide Australian householders and small business with access to industry-funded collection and recycling services for televisions and computers.

The scheme also creates employment opportunities within the recycling sector, and assists Local Government manage e-waste by providing alternative collection services.

Introduction

The Fathers Farm Inc. approached Council to investigate opportunity to be involved in the National Television and Computer Recycling Scheme by establishing a Depot in Nuriootpa.

Following a meeting with Karen McColl and Tony Thiele, The Fathers Farm Inc. have presented a proposal for Council consideration (Attachment 1).
**Discussion**

Electronic Recycling Australia (operated by Minda) leads the way in responsible electrical and electronic goods recycling by providing services to people living with disability through sustainable employment, and enriches their lives through greater community participation and contribution. Electronic Recycling Australia provide an Unplug N’ Drop program where community can dispose of unwanted electrical and electronic goods.

The nearest Unplug N’ Drop sites are located at Kapunda (in association with Light Regional Council) and Edinburgh North.

The Fathers Farm Inc. currently operate out of John Falland Australia located on Moppa Road South, Nuriootpa conducting a Youth Program for stripping down electrical and electronic goods.

The Fathers Farm Inc. approached Electronic Recycling Australia (ERA) to determine what could be achieved to correctly disposal of cathode ray tubes (CRT) found in older televisions. Working together, ERA would provide collection bins and The Fathers Farm Inc. a site for the bins thereby increasing the level of recycling material that goes through the site. The flip side to this, is that The Fathers Farm Inc. will reduce the level of revenue that currently generate from stripping goods via the Youth Program.

Accordingly, the proposal by The Fathers Farm Inc. is to have Council support the running cost of the Depot as a means of maintaining the involvement of the Youth Program.

In discussion with The Fathers Farm Inc., it is proposed that an initial six month trial be conducted to determine the level of recycling activity generated. If successful, there is an opportunity to look at establishing an ongoing agreement between Electronic Recycling Australia, The Fathers Farm Inc. and Council.

The Fathers Farm Inc. is seeking Council to provide $15,000 per annum to support the Depot. It is intended that the Depot would operate Thursday to Saturday 8:30am to 12:30pm.

**Summary and Conclusion**

Council has identified the need to address the disposal of hard and electronic waste. As part of the Kerbside Collection tender, Council has identified that it does not wish to provide a Hard Waste Collection Service.

Accordingly, Council’s Development and Environmental Services Directorate has sought to identify alternative means to provide ratepayers with options to dispose of hard and electronic waste given the closure of the Nuriootpa Landfill in July 2017.

The Fathers Farm Inc. has approached Council to help fund a recycling program for Scheme Waste as part of the National Television and Computer Recycling Scheme in working with Electronic Recycling Australia (a Certified Recyclers).
COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

- Community and Culture
- Health and Wellbeing
- Business and Employment

Corporate Plan

2.9 Collaborate, initiate, develop and/or support activities and facilities for youth in our community.

4.9 Provide residents kerbside waste collection and recycling services that reduce waste disposed to landfill.

4.10 Facilitate access to hard and green waste facilities and associated recycling opportunities that reduce waste disposed to landfill and support the environment.

5.6 Implement purchasing initiatives that generate savings or reduce expenditure growth and grow the capacity of local suppliers to obtain Council contracts.

Legislative Requirements

- Local Government Act 1999
- Environment Protection Act 1993
- Green Industries SA Act 2004

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial Management

It is proposed that $15,000 be allocated from the Recycling Collection Reserve. The current balance is $158,431 as at 30 June 2017. These funds are to be provided to The Fathers Farm Inc. to assist in operating the Depot.

Electronic Recycling Australia have indicated that they can assist in funding some of the promotion that will need to be undertaken for the Depot and the scheme.

Risk Management

The site is located within the Industry (Barossa Valley Region) Zone of the Light Regional Council. The proposal may be subject to approval should the increased activity on the site constitute ‘development’ for the purposes of the Development Act. Light Regional Council have been approached to determine if an application is required. If required, the proposal would be subjected to an assessment process which may or may not result in an approval.

COMMUNITY CONSULTATION

Should the proposal be accepted, the parties will need to undertake promotional activity to inform the community of the six month Depot trial. A decision on whether to proceed with an ongoing Depot will also need to be promoted.
To Gary Mavrinac,

Scheme waste depot proposal

What is Scheme waste?
The National Television and Computer Recycling Scheme was established in 2011 to provide Australian households and small business with access to industry funded collection and recycling services for televisions and computers. The scheme has responded to high demand from consumers and e-waste recycling services. E.R.A. Electronic Recycling Australia not for profit run by Minda. are certified recyclers therefore being able to claim money from the scheme.

Vision Statement & Purpose
Purpose is to ensure that e-waste and other recycling waste i.e. scheme waste and other wastes are removed from the community and are recycled in an ecological and responsible way and provide a benefit to the community.

Depot Collection Point
Based on a contract with The Barossa council for $15000 per annum, The Fathers Farm Inc. will establish a depot at Nuriootpa and take scheme waste. The depot is to open Thursday – Saturday 8:30-12:30 to take TVs, computers and printers for recycling. Fathers farm volunteers are to assist with the sorting by placing waste into skip bins provided by E.R.A. E.R.A are to be notified when bins are needing to be emptied $400 account issued to council each time that the full bins are swapped over. Part of the agreement to council is for them to agree to cover the cost of running the depot $15,000 per annum and the $400 per transport of e-waste for a 6 months trial period for review at the end of this period. Cost to run the depot will be paid quarterly.

Benefits for father’s farm
The Fathers Farm Inc will receive financial income to assist with the running of the youth programme. We will continue to recycle other waste such as fridges, washing machines and steel. This provides resources to the recycling team and the students who work in this area, and profits are returned to the Youth program.

Benefits to the community and Council
Benefits to the council is to prevent road side dumping. Creating a stream of hard and e-waste. Rate payers benefit by having access to a local recycling depot for various forms of hard and e-waste. The benefits extend to local business who have current recycling issues. E.R.A have a department for promotion and are prepared to fund some promotion of the depot and have done so for other councils.
Benefits to E.R.A (Electronic Recycling Australia) not for profit run by Minda
Benefits to E.R.A is to have a collection point here in the Barossa Valley. And in turn receive scheme waste. Meeting their vision to assist those with disabilities.

Barriers for the Proposal
The Fathers Farm Inc. Approval for EPA (i.e. refrigeration Gas)
Number of Volunteers
Space
The need for expansion due to need community need i.e. soft plastics
Separation of The Fathers Farm Inc.

We believe this is a worthwhile project for The Fathers Farm Inc and the Youth Program. It benefits Council and community and supports E.R.A. with their vision to provide employment for those living with disabilities.

Location for Depot
115 Moppa road South, Nuriootpa SA

Contract Person: Tony Thiele
Phone: 0487 703 470
Email: twthiele@bigpond.com
7.5.1. DEBATE AGENDA – DIRECTOR’S REPORT

7.5.1.5

RECYCLING SORTING CHARGE - NORTHERN ADELAIDE WASTE MANAGEMENT AUTHORITY
B7588

PURPOSE
To inform Council of a temporary increase in recycling sorting charge imposed by the Northern Adelaide Waste Management Authority (NAWMA) which receive and process Council’s recycling waste.

RECOMMENDATION
That Council:
(1) Note that Northern Adelaide Waste Management Authority has temporarily increased the waste sorting charge from $16/Tonne to $45/Tonne.
(2) Approve a budget adjustment of $7,000 to the sorting charges for the recycling service, and transfer the required $7,000 from the Recycling Collection Reserve.

REPORT

Background
As part of Council’s current and new waste management contract, all recycling material is taken to Northern Adelaide Waste Management Authority (NAWMA) facility for processing.

NAWMA has recently opened a new Material Recovery Facility (MRF) at Edinburgh North. The MRF is the only recycling processing facility in South Australia that is solely owned and operated by Local Government.

Introduction
Adam Faulkner CEO of NAWMA has written to Council (Attachment 1) to advise that the decision by the Chinese Government to cease importation of global recycling material has had a major impact on the recycling market.

