NOTICE OF MEETING

Notice is hereby given that the next ordinary meeting of Council will be held on Tuesday 28 January 2020 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 Lange - meeting declared open
1.2 Present
1.3 Leave of Absence
Nil
1.4 Apologies for Absence
1.5 Minutes of previous meetings – for confirmation:
Ordinary Council meeting held on Tuesday 17 December 2019 at 9.00am
1.6 Matters arising from previous minutes
Nil
1.7 Petitions
Nil
1.8 Deputation – 9.30am
Linda Moulle – The Proposed rollout of 5G technology/infrastructure in the Barossa and the scientifically documented health impacts to humans from non-native, non-ionising electromagnetic radiation pollution.
1.9 Notice of Motion
Barossa Valley Vine Patch Quilters - Council Meeting 28 January 2020– copy attached
2. **MAYOR**
   2.1 Mayor’s report – *attached*  

3. **COUNCILLORS’ REPORTS**
   3.1 Nil

4. **CONSENSUS AGENDA**
   4.1 **MAYOR**
      4.1.1.1 Drought in the Barossa

4.2 **EXECUTIVE SERVICES**
   4.2.1 **CHIEF EXECUTIVE OFFICER**
      4.2.1.1 Committee Annual Self-Assessments
      4.2.1.2 Australian Local Government Association – Call for Notices of Motion
      4.2.1.3 Department of Planning, Transport and Infrastructure – Expression of Interest for Use of the Barossa Rail Corridor

4.2.2 **COMMUNICATION AND ENGAGEMENT OFFICERS**
   Nil

4.3 **CORPORATE & COMMUNITY SERVICES**
   4.3.1 **DIRECTOR CORPORATE AND COMMUNITY SERVICES**
   Nil

   4.3.2 **MANAGER COMMUNITY PROJECTS**
   Nil

4.4 **WORKS AND ENGINEERING**
   4.4.1 **DIRECTOR’S REPORT**
   Nil

4.5 **DEVELOPMENT & ENVIRONMENTAL SERVICES**
   4.5.1 **DEVELOPMENT SERVICES**
   Nil

   4.5.2 **ENVIRONMENTAL SERVICES**
   Nil

   4.5.3 **HEALTH SERVICES**
      4.5.3.1 Food Premises Inspection

   4.5.4 **REGULATORY SERVICES**
   Nil
4.5.5 WASTE SERVICES
Nil

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
Nil
6.2 ADJOURNMENT OF COUNCIL MEETING
Nil

7. DEBATE AGENDA
7.1 MAYOR

7.2 EXECUTIVE SERVICES
7.2.1 CHIEF EXECUTIVE OFFICER
7.2.1.1 Review of Community Plan and Supporting Corporate Plan
7.2.1.2 Elected Members’ Training and Development Policy and Plan Review
7.2.1.3 The Big Project Interim Prudential Management Report and Grant Update
7.2.1.4 New Initiative - Disabled Car Parking - The Rex
7.2.1.5 Submission to the Local Government Association on the Proposed Freedom of Information Laws

7.2.2 FINANCE
7.2.2.1 Monthly Finance Report (as At 31 December 2019)
7.2.2.2 Consideration and Adoption of Audit Committee Resolutions

7.3 CORPORATE AND COMMUNITY SERVICES
7.3.1 DIRECTOR CORPORATE AND COMMUNITY SERVICES
7.3.1.1 Review Telephone Switchboard Operating Hours – Principal Office Nuriootpa

7.3.2 MANAGER COMMUNITY PROJECTS/COMMUNITY AND CULTURE
7.3.2.1 Nil
7.4 WORKS AND ENGINEERING

7.4.1 DIRECTOR’S REPORTS

7.4.1.1 The Barossa Trail – Connection to Town of Gawler

7.4.1.2 Naming of Streets – Redeemer Heights Land Division – Nuriootpa

7.4.1.3 Special Local Roads Program (SLRP) – Grant Application – Basedow Road, Tanunda

7.5 DEVELOPMENT AND ENVIRONMENTAL SERVICES

7.5.1 DEVELOPMENT SERVICES

Nil

7.5.2 ENVIRONMENTAL SERVICES

7.5.2.1 Consideration and Adoption of Committee Resolutions – Barossa Bushgardens

7.5.3 HEALTH SERVICES

Nil

7.5.4 REGULATORY SERVICES

Nil

7.5.5 WASTE SERVICES

7.5.5.1 Green Industries Funding – Regional Transport Subsidies and Kerbside Performance Plus Incentives Program

7.5.5.2 Draft Single-Use and other Plastic Products (Waste Avoidance) Bill 2019 Released for consultation

8. CONFIDENTIAL AGENDA

8.1 DIRECTOR DEVELOPMENT AND ENVIRONMENTAL SERVICES

8.1.1 Biosecurity Bill – Stakeholder Feedback Report

8.2 MANAGER COMMUNITY PROJECTS

8.2.1 Santos Tour Down Under

9. URGENT OTHER BUSINESS

Nil

10. NEXT MEETING

Tuesday 18 February 2020 at 9.00am

11. CLOSURE
NOTICE OF MOTION – BAROSSA VALLEY VINE PATCH QUILTERS
B10322

PURPOSE
To debate the notice of motion put forward by Cr Troup to reduce the hire fees for Barossa Valley Vine Patch Quilters

NOTICE OF MOTION RECOMMENDATION
That Council hire the Tanunda Community CWA Hall facility to Barossa Valley Vine Patch Quilters for $55 per hire (being a day).

REPORT
This matter has been before the previous Council and not supported on the grounds of equity across the community. Council officers have responded as per the decisions of Council (17 February 2015 and 15 November 2016) and the fees and charges policy set by Council.

The fee structure was reviewed post the significant upgrades to the associated area and bicycle hub along with minor upgrades to the hall, Council also took on the role of managing bookings.

The notice motion is attached at Attachment 1.

The relevant past information assessed by Council is attached at Attachment 2.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Notice of Motion
Prior Information and Background

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan

- Community and Culture
- How We Work – Good Governance

2.3 Contribute to creating strong and sustainable community networks.
Corporate Plan

6.1 Ensure that the community has access to information regarding the discussions held and decisions made by Elected Members.

Legislative Requirements
Section 188 of the Local Government Act – Fees and Charges Policy

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Approximate cost of notice of motion directly is $1,000 per annum.

The risk impact is others seeking similar rates for hire of facilities all of which will result in greater need for subsidisation of costs by general rates.

**COMMUNITY CONSULTATION**

There is no requirement to undertake any consultation.
The Barossa Council
43-51 Tanunda Road
Nuriootpa SA 5355

7 January 2020

Dear Martin

I hereby provide notice pursuant to Section 13(3) of the Local Government (Procedure at Meetings) Regulations 2000 that I shall move to a motion to hire the Tanunda CWA facility to Barossa Valley Vine Patch Quilters for $55 per hire (being a day).

My rationale for bringing forward this notice of motion is to support a group addressing a sector of our community that is vulnerable and no capacity to generate income and delivers upon Council social inclusion focus.

Having provided the required “at least five clear days” of notice I request that the motions be placed on the agenda for the meeting of 28 January 2020 for the consideration of full Council.

Yours sincerely

Cr Cathy Troup
Councillor
The proposed variances between the original budget and the Mid-year Budget Review are listed on
the operating and capital budget adjustment pages.
The report also includes a quarterly review of the business units showing a high level financial report, new
initiatives and capital expenditure.

**LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN**
- Local Government Act 1999 Sect 123 (13)
- Local Government (Financial Management) Regulations 2011 Regulation 9(1)(b)
- Annual Budget/Business Plan Policy

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**
To enable Council to make effective and strategic financial decisions, a regular up to date high level
financial 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 2014, as per
legislation. This report is advising Council of the financial position as at 31 December 2014 compared to
that budget.

**7.3.3 MANAGER TOURISM SERVICES - DEBATE**

**7.3.3.1 CWA HALL FEE**

**B2895**

**MOVED** Cr Milne that Council approves the following fee schedule for bookings made
by Council on behalf of the Country Women’s Association, Tanunda for the Country
Women’s Association Hall, Tanunda for incorporation into Council’s Fees and Charges
Register:

(1) New users:
   Not for profit:
   - $100 full day
   - $50 per meeting (meeting over 3 hours revert to full day booking)
   
   Commercial:
   - $200 full day
   - $100 half day

   Cleaning fee - $35

(2) Agrees to honour existing community groups fees until end of the 2014/15
    financial year.

**Seconded** Cr Grossman

**CARRIED 2014-18/172**

**INTRODUCTION**
With the development of the new Barossa Cycle Hub, the co-located Tanunda Country WOMENS
Association (CWA) Hall also underwent a small renovation making it an attractive community space
available for hire. With consultation with the CWA, the Barossa Visitor Centre has taken over the
bookings function of the Hall facility on behalf of the CWA group. The fees and charges need to be
approved by Council.

**COMMENT**
With the development of the Cycle Hub, Council staff have worked closely with the Tanunda CWA to
ensure the preservation and promotion of the CWA Hall facility. During consultation it was discussed that
the bookings process and management of the Hall was becoming cumbersome on members time and resources and that the bookings could be more efficient and convenient to community groups if managed by Council at the adjacent Visitor Centre.

On the 4th of December 2014, the CWA Tanunda branch voted unanimously in favour that:
1. The Barossa Visitor Centre/Barossa Council takes over bookings and management of the CWA Hall on behalf of the group commencing on the 1 January 2015.
2. The CWA would receive 10% commission on all Hire and would not pay hire fees for their own meeting use.
3. The Council review hire rates given they had not been reviewed for three years.
4. The Council would maintain the facility including cleaning, air conditioning servicing, electricity and water and minor maintenance.

To provide a more consistent approach across all users, the CWA Hall fees have been reviewed in line with other Council community halls and facilities. It was agreed with CWA, that Council would honour existing community groups current rates for the remainder of 2014/15 financial year. These community groups have been contacted and advised of the new proposed rates to be applied in the 2015/16 financial year.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Council Strategic Plan
1.3 Recreation
1.5 Culture
2.1 Economic wellbeing

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
The projected income for the CWA Hall Hire for the remainder of 2014/15 is $5000 with $2300 in expenses and $15,000 for 2015/16 with $3700 in expenses.

Resource
The Barossa Visitor Centre staff will support the booking process and management of the facility at their current resourcing levels to be reviewed in line with income and demand for the facility.

Risk Management
Risk is managed through the administration of Councils event application process for all bookings. Regular users will be managed by a licence agreement once the documentation is finalised.

COMMUNITY CONSULTATION

The new fees have been agreed in consultation with the Tanunda CWA and communicated to user groups, offering a transition to the new rates in 2015/16. Consultation is not required under policy or legislative requirements.

7.3.4 OTHER COMMUNITY SERVICES - DEBATE

7.3.4.1
CONSIDERATION AND ADOPTION OF COMMITTEE RESOLUTIONS

MOVED Cr de Vries that Council having reviewed the minutes of:
1. Lyndoch Hall Committee
2. Williamstown Soldiers Memorial Hall Committee
3. Williamstown & District Historical Society
4. Barossa Regional Gallery
5. Stockwell Recreation Park
6. Mount Pleasant Soldiers Memorial Hall & Main Street Committee
7. Angas Recreation Park
8. Angaston Management Group
9. Rowland Flat Community Centre Committee
How We Work - Good Governance

- Ensure that the community has access to information regarding the discussions held and decisions made by Elected Members.
- Implement compliant and contemporary risk management initiatives.
- Implement strategies for the community to be actively engaged in Council decision making through sound information and communication.