The NAWMA Board at its February meeting resolved to impose a temporary increase to the sorting fee. As from Monday 2 April 2018, the fee will increase from $16/Tonne to $45/Tonne.
Discussion

Council budgeted $45,000 as an estimate for sorting charges for 2017-18. The final figure is dependent on that actual tonnage that is processed and invoiced by NAWMA on a monthly basis.

The table below provides an overview of the processed tonnage since July 2017, with the projected tonnage being the average of the current seven month invoices.

<table>
<thead>
<tr>
<th>Date</th>
<th>Tonnage</th>
<th>Unit Rate</th>
<th>Total</th>
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<tr>
<td>July 2017</td>
<td>1</td>
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<td>2</td>
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<td>January 2018</td>
<td>7</td>
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<tr>
<td>February 2018</td>
<td>8</td>
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<tr>
<td>March 2018</td>
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<td>10</td>
<td>184*</td>
<td>$8,280.00</td>
</tr>
<tr>
<td>May 2018</td>
<td>11</td>
<td>184*</td>
<td>$8,280.00</td>
</tr>
<tr>
<td>June 2018</td>
<td>12</td>
<td>184*</td>
<td>$8,280.00</td>
</tr>
<tr>
<td><strong>Projected Total</strong></td>
<td></td>
<td></td>
<td><strong>$51,428.48</strong></td>
</tr>
</tbody>
</table>

* Unconfirmed tonnage

As a consequence of the NAWMA decision, Council will need to make an adjustment to the 2017-18 budget to reflect the additional $29/Tonne for the last quarter of the year.

Summary and Conclusion

The Northern Adelaide Waste Management Authority has written to Council to advise that as from Monday 2 April 2018, the sorting fee will increase from $16/Tonne to $45/Tonne.

A budget adjustment needs to be made for the remainder of the financial year to reflect in increased cost of the recycling service.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 – Letter from CEO of Northern Adelaide Waste Management Authority.

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

- Health and Wellbeing
- Business and Employment
Corporate Plan

4.9 Provide residents kerbside waste collection and recycling services that reduce waste disposed to landfill.

4.10 Facilitate access to hard and green waste facilities and associated recycling opportunities that reduce waste disposed to landfill and support the environment.

5.6 Implement purchasing initiatives that generate savings or reduce expenditure growth and grow the capacity of local suppliers to obtain Council contracts.

Legislative Requirements
Local Government Act 1999
Environment Protection Act 1993
Green Industries SA Act 2004

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial Management

Since July 2017, the lowest tonnage has been 166T and the highest 203T, an average of 184T over the past seven months. The 184T at the current $16/T is $2,944, and at temporary $45/T is 8,280 a difference of $5,336.

Projecting February to June at 184T per month (invoices for February and March not received at time of writing report), and the last quarter cost at $45/Tonne, a budget adjustment of $6,428 rounded to $7,000 is proposed to cover the anticipated increase, bring the total cost for 2017-18 to $52,000.

Given the uncertainty as to the ‘temporary’ nature of the increase, the 2018-19 Budget has been re-forecasted to include the higher rate, thereby reducing the overall savings the new waste service contract had initially projected.

It is proposed that the $7,000 be transferred from the Recycling Collection Reserve. The current balance is $158,431 as at 30 June 2017.

Risk Management
Nil.

COMMUNITY CONSULTATION
Nil
28 February 2018

Mr Martin McCarthy
Chief Executive Officer
The Barossa Council
PO Box 867
Nuriootpa SA 5355

Dear Mr McCarthy,

As you may be aware, your Council's recyclables collected from households is currently being processed at NAWMA's new Materials Recovery Facility (MRF) at Edinburgh Park, South Australia. NAWMA’s MRF is the only recycling processing facility in South Australia that is solely owned and operated by local government. We are proud of this achievement, and value the ability to provide access to this world class infrastructure to regional and rural Councils.

NAWMA and the many rural and regional Client Councils have enjoyed a positive relationship for many decades, and I thank you for your continued willingness to work with NAWMA to process recyclables at our new Materials Recovery Facility (MRF) at Edinburgh Park.

You will be pleased to hear that NAWMA continues to support responsible resource recovery and works closely with Constituent Councils and industry to provide best practice infrastructure and service to all of our partners and customers.

As many mainstream media outlets have reported, the recent Chinese Government Policy change (National SWORD) has had significant impacts on the operating position recyclables processing in Australia. Much of Australia's recyclables is sorted and exported into Asian markets (previously China) to be made into new packaging. NAWMA's sorted recyclables is different in that the paper and plastic that we cannot market locally in Australia, is exported to replace virgin resources in paper and plastic mills across the globe. China has restricted the importation of recyclables, resulting in a dramatic global commodity price shift across the world. NAWMA has been absorbing the commercial pressure since 1 January 2018 and has buffered our regional and rural Client Councils from the market volatility up until now. Unfortunately, as a direct result of the China SWORD program and the impact on global commodity markets, the NAWMA Board resolved on 21 February 2018 to implement a temporary sorting fee increase to assist in managing the current situation.

Due to the value we put on our relationship with The Barossa Council, NAWMA is pleased to advise that we will continue to take your recyclables at our Edinburgh Park MRF. However, unfortunately from Monday 2 April 2018 the gate fee will rise to $45.00/tonne. NAWMA will be in constant and open communication with your Council Officers as the length and severity of the impact is better understood. Should the global commodity markets rebound, we will take great pleasure in removing the temporary sorting fee and reinstating your Client Council discounted rate.

Responsible Waste Management:

NAWMA (a Local Government Regional Subsidiary) Member Councils: Gawler, Playford and Salisbury
Client Councils: Adelaide Hills, Barossa, Barunga West, Clare/Gilbert Valley, Copper Coast, Goyder Regional, Light Regional, Midlola, Wakefield Regional and Yorke Peninsula

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Please understand that we do not take this action lightly, and we hope that you can appreciate the volatility in the recyclables processing market at present. We look forward to working with you and our other trusted partners in continuing to provide a sustainable option for resource recovery in South Australia.

I can be contacted directly on 0409 255 423 if you wish to discuss the matter further. Alternatively, Danial Dunn can be contacted for all operational matters on 0498 881 875, and account enquiries can be directed to accounts@nawma.sa.gov.au.

Yours sincerely,

Adam Faulkner
Chief Executive Officer
NAWMA
7.5.2 DEBATE AGENDA – REGULATORY SERVICES REPORT

7.5.2.1

NOMINATIONS SOUGHT FOR THE DOG AND CAT MANAGEMENT BOARD
B2766

PURPOSE
The Minister for Sustainability, Environment and Conservation, Hon Ian Hunter MLC, is seeking Local Government nominations for four member positions on the Dog and Cat Management Board for terms of up to three years.

RECOMMENDATION A
That …………………………………………… (Elected or Staff Member) be nominated for consideration as a representative on the Dog and Cat Management Board.

OR

RECOMMENDATION B
That Council receives this report, notes its contents and does not provide a nomination on this occasion.

REPORT
Members are referred to LGA Circular 210.5 dated 2 March 2018 (refer Attachment 1), providing details of the role of the Dog and Cat Management Board (DCMB) and seeking four member positions on the Dog and Cat Management Board;

LGA nominations on outside bodies will, unless determined otherwise by the LGA Board or Executive Committee, be currently serving Council Members or Council Staff.

Nominations addressing the Selection Criteria Dog and Cat Management Board (refer Attachment 2) must be forwarded by Council using the application form (refer attachment 3), by 5 April 2018. A Current CV must also be attached to the application.

The LGA Executive Committee will consider nominations received at its meeting on 19 April 2018.
ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: LGA Circular 10.5t
Attachment 2: Selection Criteria
Attachment 3: Application Form

COMMUNITY PLAN /CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

How We Work – Good Governance

6.17 Advocate for The Barossa Council and its community, our region or local government in South Australia through direct action, representation on or collaboration with local, regional or State bodies.

Legislative Requirements:
Dog and Cat Management Act

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Nil.