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial and Resources
Service levels for the BLO program have been maintained and will continue to be maintained during the life of the Transition Project. Additional resources have been allocated to enable implementation of the Transition Project as per the resolution from the Council Meeting held 17 May 2016.

Risk Management
All potential risks were identified in a risk assessment conducted prior to commencement of the Project, and mitigation strategies were developed. Any further risks will be assessed as they arise.

COMMUNITY CONSULTATION
Extensive engagement has been undertaken with a range of stakeholders and will continue throughout the Project as detailed in the Communication Plan.

7.3.3.4
VINE PATCH QUILTERS – LICENCE AGREEMENT FEE FOR USE OF TANUNDA COMMUNITY CWA HALL
B4992

MOVED Cr Boothby that Council confirm the prescribed Fees and Charges for the users of the Tanunda Community CWA Hall and require officers to write to the Barossa Valley Vine Patch Quilters with the finalised licence agreement.
Seconded Cr de Vries
CARRIED 2014-18/850

PURPOSE
The Barossa Valley Vine Patch Quilters have formally requested that Council review their Licence Agreement Fee for use of the Tanunda Community CWA Hall.

REPORT
Introduction
Officers are continuing to implement the Lease and Licence Policy and negotiations have extended to the licence agreement for the Barossa Valley Vine Patch Quilters (BVVPQ) and their use of the Tanunda Community CWA Hall (the Hall).

A letter (Attachment 1) was received by BVVPQ on 27 October 2016, requesting that Council review the licence fee proposed in their draft licence agreement (Attachment 2). The fee is consistent with the previous resolution of Council from its meeting on 17 February 2015:

“MOVED Cr Milne that Council approves the following fee schedule for bookings made by Council on behalf of the Country Women’s Association, Tanunda for the Country Women’s Association Hall, Tanunda for incorporation into Council’s Fees and Charges Register:

1) New users:
   - Not for profit:
     - $100 full day
     - $50 per meeting (meeting over 3 hours revert to full day booking)
   - Commercial:
     - $200 full day
     - $100 half day

The Barossa Council Minutes of Council Meeting held on Tuesday 15 November 2016
Cleaning fee - $35
(2) Agrees to honour existing community groups fees until end of the 2014/15 financial year.
Seconded Cr Grossman
CARRIED 2014-18/172"

Discussion
Upon Council taking over management of the Hall, it was realised that there was extreme variability in the fee structure. Some groups were paying minimal fees and some were moderately higher, and it was found that fees were applied in an inconsistent manner across different users. Upon consultation with the Tanunda CWA branch at that time, it was agreed that fees were to be consistent, equitable, simplified and increased (they had not been raised/reviewed for many years).

The rationale for fees to be increased at that time was that Barossa Visitor Centre, Cycle Hub and the Tanunda Community CWA Hall are within a high profile and visitation tourism area and was considerate to investment in immediate external areas also affording better access for users.

The adopted fees were applicable to new users immediately. Existing users would have the increased fees implemented in a staged approach, with the new fees applicable for the next financial year (2015/16). However, it was realised there was a significant increase for some users, so it was agreed to implement a 3 year incremental price increase to help users manage the increase and allow for the costs in their own budgets. The cleaning fee is only applied if the facility is not left in a clean state.

A comparison of fees for other hall facilities is provided below:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Community / Not-For-Profit Hire Fee</th>
<th>Commercial Hire Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tanunda CWA Hall</td>
<td>$100 per day</td>
<td>$200 per day</td>
</tr>
<tr>
<td>Angaston Hall</td>
<td>$185 per day</td>
<td>$265 per day</td>
</tr>
<tr>
<td>Curdhatta Park Hall</td>
<td>Not declared</td>
<td>$310 per day</td>
</tr>
<tr>
<td>Lyndoch Hall</td>
<td>Not declared</td>
<td>$237 per day</td>
</tr>
<tr>
<td>Moculta Hall</td>
<td>Not declared</td>
<td>$105 per day</td>
</tr>
<tr>
<td>Mt Pleasant Hall</td>
<td>$136 per day</td>
<td>$250 per day</td>
</tr>
<tr>
<td>Nuligoolpa Hall</td>
<td>$151 per day</td>
<td>$405 per day</td>
</tr>
<tr>
<td>Stockwell Hall</td>
<td>Not declared</td>
<td>$52 per day</td>
</tr>
<tr>
<td>Williamstown Hall</td>
<td>$90 per day</td>
<td>$235 per day</td>
</tr>
</tbody>
</table>

Should an approach be taken to reduce the declared hire fee for Tanunda Community CWA Hall by say 25% to $75 per day, based on year to date hire figures, this would amount to approximately $2,277 per annum that would not be available for maintenance expenses.

The BVVPQ contribute a wonderful amount to the community, both in gifts and fundraising and it is noted that community and non-for-profit groups are already receiving a reduced “community” rate, taking into consideration the elements of their request within their letter. They use the Hall on the second Tuesday and forth Saturday of January – November.

Summary and Conclusion
With consideration to Council’s resolution for fees for the Tanunda Community CWA Hall, Officers recommend that the reduced community / not-for-profit rate be continued to be implemented for all applicable users.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Letter requesting fee review for Barossa Valley Vine Patch Quilters
Attachment 2: Draft Licence Agreement

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan

Infrastructure

Corporate Plan

The Barossa Council Minutes of Council Meeting held on Tuesday 15 November 2016
Vine Patch Quilters
PO Box 209
Nuriootpa SA 5355

The CEO, Mr Martin McCarthy
His Honour The Mayor, Bob Sloane
And All Councillors.

Dear Councillors,
Re: The proposed lease agreement between The Barossa Council and Vine Patch Quilters, as received in September 2016.