COMMUNITY CONSULTATION

Consultation is not required under policy or legislative requirements.
Nominations sought for the Dog and Cat Management Board - Circular 10.5

To
Chief Executive Officer
Elected Members
Policy and Strategic Planning Staff

Date
2 March 2018

Contact
Gwyn Rimmington
Email: gwyn.rimmington@lga.sa.gov.au

Response Required
No

Summary
The Minister for Sustainability, Environment and Conservation, Hon Ian Hunter MLC, is seeking local government nominations for four member positions on the Dog and Cat Management Board for terms of up to 3 years. Nominations must be forwarded with a current CV to the LGA by COB 5 April 2018.

Established in 1995 under the The Dog and Cat Management Act, the Dog and Cat Management Board (DCMB) works closely with key partner organisations and state government to improve dog and cat management in South Australia. Using its research and expertise the Board has ensured that South Australia’s regulatory and legislative framework has been reviewed and amended to improve the management of dogs and cats.

Appointments to the Dog & Cat Management Board are for a period of three years commencing June 2018.

The DCMB generally meets on the last Wednesday of each month between 1.30pm and 5.30pm, regularly holding their meetings at metropolitan and regional councils.

The sitting fee for Board Members is currently $258 per four hour session attended.

LGA nominations on outside bodies will, unless determined otherwise by the LGA Board or Executive Committee, be current serving council members or council staff. No more than (2) nominees should be provided for each council.

Nominations addressing the Selection Criteria provided in Part A for the Dog & Cat Management Board must be forwarded to lgsa@lga.sa.gov.au by a council using the attached Part B along with current CV, by COB 5 April 2018.

The LGA Executive Committee will consider nominations received at its meeting on 19 April 2018.
### Nominations to Outside Bodies - PART A

<table>
<thead>
<tr>
<th>Name of Body</th>
<th>Dog and Cat Management Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Status of Body</td>
<td>Statutory Authority</td>
</tr>
<tr>
<td><strong>Summary Statement</strong></td>
<td>The Dog and Cat Management Board operates under the Dog and Cat Management Act 1995 and its functions include monitoring the administration and enforcement of this Act by Councils.</td>
</tr>
</tbody>
</table>

#### SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES

The following selection criteria must be addressed when completing Part B

<table>
<thead>
<tr>
<th>Qualifications Required</th>
<th>No formal qualifications required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry Experience</td>
<td>Relevant knowledge of dog and cat management issues as they impact local government.</td>
</tr>
<tr>
<td>Board / Committee Experience</td>
<td>Relevant experience serving on high level intergovernmental boards, committees or funding allocation bodies is highly desirable.</td>
</tr>
<tr>
<td>Key Expertise</td>
<td>Section 12(2) of the Dog and Cat Management Act 1995 requires nominees, together, to have the following attributes: (a) practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government; (b) experience in the administration of legislation; (c) experience in financial management; (d) experience in education and training. The priority attribute for people nominating for this position is experience in education and training.</td>
</tr>
</tbody>
</table>

#### LIABILITY AND INDEMNITY COVER

The LGA requires that representatives on outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis)

<table>
<thead>
<tr>
<th>Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance Policies are Valid &amp; Current</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Nominations to Outside Bodies - PART B

This form:
- must not exceed 2 pages;
- must be submitted by a council; and
- must be emailed in PDF format along with current CV to lgasa@lgs.sa.gov.au
- upon receipt at the LGA, will be acknowledged by return email.

Dog & Cat Management Board

<table>
<thead>
<tr>
<th>COUNCIL DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of council submitting the nomination</td>
</tr>
<tr>
<td>Name of person submitting this form on behalf of council – refer <a href="#">LGA Policy</a></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOMINEE DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Nominee</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Home / Postal Address</td>
</tr>
<tr>
<td>Work Phone</td>
</tr>
<tr>
<td>A/H Phone</td>
</tr>
<tr>
<td>Email</td>
</tr>
</tbody>
</table>

INFORMATION RELEVANT TO THE APPOINTMENT SOUGHT (forms part of the selection criteria for nomination)

Experience:

Board/Committee Experience:

Key Expertise:

Curricula Vitae: attached or to be forwarded separately?

Any other comments:

Undertaking:

The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?

Yes [ ] No [ ]

Signature of Nominee: ____________________________
7.5.2 DEBATE AGENDA – REGULATORY SERVICES REPORT

7.5.2.2

2018/2019 DOG REGISTRATION FEES

B6537

Author: Manager, Regulatory Services

PURPOSE

To set the schedule of dog registration fees for the 2018/2019 financial year and to provide an overview of the State Government’s State-wide Dog and Cat Online Database (DACO).

RECOMMENDATION

That Council:

(1) Endorses the schedule of dog registration fees detailed in this report for the 2018/2019 financial year; and

(2) Notes the financial impact resulting from the introduction of mandatory desexing and microchipping; and

(3) Enters a phase of community engagement via print and social media on upcoming legislation and encouraging owners to desex and microchip their dogs prior to 1 July 2018 to be eligible for reduced registration fees.

REPORT

Introduction

The Dog and Cat Management Board (the Board) has written to Council providing an update on DACO and an overview of the considerations for all councils in preparation for transitioning to DACO. As part of this transition and 2018/2019 budget process, Council needs to determine its dog registration fee structure.

This correspondence is provided as Attachment 1.

Discussion

The State Government introduced changes which commenced on 1 July 2017 to streamline dog registrations across the State by reducing the number of mandatory
registration classes to two, being a Standard Dog (one that is both desexed and microchipped) and a Non-Standard Dog.

The second phase of these legislative changes in relation to mandatory microchipping and desexing will commence on 1 July 2018, which coincides with the introduction of DACO.

These changes will require all dogs and cats to be microchipped prior to this date. All dogs and cats born after this date are to be desexed by 6 months of age, unless the owner is eligible for an exemption issued by the Dog and Cat Management Board or a Veterinarian.

It is anticipated that these changes will reduce the number of dogs and cats ending up in shelters by improving the return-to-owner rate of lost dogs and cats, reducing unwanted litters and reduce unwanted or anti-social behaviours associated with entire dogs (and cats).

In setting its fees for the 2017/2018 Financial Year, Council resolved to continue the status quo of previous years by providing rebates for dogs that were desexed only, microchipped only and trained only; to provide time for owners to have their dogs desexed and microchipped to meet the requirements of a standard dog prior to the 1 July 2018.

A copy of the Minutes from the February 2017 meeting of Council area provided as Attachment 2.

To help dog (and cat) owners meet these new requirements, The Barossa Council provided a discounted microchipping day in July 2017 which provided opportunity for dog and cat owners to have their dogs (and cats) microchipped at a significantly reduced rate of $10.00. This was very well received, with 362 microchips being implanted in 8 hours.

A further discounted microchipping day in May 2018 is currently being organised.

Continuing to provide rebates for dogs that are desexed only, microchipped only or trained only may be seen as providing incentive for owners to contravene these new laws.

This report recommends a simplified approach by reducing the number of registration classes and should encourage dog owners to have their dogs both desexed and microchipped to be eligible for reduced fees. It proposes no change to the maximum registration fee which is to remain at $80.00 for the forthcoming financial year.

**Standard Dog**
A Standard Dog is a dog that is both desexed and microchipped. The Board has recommended that a discount of 50% shall apply to a Standard Dog.

**Non-Standard Dog**
A Non-Standard Dog is one that is not desexed or microchipped. A dog that is only desexed (and not microchipped) or only microchipped (and not desexed) will be classed as a non-standard dog. The full registration fee will apply in these cases which is recommended to remain at $80.00.
Concession Card Holders
A discount of 50% shall apply to the holder of a current concession card and the rebate shall be applied after other rebates have been calculated as is the present case. DACO will have the ability to verify the status of a concession instantly through an interface with government databases.

In line with the recommendations of the Board, the holder of the following concession cards will be eligible for the concession discount.

- Department of Veteran Affairs – Gold or White Card
- Pensioner Card
- Senior Health Care Card
- Health Care Card

All concessions, except the Health Care Card, will be a permanent concession. The Health Care Card is a temporary concession, owners will be required to validate the details each registration year.