At our monthly meeting on Tuesday, 11th October 2016 we, the members of Vine Patch Quilters (VPQ) were extremely concerned to learn that the 20 meetings we hold per annum are now going to cost us $2000 in the 2017 - 2018 financial year. This is a 100% increase from the original fee we paid to the CWA. It is not in line with community expectations in relation to volunteer groups like ourselves. Whilst we are accommodating of a fee, a lift from $1000 pa to $2000 pa is not acceptable.

We highlight the following:

VPQ and Community Inputs

- VPQ established in 1989, is a recreational group, non-profit making organisation, made up mostly of retirees or older women and open to all members of the community. We hire the Tanunda Community CWA Hall for meetings and to share knowledge / education of patchwork and quilting.
- We are not selling retail products for financial gain but we do donate materials and labour to create Gift Quilts of varying sizes for needy people both locally and interstate. Eg:
  Victims of bushfire disasters,
  House fires,
  Financially disadvantaged,
  Barossa Housing Association tenants,
  Heart Kids,
  Little Quilts of Love for parents of stillborn babies,
  Local nursing homes.
- Our bi-annual raffle coincides with the Barossa Vintage Festival and over the years the funds have been used to support local charities eg:
  Carers' Link,
  Young Carers,
  Cancer Council SA,
  A Princess Chair for the Nursing Home,
  Neo-natal table for the Lyell McEwin Hospital
  and to provide materials for our Gift Quilt Initiative.
- VPQ made and donated The Barossa Valley Wall Hanging, which is now on display in The Regional Gallery, to the Community through the Barossa Council.
• VPQ have also bought and donated several poly-tables to the CWA to replace the heavy old wooden tables. These tables were then passed to The Barossa Council as part of the inventory of the CWA Hall.

After meeting in unsuitable halls, we found the CWA Hall suited our purposes admirably. It is a small hall with excellent natural lighting, bright night lighting, power points for machines, storage area, a good kitchen, easy access for our aging members and air-conditioning for when the weather is unpleasant. We have been using this hall for more than 10 years.

VPQ members and other groups lobbied to save the CWA building from demolition. The Barossa Council undertook to find an alternative and could not find any, which is why we believe the CWA Hall has been retained. The Council has obviously found this to be a useful asset but VPQ and beneficiaries will be impacted by this proposed increase.

Some SA councils support recreational groups like ours by allowing them to use rooms at nominal rates or even whole buildings for a peppercorn rent. But we are not asking for that. Every week the Barossa Scrabble and Mah-jong clubs and others are provided a room within the Nuriootpa Library by this Council for no room charge. However, the library venue is not appropriate for VPQ.

We enjoy using the hall and take pride in leaving the premises in better condition than we find them on arrival. We are happy to pay for the Tanunda Community CWA Hall, but the asking rate as per your letter is not fair. Bearing in mind what we do for our community, we ask you to consider our request for a reduced rate for now and in the future.

Without prejudice

[Signature]

Cynthia Richardson. Secretary VPQ on behalf of all members
December

13/12/2019  Leader newspaper interview – New Year’s message
           Meeting with Sue Holt and Annie Atkinson to discuss water shortage
           Lyndoch Christmas Party – Civic welcome and Christmas greeting

14/12/2019  Filming - Off the Couch with Ethan, Warren Reservoir

18/12/2019  Lyndoch Church of England Carols Night – Read Lesson

19/12/2019  Meeting with Concordia Developer & CEO Martin McCarthy

20/12/2019  Meeting Deputy Mayor Leonie Boothby & CEO Martin McCarthy – Project Delivery Strategies

27/12/2019  Meeting Bruno Tate Rosedale - Scenic Road condition

January

14/01/2020  Meeting Nick Champion, Federal Member for Spence & CEO Martin McCarthy – Big Project Update
           Barossa Valley Probus Club presentation

15/01/2020  Barossa Arts and Convention Centre – New Brand Launch

21/01/2020  Officially opening the Ziptrak Stage One for the Santos Tour Down Under 2020
4.1.1 CONSENSUS AGENDA – MAYOR

4.1.1.1 DROUGHT IN THE BAROSSA
B10493

Correspondence has been received from Minister Littleproud and Minister Whetstone regarding my lobbying the Federal and State Government regarding drought impacts in the Barossa.

I await in anticipation of a positive result in the next quarter review as outlined in the response. The correspondence is attached for information.

RECOMMENDATION:
That report 4.1.1.1 be received and noted.
Dear Mayor Lange

Thank you for your correspondence of 27 November 2019 about the impact of drought on the Barossa Council area.

I appreciate your feedback about the Barossa Council’s eligibility for drought support. Your correspondence highlights the complexities of developing criteria for drought eligibility in Australia and how drought might be assessed across a range of diverse regions.

I would like to assure you that each quarter, the Department of Infrastructure, Transport, Cities and Regional Development reviews drought conditions and assesses whether new Local Government Areas (LGA) meet the eligibility criteria under the Drought Communities Programme (DCP) Extension. This assessment takes into account rainfall deficiency and the proportion of the region working in agriculture, forestry and fisheries. It also includes factors such as population, land area and unemployment data.

The Australian Government is currently undertaking a review into the DCP Extension, which will look into the eligibility, methodology and objectives of the program to ensure that all eligible councils receive the appropriate financial support. The review is due to be completed soon. The findings of the review will play a role in determining the allocation of the $50 million discretionary fund to support LGAs impacted by the drought.

You may be aware that on 7 November 2019, the government announced round four of the Building Better Regions Fund would prioritise projects that support drought-affected communities. Evidence to support claims of being a drought-affected locations under this initiative include areas that are drought-declared by the relevant state or territory government, official Bureau of Meteorology rainfall data indicating an extended period without, or significant decline, in rainfall, or demonstrated impact of economic and/or employment decline as a result of drought.