Transfer of Registration Fee
Previously, a transfer of registration fee has been set where a currently registered dog is transferred into the Council Area. This fee was to recognise some of the administrative work required. Following the transition to DACO, dog owners will have the ability to update most information themselves online, including their residential address which the government expect to reduce the administrative burden on councils. As such, DACO will not have the ability to charge a transfer fee so this fee becomes redundant.

Replacement Registration Disc Fee
Previously councils arranged for the purchase and initial issuing of plastic registration discs for the financial year as well as providing replacement discs for a nominal fee.

As of 1 July 2018, the State Government will manage the issuing of dog registration discs via DACO. Dogs will be issued a ‘lifetime’ tag number and owners will have the option to purchase a lifetime tag (presumably metal) through DACO or transpose the dog registration number onto a tag of their choice.

As such, councils will no longer issue dog registration discs, so this fee has been removed.

Training Rebate
The Board no longer provides a recommendation or guidance about the training rebate for dog registrations and has left it to individual councils. Traditionally a 10% rebate has been provided to give incentive to owners to have their dog obedience trained.

Consultation with other councils has disclosed that some councils will no longer provide a training rebate. Officers believe that Council should continue to encourage dog owners to attend obedience training by providing a discount on the registration fee. The rebate is calculated as a percentage of the maximum fee.

Following consultation with a local veterinarian and dog trainer, the following standard has been determined in order to be eligible for the training rebate, Council officers must be satisfied that the dog has been trained to an appropriate level and can:
• Walk on a loose lead in a distracting or unfamiliar environment; and
• Recalls on command while off lead in an unfamiliar environment; and
• Sit, drop and advanced stay on command; and
• Remains calm and easily controlled around other people and other dogs; and
• Displays greeting manners.

Once the dog demonstrates that it meets these requirements it will be deemed to be trained for life, or until Council Officers form the view that the dog no longer meets these standards.

To encourage attendance at puppy pre-school classes, it is proposed that Council will continue to provide a training rebate for the first year of registration to owners that have completed puppy pre-school.

**Working Livestock Dog**
The changes to the laws now recognise working livestock dogs as those that are kept primarily for the purpose of herding, droving, protecting, tending or working stock. It is proposed to continue to provide a set fee for registering working livestock dogs.

Working Livestock Dogs are exempt from the desexing requirements.

**Dog Management Fund**
Importantly, the State Government has increased the mandatory contribution that councils are obliged to pay to the State Government (via The Board) from each dog registration. For rural councils, which includes The Barossa Council, this contribution has increased from 10% to 12% (and from 20% to 24% for metropolitan councils).

This increase is to fund the ongoing maintenance of DACO.

A summary of the dog registration classes and associated fees are provided in the following table.

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Regular</th>
<th>Concession</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Dog (Desexed &amp; Microchipped)</td>
<td>$40</td>
<td>$20</td>
</tr>
<tr>
<td>Standard Dog (Desexed, Trained &amp; Microchipped)</td>
<td>$32</td>
<td>$16</td>
</tr>
<tr>
<td>Non-Standard Dog (Full Registration)</td>
<td>$80</td>
<td>$40</td>
</tr>
<tr>
<td>Working Livestock Dog</td>
<td>$23</td>
<td>$23</td>
</tr>
<tr>
<td>Racing Greyhounds (Registered with Greyhound Racing SA)</td>
<td>$23</td>
<td>$23</td>
</tr>
<tr>
<td>Assistance Dogs</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>Late Registration Renewal Fee (if paid after 31 August)</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>Dog Business Registration (per dog)</td>
<td>$80</td>
<td>$80</td>
</tr>
<tr>
<td>Dog Business Registration (per Greyhound)</td>
<td>$23</td>
<td>$23</td>
</tr>
</tbody>
</table>

**Other Fees**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Impound Fee</td>
<td>$70.00</td>
</tr>
<tr>
<td>Plus Daily Sustenance Fee (Per day or part thereof)</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

**Rebates**

| Standard Dog Rebate (Both Desexed and Microchipped) | 50% |

307
<table>
<thead>
<tr>
<th>Rebate Type</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Rebate (Applicable in addition to Standard Dog Rebate only. Calculated as a percentage of maximum fee)</td>
<td>10%</td>
</tr>
<tr>
<td>Puppy Training Rebate (As above, for first year of registration only)</td>
<td>10%</td>
</tr>
<tr>
<td>Concession Rebate (Maximum of two dogs)</td>
<td>50% of fee otherwise payable</td>
</tr>
<tr>
<td>Partial Year Rebate (New registrations after 1 January only)</td>
<td>50% of fee otherwise payable</td>
</tr>
</tbody>
</table>

**Breeders**

New laws will provide further regulation to the breeding and sale of dogs and cats. An information sheet is provided as [Attachment 3](#).

Anyone who intends to breed dogs (or cats) will need to register as a breeder via DACO in order to obtain an exemption from the desexing requirements. This also applies in cases of breeding of pet dogs or cats at home.

The Board has indicated that it will manage compliance activities for breeders as well as setting and receiving associated fees.

**Partial Year Registration Rebate**

A partial year rebate is currently offered for new registrations after 1 January. This rebate acknowledges new ownership and provides incentive to new owners registering their recently acquired dogs during the second half of the registration year. This rebate is applied after all other applicable rebates have been applied and is currently set at 50% of the fee otherwise payable. It is proposed that this rebate remains at 50% for 2018/19.

**Conclusion**

The proposed new dog registration fee structure provides no changes to the maximum registration fee.

The legislative changes require mandatory microchipping of all dogs and the mandatory desexing of all new generation dogs over 6 months of age from 1 July 2018.

Mandatory desexing will not apply to dogs born before 1 July 2018. In these circumstances, owners who elect not to have their dogs desexed will incur a slight fee increase under the proposed fee structure.

The revised and streamlined approach is designed to further encourage dog owners to have their dogs both desexed and microchipped, in line with the requirements of the State Government, in order to be eligible for a cheaper registration fee.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Attachment 1: Correspondence – Dog and Cat Management Board
Attachment 2: Extract of Minutes of February 2017 Council meeting
Attachment 3: Information Sheet – Breeding and Selling

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

Community Plan
Corporate Plan

4.7 Address nuisance and environmental risk such as animals, vermin, pest control, illegal dumping on public land and fire prevention.

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

6.10 Embed a culture of continuous improvement across Council, with tools, processes and systems being used to achieve business efficiencies and customer service improvements.

6.11 Maximise the use and integration of Information and Communications Technology systems to enhance external and internal customer service outcomes.

Legislative Requirements

Section 26, Dog and Cat Management Act 1995
Dog and Cat Management Regulations 2017.

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial Considerations

The incoming legislation requires owners to desex and microchip their dogs, which when combined with Council’s obligation to provide a 50% rebate for a Standard Dog, will have financial impacts for Council’s registration fee revenue and subsequently revenue of the Board.

It is anticipated that over time the percentage of microchipped and desexed dogs will increase substantially resulting in a reduction in income being received in future years and will impact many councils.

Forecasting dog registration revenue taking into account the new laws is difficult. The following graph is provided as an indication of the estimated trend. Council will need to consider its fee structure closely in the future to take this into account and officers will closely monitor revenue during 2018/2019 to gauge actual impact of the new laws.
Council is obliged to pay 12% of every dog registration to the Board. It is anticipated that this mandatory contribution will rise from $20,066 in 2017/18 to an estimated $25,200 for the 2018/19 financial year. The increase is to fund the ongoing maintenance of DACO.

Following the introduction of DACO, Council will no longer issue registration renewal notices or dog registration tags to dog owners, saving an estimated $6,000 in printing, postage and registration tags.

**Resource Considerations**

The Board predicts that the introduction of DACO will streamline dog registrations; the full impact on Council resourcing (either positive or negative) is still unknown.

**COMMUNITY CONSULTATION**

Consultation is not required under policy or legislative requirements.
Ref: DEWNRD-00012829

Mr Martin McCarthy
Chief Executive Officer
The Barossa Council
PO Box 867
NURIOOTPA SA 5355

Dear Mr McCarthy

In the past year, changes to the Dog and Cat Management have commenced, which impact on setting dog registration fee setting. This correspondence sets out issues your council should consider, in setting dog registration fees for the 2018-18 dog registration year.

From 1 July 2018, dog owners will be able to pay their dog registration fees through the new Dogs and Cats Online (DACO) system. This will require councils to make a number of active decisions.

Please review the attached information and share with the relevant officers in your council. These may include finance, IT, customer services as well as your regulatory service teams.

Please also keep the checklist we have provided. This contains a useful summary of decisions to be made and tasks to be completed, as DACO is implemented.

Issues for your council to consider include:

1. Are you happy to join the approach adopted by most SA councils or will you require a local solution. The latter may involve resourcing issues for you.

2. Setting Dog Registration and other Fees, through DACO.


4. Administrative Fees for transferring a dog to a new council area.

5. Remitting fees to the DCM Board: proposed process.

6. Cat Registration options.

DACO will provide significant opportunities for councils to find efficiencies and save money, while improving services to your community.

Working through the issues raised in this correspondence will enable you to tailor service-provision and resourcing issues to the needs and capacity of your council.

Yours sincerely

Dr Felicity-ann Lewis
Chairperson
Dog and Cat Management Board
Attachment 1

Council discretion vs State-wide consistency.

As a result of the changes commencing on 1 July 2017, councils now have complete discretion to set dog registration fees, the discounts you will offer and what evidence is required before a discount is given. Councils no longer need approval from the Minister.

Each year, DACO will enable each council to set their fee categories, to set the fee for each category and to determine what discounts it offers. DACO will also enable councils to decide when late fees apply, etc.

However, in designing and building DACO, we have had to make some decisions requiring a consistent approach, throughout the State. In these areas, councils can still elect to take a divergent approach. However, if a council wishes to charge a fee that DACO is not able to automatically manage, Council will need to manage these transactions at their front counter. These issues are set out below.

Setting Fees through DACO.

DACE includes a check-box for all of the dog registration fee and discounts categories currently in use in SA. This includes the following:

- Training
- Concession (only DVA Gold, DVA White, Senior Health, Health Card, Pensioner)
- Microchip
- Desexing
- Working dog
- Greyhound racing
- Dog business
- Immunisation
- Assistance
- Dog Business

Once each year, councils will be prompted to determine:

- Which fee categories they will offer (eg for Microchipped dogs, microchipped and desexed (ie a Standard Dog), microchipped, desexed and trained, etc. Recent changes to the Dog and Cat Management Act mean that councils could have as few as two categories (ie a Standard and Non-Standard Dog).

  - To set a dollar amount for each fee category.
  - To decide the size of each discount.
  - To set other fees contemplated by the Act (eg Late fees, Impounding fees.)

See a mock-up of the relevant page in DACO, in Attachment 3.

Note that councils do not need to set a fee in each possible category. The only dog registration categories that must be offered are:

- Entire, un-microchipped dogs (ie a 'Non-standard dog').
- Desexed and Microchipped dogs (ie a 'Standard dog' – should be 50% of the fee of a non-standard dog).
- Dog kennel or breeder business (section 35)
- Assistance dogs (which must be free).
Councils will be able to choose as many of the additional categories as they wish, to suit their local communities.

**Discounts for Centrelink Concession Card Holders**

Most councils offer dog registration discounts for concession card holders. We estimate that 20-30% of dog owners are concession card holders.

Currently, no council in SA operates a dog registration system that enables such a concession card holder to pay their registration fees online. Therefore, most payments for new dog registrations, where the owner is a concession card holder, are made at the council’s front counter or over the phone.

DACO will enable concession card holders to verify their status instantly, online. Once verified, DACO will then charge the owner the relevant discounted dog registration fee, for that person. This will result in significant reductions in the number of transactions that council staff must process over the counter.

DACO will not retain information from Centrelink. DACO, through the interface with Centrelink, will merely verify that, on the date of the transaction, the owner was entitled to a concession.

Centrelink will verify if the dog owner is entitled to the following concessions:

1. DVA “Gold” Card
2. DVA “White” Card
3. Pensioner Card
4. Senior Health Card
5. Health Card

Councils can choose which concessions they wish to offer, from this list.

All concession statuses will be permanent for that owner, except the "Health Card" (which is the card used by most unemployed people), which will require the owner to re-validate the details each registration year, in order to keep the discount.

Councils may also decide to offer additional concessions. However, DACO will not be able to process these, without the assistance of council staff. Applicants will need to speak to someone at their council about their eligibility for any other concession categories, offered by the council and have their registrations processed with the assistance of council staff.

Council officers will have the power to indicate on DACO, that they have granted a particular dog owner concession status.

Councils should therefore make a decision about which concession card categories they will offer discounts for. The Board recommends that each council offer the Centrelink concessions, set out above. Councils are entitled under the Act, to offer additional discounts. If a council wishes to offer additional discounts, they should consider the resourcing issues, for customer-facing staff.

**Administrative Fees for transferring a dog to a new council area.**

Currently, many councils set a fee to transfer dog owners and/or to enable an owner to transfer their registration from one council area to another. These fees recognise the administrative work required by council officers, to effect the process as well as the costs associated with providing owners with new dog discs for their council.
After DACO commences, owners will update most information, themselves. Owners will record a change of address and, if they sell a dog, they will record the contact details of the new owners on DACO. DACO will send the new owner an email, requested they log in and provide the details required. This has provided the opportunity to provide Lifetime registration disc numbers, so that a dog registered in one council can retain the same dog disc number when they move to another council. This will largely eliminate the need to issue a new disc upon moving councils.

Therefore owners, through DACO, will self-manage transfer processes, and as such DACO will not charge a transfer fee.

By making this process free and as easy as possible, we hope to maximise the number of people who keep their records up to date. This makes DACO a more useful tool, for animal management officers in the field.

Some owners will still come into council offices, call or correspond with their council. Under the Act, Councils are still entitled to set (or retain) a transfer fee. However, DACO will not collect transfer fees. If council decides to retain a transfer fee, they will need their own business procedures, to manage the process.

Remitting fees: proposed process
The new Dog and Cat Regulations provide that if council collect any dog registration fees, they must remit 12% (24% for metropolitan councils) to the Board. If the Board (through DACO) collects any dog registration fees, it must remit 88% (76% for metro) to the relevant council.

These Regulations reflect that, no matter how easy the DACO system is to use, a small percentage of owners will still want to attend their council offices and interact with a person. We hope this percentage will reduce over time, as people become more IT-savvy, more comfortable with online transactions and more aware of DACO's functionality. Therefore councils will still collect a proportion of dog registration fees.

From 1 July 2018, DACO will become the dog register for each council and the official record of all transactions. If a person pays their fee at the front counter of a council, for example, the council officer will record these details in DACO.

Council finance managers have been concerned that, if councils are collecting a pool of dog registration money, council will no longer have their own register to reconcile the payment against. The Local Government Financial Managers Group has proposed an alternative, hopefully simpler, system:

- Council staff will still assist customers who visit council offices to make dog registration payments.
- Council officers will enter data directly into DACO. Officers will also assist customers to make payments directly into DACO (eg by credit card, Bpay, etc).
- If the dog owner pays by cash or cheque, council will accept the payment, as the agent of the DCM Board. This will be indicated in DACO.
• Councils will then transfer 100% of dog registration payments received to the Board. Payments made should equal the total of the individual cash & cheque payments made at council offices (and already recorded in DACO).

• On a regular basis, the Board will remit to each council’s their statutory percentage of:
  o payments made by owners directly into DACO; plus
  o the 100% collected at council from councils and subsequently send to the Board.

NB The statutory percentage is 88% for rural councils and 76% for metro. Payments will be made five times a year. Monthly for the first quarter of the dog registration year (July, August & September) and then after quarter 2 (December) and after quarter 4 (June).

The Board supports this approach.

**Cat registration**

DACO can be used to manage cat registration, if a council elects to adopt this option. Using DACO for this purpose is simply a matter of clicking the appropriate buttons and setting a fee.

Note that, to introduce a cat By-law, Councils will first need to pass appropriate By-laws.