The government is providing $15 million toward rounds 11-22 of the Foundation for Rural and Regional Renewal Tackling Tough Times Together program, which provides grants to not-for-profit and community groups in drought-affected regions. Projects are focused on issues such as reducing social isolation, leadership development and skills training, social and educational participation, and addressing disadvantage. Groups in the Barossa region may wish to apply for this funding if they can identify an eligible project.
The government has a range of assistance measures available to support farmers experiencing hardship, including from drought. This includes the Farm Household Allowance, which is not dependent on where you live, which helps farmers cope with financial pressures while they get back on their feet.

The government also offers drought loans and farm business loans delivered by the Regional Investment Corporation (RIC). Farm investment loans help eligible farmers build and maintain diversity in the markets they supply, and take advantage of new and emerging opportunities across Australia and overseas. Drought loans help eligible farmers prepare for, manage through and recover from drought.

On 7 November, the government announced the RIC would deliver a Small Business Drought loan, up to $500,000 and two years interest free. This product will be available in early 2020.

You can find information about the range of assistance measures at drought.gov.au. More information on assistance is also available at FarmHub via farmhub.org.au.

Thank you for taking the time to share the Council’s views with me. I trust this information is helpful to you.

Yours sincerely

[Signature]

DAVID LITTLEPROUD MP
Mr Bim Lange
Mayor
The Barossa Council
PO Box 867
NURIOOTPA SA 5355

Email: mayor.lange@barossa.sa.gov.au

Dear Mayor,

Thank you for your letter of 27 November 2019 seeking a review of the drought situation in the Barossa and available support from the Commonwealth and State Governments.

Firstly, I acknowledge the impact of the dry conditions on the Barossa Council area, particularly the wine industry in the region and the challenges being faced by growers and businesses. As you state in your letter, the wine industry is a major employer in the Barossa and I note statistics provided in your letter which show almost 8,000 Full Time Equivalent jobs are at risk in the region due to drought.

Under the National Drought Agreement signed in 2013 by the Commonwealth, State and Territory governments there is a range of assistance available for primary producers impacted by drought, regardless of where they are based. Under the agreement, the Government of South Australia committed to the policy of not making drought declarations and not making support for farmers in hardship dependent upon drought declarations. There was a very good reason for this policy. Following the Millennium drought the national farming sector made strong representations opposed to the 'lines on maps' approach to drought assistance which was perceived to have resulted in perverse and inequitable outcomes where some drought-affected farmers missed out on vital support because their farm was on the wrong side of a drought line.

Assistance measures are now available that are responsive to the needs of farmers experiencing hardship and do not require drought declarations. This means farmers can apply for assistance when they need it, without having to wait for state and national committees to be appointed and undertake lengthy investigations into drought conditions, as occurred under the former Exceptional Circumstances program.

As you would be aware, last month the Marshall Liberal Government announced a $21 million Drought Support Program with a range of short and long term assistance measures.
Current support initiatives available include council rate rebates for anyone who is receiving the Farm Household Allowance, the On-Farm Water infrastructure rebate scheme, access to the Rural Financial Counselling Service, the Farm Household Allowance and Drought and Farm Business Loans through the Regional Investment Corporation. None of these measures are limited to areas declared to be drought affected.

I have asked my department, Primary Industries and Regions South Australia, to contact you and discuss available drought support in the Barossa region and furthermore, I’ve attached a Drought Support Guide. I would encourage any grower or business which requires support in the Barossa not to self-assess and contact the 24-hour PIRSA drought hotline on 1800 931 314 for advice.

Additionally, the Government of South Australia’s Family and Business (FaB) Support mentors are also available to assist growers facing hardship in the Barossa region. These mentors have the appropriate skills, knowledge and experience to assist affected farmers in your region.

Thank you for writing to me on this important matter and it is vital Government continues to work with local councils to ensure assistance is available where required.

Yours sincerely

Hon Tim Whetstone MP
Minister FOR PRIMARY INDUSTRIES
AND Regional Development
10/1/2020

Cc: Hon Stephan Knoll MP, Minister for Transport, Infrastructure and Local Government, Member for Schubert

Attachment: South Australian Guide for Drought Assistance
Talk to someone about your health and wellbeing

Beyond Blue
P: 1300 22 4636 | W: beyondblue.org.au
Advice and support for people with anxiety and depression.

Country Health SA - Mental Health Triage Service
P: 13 14 66
A trained mental health clinician can be contacted via this 24-hour service to provide advice or direct people to appropriate services and support.

Emerging Minds
W: emergingsouthsa.com.au/resources
The Emerging Minds Community Trauma Toolkit contains resources to help and support adults and children before, during, and after a disaster or traumatic event — and includes specific drought resources.

Head to Health
W: headtohealth.org.au
24-hour service to provide advice or direct people to appropriate services and support.

Iternwell
W: iternwell.com.au
An online toolkit to help farmers cope effectively with life's challenges and get the most out of every day.

Kids Helpline
P: 1800 555 180 (24-hour service) | W: kids helpline.com.au
Anonymous and confidential telephone counselling for people aged 5 to 18 years.

Lifeline
P: 13 11 44 (24-hour service) | W: lifeline.org.au
Lifeline also has a fantastic PDF resource called the Lifebook for getting through the drought available from pirs.gov.au/drought/health-and-wellbeing-page/

Mentally Fit Eyre Peninsula
W: mentallyfitepcommunity.com
Mentally Fit EP is a project run through West Coast Youth and Community Support to promote the message of mental wellness and promote service availability and promotion, in conjunction with innovative social media and IT accessibility for people across EP.

ReachOut
W: reachout.com.au
ReachOut is a web-based mental health service for young people that provides support and resources.

Regional Access Program
P: 1300 082 196 | W: southaustralianparenthelpline.com.au
Regional Access offers free professional telephone and online counselling 24 hours a day, seven days a week for people 15 years and older living or working in regional South Australia.