Importantly, by serving as the state’s cat microchip register, councils will gain useful insight into the cat ownership profile for their council and the number of cat owners that ‘do the right thing’ and adhere to The Act by microchipping and desexing their cats. This information may prove useful for your council when considering the viability of initiating your own cat registration by-law.
Attachment 2

Checklist
In preparation for the commencement of DACO, we recommend that each council take the following action. Some of these decisions are:

- Traditionally made as part of a council’s budget-setting process; and
- Likely to require a decision by your elected members.

☐ Decide which dog fee categories your councils wishes to offer in 2018-19. We recommend that you use the page from DACO, attached.

☐ Determine a fee, for each dog registration fee category.

☐ Decide whether you will set a late fee and, if so, when this will apply from.

☐ Decide whether you will continue to charge a transfer fee (The DCM Board recommends that these fees be abolished).

☐ Decide which concession cards your council will accept (The DCM Board recommends all of the Centrelink concession cards, listed in this document).

☐ Make decisions about other fees permissible under the DCM Act (eg impounding fees, section 35 dog business registration fees).
Attachment 3

This shows that the council can set the following configurations:

- Whether they charge for dog registrations
- Whether they charge for cat registrations
- Whether they charge a late fee and if so, what the fee is and when it starts to be applied
- Whether their counter staff can waive late fees
- Whether registrations that include uploaded evidence (such as microchip registration and desexing certificates) have to be viewed and approved by the council prior to accepting payment from the customer.

My Council Settings

ADELAIDE CITY COUNCIL

Fee Configuration

<table>
<thead>
<tr>
<th>Enable Dog Registrations</th>
<th>Enable Cat Registrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable Late Fees</td>
<td>Late Fee ($)</td>
</tr>
<tr>
<td>Day of Month Late Fee to be applied</td>
<td>Month Late Fee to be applied</td>
</tr>
<tr>
<td>Enable Counter Staff To Waive Late Fees</td>
<td>Rebate evidence must be provided before accepting payment</td>
</tr>
</tbody>
</table>

The below shows that they can select which concessions they will accept (NB DVA and DVA health card will be added to this list prior to golve). This also shows where they indicate the maximum number of dogs/cats allowed on properties (NB – this will not prevent registrations but will notify council when an owner exceeds this number)

ADELAIDE CITY COUNCIL

Current Fees

<table>
<thead>
<tr>
<th>Codes &amp; Registration Description</th>
<th>Fee per Animal</th>
<th>Effective Date</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Standard (Not desexed &amp; no concessions)</td>
<td>$70.00</td>
<td>01/07/2017</td>
<td>01/07/2018</td>
</tr>
<tr>
<td>Standard (Microchipped/Desexed)</td>
<td>$35.00</td>
<td>01/07/2017</td>
<td>01/07/2018</td>
</tr>
<tr>
<td>Guide Dog</td>
<td>$0.00</td>
<td>01/07/2017</td>
<td>01/07/2018</td>
</tr>
<tr>
<td>Non-Standard (Not desexed &amp; no concessions)</td>
<td>$70.00</td>
<td>01/07/2017</td>
<td>01/07/2018</td>
</tr>
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<td>$35.00</td>
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<tr>
<td>Guide Dog</td>
<td>$0.00</td>
<td>01/07/2017</td>
<td>01/07/2018</td>
</tr>
</tbody>
</table>
This shows what the council fee structure page will look like – they will have to have a line item for each fee type they offer:

This shows how the fee structure is created for a council (NB – this is a work in progress so ‘guide dog’ will be ‘assistance dog’ and there will be mandatory fees e.g. standard and non-standard and assistance and then council can add others that they may wish to add). The maximum they can have include checks for the following configurations:

- concession status
- microchip status
- desexing status
- immunisation status
- training status
- Working dog
- Greyhound racing
- Dog business
- Assistance dog (no dollar fee)
- puppy (dog must be under 6 months)
## Council Fee Structure

**ADELAIDE CITY COUNCIL**

**New Fee Structure**

<table>
<thead>
<tr>
<th>Description</th>
<th>Animal Type</th>
<th>Amount</th>
<th>Effective Date</th>
<th>Expiry Date</th>
<th>Microchipped/Deceased</th>
<th>Immunised</th>
<th>Trained</th>
<th>Concession</th>
<th>Puppy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Standard (not desexed &amp; no concessions)</td>
<td>Dog</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ordinary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard (Microchipped/Deceased)</td>
<td>Dog</td>
<td>0.00</td>
<td></td>
<td></td>
<td>Microchipped/Deceased</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ordinary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guide Dog</td>
<td>Dog</td>
<td>0.00</td>
<td></td>
<td></td>
<td>Microchipped/Deceased</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accredited Assistance Dog</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

S:\DCMB\DCMB\Administration\Correspondence\2017\11. November 2017\Outgoing\241117 Setting Fees all CEOS.docx
7.5.3 GENERAL INSPECTOR - DEBATE

7.5.3.1 2017/2018 DOG REGISTRATION FEES

B6079

Author: Senior General Inspector

MOVED Cr Grossman that Council:

(1) Endorses the schedule of dog registration fees detailed in this report for the 2017/2018 financial year; and
(2) Notifies the Dog and Cat Management Board of its 2017/2018 fee schedule using the required proforma;
(3) Notes the potential for a reduction in dog registration revenue over time, under the impending legislative changes

Seconded Cr Seager

CARRIED 2014-18/953

PURPOSE

To set the schedule of dog registration fees for the 2017/2018 financial year.

REPORT

Introduction

The Dog and Cat Management Board (the Board) has written to Council providing an update on the new legislation and decisions of the Board in relation to the setting of dog registration fees.

This correspondence is provided as Attachment 1.

Discussion

Recent changes to the Dog and Cat Management Act 1995 (the Act) has changed the way that dog registration fees are set by councils; these changes coincide with legislative amendments in relation to the mandatory desexing and microchipping of dogs (and cats).

Previously, councils were able to recommend a maximum registration fee for their area, being under the predetermined fee cap, which then required approval from the Board and the relevant Minister. Approval from the Board and the relevant Minister is no longer required providing that the maximum registration fee is not higher than the pre-determined fee cap.

Whilst the supporting regulations have not yet been passed by Parliament, it is expected that they will provide a requirement that all dogs (and cats) born after 1 July 2018 must be desexed by six months of age, unless an exemption has been provided by the Board.

In addition, a requirement to for all dogs (and cats) to be microchipped by this date is expected.

The legislative changes now requires Council to set a fee for a ‘standard dog’, being one that is desexed and microchipped; and a fee for a ‘non-standard dog’ which applies to all other types of dogs. The Board has provided a recommendation in relation to registration rebates for the 2017/2018 financial year. It is expected that the 50% rebate for a standard dog will be a mandatory provision in the future.

Councils still have the ability to set a range of discretionary rebates for concession card holders, working livestock dogs as well as for dogs that are desexed only and microchipped only. Previously, councils were required to provide mandatory rebates for dogs that were desexed (40%), microchipped (10%) and trained to the required level (10%); which included combinations.

This report recommends that Council maintains the status-quo where possible, in relation to dog registration rebates. If Council moved to the minimum requirements of a standard dog and a
non-standard dog, a large number of dogs which would not be eligible for a standard dog registration fee would be subject to a significant increase in registration fees. Using actual figures from the 2015/2016 financial year, more than half of the 5,129 dogs registered would not be eligible for the standard dog classification.

This approach would provide an additional 12 months for dog owners whose dogs are not currently both desexed and microchipped to make necessary arrangements to ensure that their dog meets the requirements of a standard dog for the 2018/2019 financial year, if they wish to be eligible for a reduced fee.

Although no longer a requirement, it is proposed to continue to provide the following rebates, which is outlined in the table below:

**Desexed, Microchipped and Trained**
A reduced registration fee for dogs that are desexed only, microchipped only and trained only, as well as combinations of each. Whilst only a small number of training rebates are sought, providing incentive for owners to train their dogs is important.

**Concession Card Holders**
A reduced registration fee for concession card holders. Where the concession card is of a temporary nature, the rebate shall apply for 12 month periods. The owner will be required to present the card to Council on an annual basis to continue to receive the temporary rebate.