South Australian Parent Helpline
P: 1300 594 100 (Weekdays)
The South Australian Parent Helpline is a telephone information service for parents in South Australia.

Find help with finances, farm and livestock

24-hour Drought Hotline
P: 1800 93 13 14
Available for anyone who has questions relating to drought and their individual circumstances, what support is available, or concerns relating to animal health or welfare.

Drought Hub - PFSA website
W: farmers.gov.au/drought
Latest details and contacts on the wide range of services, events and avenues for assistance designed to support farm families, farm businesses and rural communities to prepare for, manage through and recover from drought.

Family and Business (F&I) Support Program
P: 1800 93 13 14 | E: PFSA.drought@sa.gov.au
Family and business support mentors are available to meet, offer an informal chat or connect you to available support.

FarmHub
W: farmhub.org.au
The National Farmers’ Federation FarmHub connects Australian farmers with services and support during tough times, such as drought. There are FAQs to learn more about FarmHub, or explore the information and resources using the links.

Meat & Livestock Australia
W: meatlivestock.com.au
MLA has produced a range of guides and information collected by MLA to assist livestock producers as they head into, manage through and plan to recover from drought.

Natural resources and the environment
W: pirs.gov.au/drought
Natural Resource Management boards can provide technical advice and support on a range of farming and land management issues.

Rural Financial Counselling Service
P: 1800 48 4111 | W: ruralcounselling.com.au
Delivered by Rural Business Support, RFCS provides independent, confidential and professional business support and information for families and individuals involved in farming and small agriculture related businesses. If your farming family is affected by your financial situation, the RFCS is here to help — at no cost to you.

Rural Research and Development Corporations
W: australianjournal.com/drought-support/programs
The Council of Research & Development Corporations have compiled links and current support information for the agricultural sector during the drought.

Sheep Connect SA
W: sheepconnectsa.com.au
Sheep Connect SA has a range of case studies, fact sheets and webinars to help sheep producers manage and plan to recover from drought.

Pest Control
W: farmerswest.com.au
The Sporting Shooters Association of Australia has developed a unique program called SSA Farmer Assist. It provides farmers with easy access to qualified shooters to help them with their wildlife management and pest control duties at no cost.

PestFacts Newsletter
W: pestfacts.org.au
PestFacts Newsletter offers solutions, warnings and reminders for a range of invertebrate pests of all broadacre crops including cereal, oilseeds, pulses and fodder crops.