**Working Livestock Dogs**
322 dogs were registered as working livestock dogs for the 2015/2016 year. These dogs are generally used by rural property owners for the tending or droving of livestock.

**Pro-Rata Dog Registration for first year of registration**
In recent years, Council introduced a pro-rata system for dogs being registered for the first time, part way through the registration year, which essentially provided a ‘user pays’ system for the first year of registration.

This however, provides incentive for some owners to delay registering their dogs with Council and adds complexity for Council’s annual reporting requirements. For the 2015/2016 year, the provision of pro-rata on a month-by-month basis resulted in approximately $10,500 in reduced income being received. Council is believed to be the only council to provide such a system.

To balance the likelihood of a reduction in income in the future, with providing appropriate incentive for owners wishing to register their dogs part way through the year, a revised approach is recommended which provides a 50% rebate on the fee otherwise payable, for any dog registered for the first time, during the second half of the financial year.

Council previously resolved to apply the maximum registration fee of $85.00 for the 2015/2016 year and reduced the maximum fee to $80.00 for the 2016/2017 year as a result of feedback from the community. This report proposes that no changes be made to the maximum fee (or other fees) for the 2017/2018 financial year.

<table>
<thead>
<tr>
<th>2017/2018 Dog Registration Fee Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Previous Class Description</strong></td>
</tr>
<tr>
<td>Full Registration</td>
</tr>
<tr>
<td>Desexed / Microchipped</td>
</tr>
<tr>
<td>Concessional Registration</td>
</tr>
<tr>
<td>Desexed</td>
</tr>
<tr>
<td>Desexed / Concession</td>
</tr>
<tr>
<td>Desexed / Microchipped / Concession</td>
</tr>
<tr>
<td>Desexed / Trained</td>
</tr>
<tr>
<td>Desexed / Trained /</td>
</tr>
</tbody>
</table>
Concession Only
Desexed / Trained / Microchipped Standard Dog - Trained $32.00
Desexed / Trained / Microchipped / Concession Standard Dog - Trained and Concession $16.00
Guide Dog Assistance Dog $0.00
Hearing Dog Assistance Dog $0.00
Microchipped Non Standard Dog - Microchipped Only $72.00
Microchipped / Concession Non Standard Dog - Microchipped and Concession Only $36.00
Microchipped / Trained / Concession Non Standard Dog - Microchipped, Trained and Concession Only $32.00
Trained Non Standard Dog - Trained Only $72.00
Trained / Concession Non Standard Dog - Trained and Concession Only $36.00
Trained / Microchipped Non Standard Dog - Microchipped and Trained Only $64.00
Racing Greyhound (One Set Fee) No Change $23.00
Working Dog (One Set Fee) Working Livestock Dog $23.00

Other Fees
Replacement Registration Disc $2.00
Transferred of registration from another Council $5.00
Late Registration Renewal Fee Registration renewals paid after 31 August $20.00
Impound Fee $70.00
Plus Daily Sustenance Fee Per day or part thereof $15.00

Rebates
Desexed Rebate 40%
Training Rebate 10%
Microchipped Rebate 10%
Concession Rebate 50%
First Year Registration Rebate 50% of fee otherwise payable. New registrations only from January 1 50%

Conclusion
Impending legislative changes will alter the way in which dogs are classified for registration purposes in the future. Given that these changes have not yet come into effect, a transitional approach is recommended to provide owners sufficient time to desex and microchip their dogs to meet the requirements of a standard dog (and be eligible for the reduced fee) for the 2017/2018 if they wish to receive a cheaper registration fee.

This report recommends minor changes to the descriptions of dog registration classes to align with the impending legislative changes.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Correspondence – Dog and Cat Management Board
How We Work – Good Governance

6.10 Embed a culture of continuous improvement across Council, with tools, processes and systems being used to achieve business efficiencies and customer service improvements.

6.11 Maximise the use and integration of Information and Communications Technology systems to enhance external and internal customer service outcomes.

Legislative Requirements
Section 26, Dog and Cat Management Act 1995
Dog and Cat (Miscellaneous) Amendment Bill 2016

Financial Considerations

The incoming legislation which will introduce a requirement on owners to desex and microchip their dogs will have financial impacts for Council’s registration fee revenue.

The attached correspondence outlines that the Board has provided a recommendation in relation to registration rebates for the 2017/2018 financial year. It is expected that the 50% rebate for a standard dog will be a mandatory provision in the future.

The draft regulations propose a staged implementation in relation to the desexing requirement which will apply to all new generation dogs from 1 July 2018; and a requirement on owners to microchip all dogs (and cats) prior to this date. Owners who choose not to desex their existing dogs are likely to be subject to the non-standard dog registration fee in the future.

This means, that over time the percentage of microchipped and desexed dogs will increase substantially resulting in a reduction in income being received for many councils. Council will need to continue to monitor its fee structure closely in the future to take this into account.

Council budgeted $212,500.00 in dog registration revenue for the 2016/2017 financial year. Based on 2015/2016 registration figures and the content of this report, revenue of $209,000.00 will be estimated for the 2017/2018 year. A slight reduction is anticipated due to the incoming legislative provisions.

As previously mentioned, the provision of pro-rata on a month-by-month basis for new registrations resulted in approximately $10,500 in reduced income being received. The proposed changes to the rebate for the first year of registration will improve Council’s financial position by approximately $5000.00

Using actual registration figures from 2015/2016, the following table has been provided to reflect the above. Whilst 100% compliance with mandatory desexing and microchipping is not likely, (due to owners being able to seek exemptions from the provisions for breeding or working livestock dogs, for example); it seeks to highlight the situation that councils face in the future under the new legislative changes.

<table>
<thead>
<tr>
<th># Dogs</th>
<th>Fee</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>5129</td>
<td>$85 max</td>
<td>$219,217.00</td>
</tr>
</tbody>
</table>

2015/2016 Figures into new Classes - $80.00 Maximum Fee,

Standard (50 % rebate) 2168 $40.00 $86,720.00
Standard Concession (75 % rebate) Non-Standard 580 $20.00 $11,600.00
Non-Standard Concession (50 % rebate) 1496 $80.00 $119,680.00
Guide Dogs (Free) 549 $40.00 $21,960.00
Working Livestock Dogs 4 $0.00 $0.00
Total 5129 $247,596.00

Assuming 50% Compliance - $80.00 Maximum Fee.
Standard (50 % rebate) 854 $20.00 $17,080.00
Non-Standard Concession (50 % rebate) 748 $80.00 $59,840.00
Working Livestock Dogs 332 $23.00 $7,636.00
Guide Dogs (Free) 4 $0.00 $0.00
Total 5129 $212,196.00

Assuming 100% Compliance at current fees - $80.00 Maximum Fee.
Standard (50 % rebate) 3664 $40.00 $146,560.00
Non-Standard Concession (75 % rebate) 1129 $20.00 $22,580.00
Working Livestock Dogs 332 $23.00 $7,636.00
Guide Dogs (Free) 4 $0.00 $0.00
Total 5129 $176,776.00

Assuming 100% Compliance - $90.00 Maximum Fee
Standard (50 % rebate) 3664 $45.00 $164,880.00
Non-Standard Concession (75 % rebate) 1129 $22.50 $25,402.50
Working Livestock Dogs 332 $27.00 $8,964.00
Guide Dogs (Free) 4 $0.00 $0.00
Total 5129 $199,246.00

Assuming 100% Compliance - $100.00 Maximum Fee
Standard (50 % rebate) 3664 $50.00 $183,200.00
Non-Standard Concession (75 % rebate) 1129 $25.00 $28,225.00
Working Livestock Dogs 332 $30.00 $9,960.00
Guide Dogs (Free) 4 $0.00 $0.00
Total 5129 $221,385

Resource Considerations
The changes to the Act are also expected to result in an increased responsibility on councils to undertake dog and cat management; and with steadily increasing population of registered dogs in the council area is it important to appropriately resource the area to provide an appropriate level of service to the community.

This will be further considered as part of Council’s broader service review.

COMMUNITY CONSULTATION
Consultation is not required under policy or legislative requirements.