South Australian Guide for Drought Assistance
December 2019
<table>
<thead>
<tr>
<th>Programs and services for South Australia</th>
<th>Help pay my bills</th>
<th>Low interest loans</th>
<th>Rebates and subsidies</th>
<th>Tax incentives and measures</th>
<th>Waiving rates and charges</th>
<th>General assistance</th>
<th>How much will I receive?</th>
<th>What assistance can be provided?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accelerated Depreciation</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Various</td>
<td>Primary producers can access immediate deductions for the cost of fodder and storage assets. Instant asset write-off for assets less than $20,000. Income tax or activity statement refunds can be claimed. The ATO may also help by allowing you to pay tax debts out of interest, or arranging for tax debts to be paid in instalments. More information: <a href="https://agri.gov.au/agfacts-farm-drought/assistance/tax-relief">agri.gov.au/agfacts-farm-drought/assistance/tax-relief</a></td>
</tr>
<tr>
<td>AGL Assist</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Various</td>
<td>AGL offers eligible farmers who are AGL customers debt relief and the opportunity to register for independent and confidential financial advice from a community-based financial counselor. The program also helps eligible farmers to reduce their energy costs by providing a discount on the upfront cost of an AGL-installed solar PV system. More information: <a href="https://agl.com.au/kmereweet">agl.com.au/kmereweet</a></td>
</tr>
<tr>
<td>Australian Securities and Investments Commission (ASIC)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Various</td>
<td>ASIC may be able to review fees or waive late fees that a company has incurred, or provide alternative payment options for companies affected by the drought and facing financial hardship. More information: <a href="https://management.gov.au">management.gov.au</a></td>
</tr>
<tr>
<td>Buy-a-Bale/Rural-Aid</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Various</td>
<td>Buy-a-Bale/Rural Aid delivers much-needed support in the form of hay and fodder drops, as well as financial assistance in the form of vouchers to drought-affected farmers and communities in South Australia and around Australia. To register for support from Buy-a-Bale, go to: <a href="https://buyabale.com.au/helpcottages.php">buyabale.com.au/helpcottages.php</a></td>
</tr>
<tr>
<td>Family and Business Support (FBS) Support Program</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Nil</td>
<td>Family Support Mentors can meet with primary producers or businesses affected by drought and offer an experienced and independent ear. If needed, the mentors can connect drought affected producers to appropriate programs or services. The program is free and funded as part of the SA Government Drought Support Program. If you or someone you know could benefit from an informal call the hotline, go to <a href="https://programs.gov.au/dpsfs">programs.gov.au/dpsfs</a> for mentor contacts.</td>
</tr>
<tr>
<td>Farm Debt Mediation</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Formally payments plus additional supplements</td>
<td>Farm Debt Mediation enforces a mandatory mediation process before a creditor is able to foreclose on a farming operation. This new service is managed by the Office of the Small Business Commissioner. A charge of $195 for mediation is applied. More information: <a href="https://obsc.org.au">obsc.org.au</a></td>
</tr>
<tr>
<td>Farm Household Assistance (FHA)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Various</td>
<td>The FHA provides eligible farmers and their partners who are experiencing financial hardship with assistance, including income support. You may be eligible for fortnightly payments (e.g. $950 for single with children), plus $12,000 per couple or $7,020 per single (provided over two lump sum payments). Do not self-assess — there have been recent changes to eligibility criteria. More information: <a href="https://agric.gov.au/farm-household-assistance">agric.gov.au/farm-household-assistance</a></td>
</tr>
<tr>
<td>Farm Management Deposits (FMD)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Various</td>
<td>The FMD Scheme allows eligible primary producers to set aside pre-tax income from primary production in years of high income, which can be drawn on in future years. Primary producers can deposit up to $820,000 in FMDs; access their FMD early without losing their taxation concessions if they are affected by drought and offset the interest costs on primary production debt (subject to waive offering FMD loan offset accounts). More information: <a href="https://obsc.org.au/business/first-tiers/policies/farm-mgmt-deposits-policy">obsc.org.au/business/first-tiers/policies/farm-mgmt-deposits-policy</a></td>
</tr>
<tr>
<td>Local Government Rate Rebate</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Up to $7,500 or 60% of council rate notice</td>
<td>A rebate for local government rates is now available for eligible farmers in South Australia, as part of the South Australian Government's expanded Drought Support Program. SA primary producers, who are receiving or eligible for Farm Household Allowance, can receive a rebate of 50% – up to a maximum of $7,500 – for a single rate notice for any of the 2019/20 and 2020/21 financial years. More information: <a href="https://programs.gov.au/drought">programs.gov.au/drought</a></td>
</tr>
<tr>
<td>Multi-perm crop insurance</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Various</td>
<td>A rebate is available for drought affected farmers who invest in urgently-needed on-farm water infrastructure. Eligible farmers can access 50% rebate on new purchases and installation costs for on-farm water infrastructure to help them in the current drought and be better prepared for future dry conditions. Go to: <a href="https://permdrought.org.au/how-it-works">permdrought.org.au/how-it-works</a></td>
</tr>
<tr>
<td>On-Farm Emergency Water Infrastructure Rebate Scheme</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Up to $50,000 or 50% per cent of purchase costs</td>
<td>A rebate for pastoral leases is now available for eligible farmers in South Australia, as part of the South Australian Government’s expanded Drought Support Program. SA primary producers, who have a pastoral lease, are receiving or eligible for Farm Household Allowance, can receive a rebate of 50% – up to a maximum of $50,000 – for a single lease for each of the 2019/20 and 2020/21 financial years. More information: <a href="https://obsc.org.au/business/first-tiers/policies/on-farm-emergency-water-infrastructure-rebate-scheme">obsc.org.au/business/first-tiers/policies/on-farm-emergency-water-infrastructure-rebate-scheme</a></td>
</tr>
<tr>
<td>Pastoral Lease Rebate</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Up to $1,500 or 50% of pastoral lease</td>
<td>Red Cross South Australia is delivering a Drought Recovery program across the drought-affected regions in SA. Regional Red Cross Drought Coordinators are based on the Eyre Peninsula and the mid/upper North regions. The program and coordinators will deliver a range of community-friendly wellbeing, resilience and recovery activities and support, directed at individual farmers and farming families, schools and communities in drought affected regions. RCO provides farm concessional loans up to $5 million. From Jan 2020, loans will be first two years interest free. Can apply at any time. Loans are aimed at supporting farming businesses to prepare for managed, or recovery from drought. More information: <a href="https://redcross.org.au">redcross.org.au</a></td>
</tr>
<tr>
<td>Rural Financial Counselling Service (RFCS)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Loans up to $2 million, 3.11% variable interest rate (no interest first 2 years, no fees)</td>
<td>Delivered by Rural Business Support, the RFCS offers free, independent, confidential and professional business support for primary producers and small related agricultural business owners who are experiencing financial difficulties. The service can help primary producers with information about FHA, FBS loans, Farm Debt Mediation and SA/WA financial assistance applications. Support is also available to help people to prepare for lender meetings, plus business analysis and referrals to other services. More information: <a href="https://ruralresources.org.au/RFCS">ruralresources.org.au/RFCS</a></td>
</tr>
<tr>
<td>Regional Investment Corporation – Drought Farm Investment Loans</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Nil</td>
<td>The SA OWA is working with Rural Business Support to provide financial assistance of up to $3000 to farmers in drought-affected regions. For information on how to apply, call Rural Business Support and talk to a Rural Financial Counsellor. More information: <a href="https://savca.org.au">savca.org.au</a></td>
</tr>
<tr>
<td>Rural Financial Counselling Service (RFCS)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Up to $3,000</td>
<td>The Salvation Army is delivering assistance on behalf of the Australian Government’s Drought Community Support Initiative - Round 2 (DCSI), if you are a farmer, farm worker or farm supplier/contractor, in an eligible local government area, who is doing it tough because of the drought you may be entitled to receive a one-off payment of up to $3,000. Personal support is also available through our network of Rural Chaplains. Go to <a href="https://salvations.org.au/agriculture">salvations.org.au/agriculture</a></td>
</tr>
<tr>
<td>Rural Financial Counselling Service (RFCS)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Up to $3000 via EFT. Can only apply once and from one DCSI provider</td>
<td>Windies is delivering assistance on behalf of the Australian Government’s DCS – Round 2, if you are a farmer, farm worker or farm supplier/contractor, in an eligible area, who is doing it tough because of the drought you may be entitled to receive a one-off payment of up to $5000. Go to: <a href="https://windies.org.au/agriculture">windies.org.au/agriculture</a></td>
</tr>
<tr>
<td>Salvation Army</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Nil</td>
<td>Contact your telecommunication or power service providers, or a Rural Financial Counsellor, to assist with negotiations. Most of these services have hardship policies to allow people who are doing it tough to negotiate payment arrangements.</td>
</tr>
<tr>
<td>Salvation Army</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Various</td>
<td>Contact your telecommunication or power service providers, or a Rural Financial Counsellor, to assist with negotiations. Most of these services have hardship policies to allow people who are doing it tough to negotiate payment arrangements.</td>
</tr>
</tbody>
</table>
4.2.1 CONSENSUS AGENDA – CHIEF EXECUTIVE OFFICER

4.2.1.1 COMMITTEE ANNUAL SELF-ASSESSMENTS
B3342 & B9085

In February 2019, the Governance Advisor reviewed the various Terms of Reference for Council Committees and subsequently incorporated a new clause regarding annual “self-assessment”, which was a Recommendation from the 2017 Auditor-General’s Report “Examination of governance arrangements in local government”. Self-evaluation is considered good practice and not only encourages continuous improvement, but also helps to ensure the committee is fulfilling its objectives and intended purpose.