8. CONFIDENTIAL AGENDA
If you breed or sell dogs or cats, there are big changes to the law that will affect you. These changes don’t just affect professional breeders, but anyone whose dog or cat has a litter. For full details of the new laws, visit dogandcatboard.com.au

**What are the new rules, and when do they come into effect?**

New laws are coming that require all dogs and cats to be microchipped and desexed. As registered breeders, you will be exempt from this desexing requirement. The new laws are being phased-in over the 2017/18 financial year.

The key dates to remember are:

- **1 August 2017** - New standards and guidelines for anyone who breeds companion animals, including dogs or cats, for sale or trade. These animal welfare rules apply across the board; to professional breeders, people whose dog or cat has an unwanted litter that they intend to sell or exchange, pet shops and anyone selling or trading a companion animal. These guidelines are available from www.dogandcatboard.com.au

- **1 July 2018** - Introduction of mandatory microchipping for all dogs and cats. Introduction of mandatory desexing of all dogs and cats born after this date (registered breeders exempted). New requirements for all breeders to register with the Dog and Cat Management Board. New rules around minimum details to be provided in ads for sale of a dog or cat.

**Desexing and microchipping - your responsibilities:**

From 1 July 2018, if you breed dogs or cats for sale, you must ensure they are microchipped before they are sold (or before they reach 12 weeks of age).

The microchip must be implanted by a qualified person and from 1 July 2018, its details recorded on the new Dogs and Cats Online database.

Unless you are selling to another registered breeder, or working livestock dogs, your customers will be required to desex their new animals by six months of age. There are additional deferrals to allow large breeds to fully develop, but this requirement is something you must inform your clients of as part of the sale.

**Does breeder registration replace council registration?**

No. Council registration funds local dog and cat management services, and provides valuable data on who owns dogs and cats in the local area. Breeder registration helps the Dog and Cat Management Board track who is breeding dogs and cats, in an effort to better manage the industry and shine a light on unscrupulous breeders.

**Does breeder registration replace my dog/cat society renewals or breeder prefixes?**

No.

**Do mandatory microchips replace council registration?**

No. Microchips simply make it easier for your dog or cat to be returned home if lost or impounded.

**How much will breeder registration cost?**

The Dog and Cat Management Board expects to charge a nominal annual fee for breeder registration. This will help fund management activities, shine a light on the industry and help discourage unscrupulous breeders from the trade.

**What are the exemptions to the new desexing rules?**

Breeders registered with the Dog and Cat Management Board are entitled to keep entire animals. Desexing exemptions also apply to working livestock dogs or on medical grounds.

I am a full member of Dogs SA/Governing Council of the Cat Fancy SA/The Feline Association. Does this exempt me from the desexing requirement?

Yes. This exemption can be found in regulation 12(2) of the new rules.

**Does the RSPCA enforce the breeder standards and guidelines?**

The RSPCA will have some role in enforcing the new standards and guidelines, as they do with all animal welfare issues.
Does the RSPCA administer breeder registration?

No. This is managed by the Dog and Cat Management Board.

I am not a pedigree breeder, I have a mixed breed and just want some puppies. Do I have to register as a breeder after 1 July 2018?

Yes. This applies to all dogs and cats, not just pedigree breeds.

I have access to dogs kept on separate properties under “breeder terms”. How do the changes affect me? Do the people who care for these dogs have to register as breeders?

If the dog was born after 1 July 2018, the Dog And Cat Management Board recommends the owner/carer of the dog in question register as a breeder, or joins a pedigree organisation to the required membership level, in order to keep the dog entire.

Which regulations define desexing at the point of sale?

Regulation 18. You can find a copy of the new legislation and regulations at dogandcatboard.com.au

What constitutes desexing?

The law defines desexing as a surgical procedure performed under general anesthetic that renders the dog or cat incapable of reproduction. The Dog and Cat Management Board advocates the removal of the testicles in males, and removal of the uterus and ovaries in females. This is due to the behavioural benefits seen with this type of desexing, as well as the reduced risk of some cancers.

How are the new regulations going to address puppy farms?

Puppy farms thrive in a system with no accountability. Breeder registration, the new standards and guidelines, and point of sale requirements, will shine a light on those operators that do not meet the exacting standards set by most breeders. In time, consumers will come to expect their next dog or cat comes from a registered breeder who supplies contact details, including a current phone number and Breeder Registration Number at the point of sale. Enforcement of the new rules will focus on weeding out unscrupulous operators. Reputable breeders and the general public are encouraged to report advertisements for animals for sale, or giveaway, that don’t meet the new requirements.

I am a member of a pedigree organisation and I want to use my dog or cat as a stud. Do I have to register as a breeder?

No. Dogs SA full members, Feline Association of South Australia and Governing Council of Cats of South Australia members are already entitled to keep their animals entire. If you receive puppies or kittens from that litter, however, and intend to sell them, then you must register as a breeder. Those who are not members of a pedigree organisation who wish to keep animals born after 1 July 2018 entire must register as a breeder with the Dog and Cat Management Board.

How will the new advertising requirements be enforced on sites like Gumtree or community notice boards?

Gumtree is required to operate under Australian law, and works with governments to ensure compliance on other advertisement categories (i.e. listing the odometer reading on cars, builder’s licence numbers, etc.). The Dog and Cat Management Board will work with Gumtree and other providers to ensure that a valid breeder registration number will be a compulsory addition to any advertisement for a dog or cat for sale. Consumer pressure and reputable breeders reporting ads that don’t meet the new standards will be an important step in the fight to end puppy farming.

DACO - Dogs and Cats Online.

The South Australian Government is developing a new online system for all your dog and cat registration, microchip and breeder registration needs. This new Dogs and Cats Online website - DACO - will be launched on 1 July 2018, and brings together data currently held on 68 different council registers and private microchip databases.

Learn more at dogandcatboard.com.au
8.1 CORPORATE AND COMMUNITY SERVICES - CONFIDENTIAL

8.1.1 WILLIAMSTOWN QUEEN VICTORIA JUBILEE PARK - TENDER FOR PROFESSIONAL MANAGEMENT SERVICES

The matter of the agenda item being a tender for the provision of services pursuant to Section 90(3)(k) of the Local Government Act 1999 (“the Act”) being information that must be considered in confidence in order to ensure that commercial in confidence information is not divulged and Council does not disclose information which may prejudice the outcome of the tender or future tenders.

There is strong public interest in enabling members of the public to observe Council’s transparent and informed decision-making. This helps to ensure accountability, maintain transparency of public expenditure, facilitate participation, assist public awareness and allow for the scrutiny of information. Attendance at a Council meeting is one means of satisfying this interest. The public will only be excluded from a Council meeting when the need for confidentiality pursuant to Section 90(2) of the Act outweighs the public interest of open decision making.

In this matter, the reasons that receipt, consideration or discussion of the information or matter in a meeting open to the public would be contraindicated to the public interest are that:-

- The disclosure would unreasonably expose commercial in confidence information provided by tenderers through the tender process and the Council report, attachments, and associated document; and
- The disclosure would give an unfair advantage to a person with whom Council proposes to do business.

On balance, the above reasons which support the need for confidentiality pursuant to Section 90(2) of the Act outweigh the factors in favour of the public interest of open decision making.
RECOMMENDATION

That Council:

(1) Under the provisions of Section 90(2) of the Local Government Act 1999 an order be made that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director Community Projects, Director Development and Environmental Services, Director Works and Engineering Services, Acting Director Corporate and Community Services and the Minute Secretary, in order to consider in confidence a report relating to Section 90(3)(k) of the Local Government Act 1999 relating to the receiving, reviewing and assessing of Williamstown Queen Victoria Jubilee Park – Tender for Professional Management Services being information that must be considered in confidence in order to ensure that Council does not disclose information relating to tenders for the supply of goods, the provision of services or the carrying out of works; and

(2) Accordingly, on this basis, Council is satisfied that public interest in conducting meetings in a place open to the public has been outweighed by the need to keep the information and discussion confidential to prevent the unreasonable exposure of commercial in confidence information provided by tenderers through the tender process and the Council report, attachments and associated documents and to prevent an unfair advantage to a person with whom Council proposes to do business.