Council, at its meeting held 19 March 2019, adopted the updated Terms of Reference for the Community Assistance Scheme Committee (CASC) and the associated Self-Assessment tool template. The CASC undertook its first self-assessment in November 2019.

The Chair of the Audit Committee has required members to undertake an annual self-assessment for the past 11 years, with the most recent completed in October 2019.

The completed Self-Assessments are anonymous and the responses are summarised in a report for the Chief Executive Officer to consider any actions with the Committee where opportunities exist. The CEO has reviewed the summary of responses, with no follow up action required.

The summary of responses from the CASC and Audit Committee Self-Assessments are attached.

RECOMMENDATION:
That report 4.2.1.1 be received and noted.
Summary of Annual Self-Assessment of Committee Performance

COMMUNITY ASSISTANCE SCHEME COMMITTEE

Rating 1 to 5 (1 = strongly disagree; 2 = disagree; 3 = neither disagree or agree; 4 = agree; 5 = strongly agree)

<table>
<thead>
<tr>
<th>Statements</th>
<th>M1</th>
<th>M2</th>
<th>M3</th>
<th>M4</th>
<th>M5</th>
<th>M6</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The objectives of the Committee as detailed in its Terms of Reference are appropriate and relevant.</td>
<td>3</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
| 2. The number of Committee members is appropriate to achieve its objectives. | 5  | 5  | 4  | 5  | 5  | 5  | 'Good diversity across elected members and staff’  
"Recently added person now always meet quorum” |
| 3. The Committee collectively has sufficient skills and experience to undertake its duties. | 5  | 4  | 4  | 5  | 5  | 4  | 'Excellent having very senior elected members on committee who have provided good guidance’  
"Regularly do the deep dive and ask question in discussion”  
"I think I am learning so feel my skill set is being developed each meeting, probably not making a big input at the moment” |
<p>| 4. The Committee has sufficient resources to undertake its duties. | 4  | 5  | 4  | 5  | 5  | 4  |          |
| 5. The meeting arrangements (ie frequency, time, duration, venue | 4  | 5  | 5  | 5  | 5  | 5  |          |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>The meeting reports are sufficiently comprehensive and yet understandable for me to make informed decisions.</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>‘More than happy with reports’</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>‘Well done by all staff involved’</td>
</tr>
<tr>
<td>7.</td>
<td>The Chairperson is prepared for our meetings.</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>‘Not for me to say’</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>‘Excellent’</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>‘Always prepared’</td>
</tr>
<tr>
<td>8.</td>
<td>The Chairperson conducts our meetings according to our Terms of Reference.</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>‘Good advice available from staff’</td>
</tr>
<tr>
<td>9.</td>
<td>My Committee co-members contribute to the discussion and determination of agenda items.</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>‘See above comment, I think I am still learning’</td>
</tr>
<tr>
<td>10.</td>
<td>I contribute to the discussion and determination of agenda items.</td>
<td>3</td>
<td>5</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>‘Feeling my way, listening learning and asking questions.’</td>
</tr>
<tr>
<td>11.</td>
<td>The Committee works constructively as a team.</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>12.</td>
<td>The Committee works constructively with others who attend our meetings.</td>
<td>3</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A to date</td>
</tr>
<tr>
<td>13.</td>
<td>The meeting presentations help inform me about various issues.</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>‘Definitely’</td>
</tr>
<tr>
<td></td>
<td>The meeting minutes are well managed (ie accurately prepared, promptly distributed and agreed actions undertaken).</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>14.</td>
<td>The Committee is professionally supported by Council staff.</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>15.</td>
<td>The Committee’s Elected Member representative(s) provide(s) a valuable link between the Committee and the Council for information and advice.</td>
<td>3</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>16.</td>
<td>Overall, the Committee provides an efficient and effective service to Council and should continue in its current format.</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>17.</td>
<td>My suggestions for improving the Committee’s performance, role or functions:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>- As a new Elected Member, at times some background information is required before we can make informed decisions. I understand the difficulty in how much information can be given and over time it will become easier.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- First time on the committee and from everything I’ve seen and witnessed the committee works collaboratively to deliver the best possible service to the public with the limited funds. At times I’ve looked at different events, projects and just wished that greater financial assistance could be provided.</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
### Creating & Running an Effective Committee

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No</th>
<th>M1</th>
<th>M2</th>
<th>M3</th>
<th>M4</th>
<th>M5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you understand and agree with the functions of the Committee as detailed in its Terms of Reference? If not, why?</td>
<td>yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Does the committee collectively have sufficient skills, experience, time and resources to undertake its duties? If not, why?</td>
<td>yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Does the committee work constructively as a team and work well with others attending the meetings? If not, how do you suggest this is addressed?</td>
<td>4</td>
<td>4</td>
<td>yes</td>
<td>5</td>
<td>5</td>
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<tr>
<td>Does the relationship between committee members strike the right balance between challenge and mutuality? If not, please provide comments.</td>
<td>4</td>
<td>4</td>
<td>yes</td>
<td>5</td>
<td>4</td>
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<tr>
<td>Do the meeting arrangements enhance the Committee’s effectiveness (e.g. frequency, timing, duration, venue and format) to allow sufficient time for the discussion of agenda items?</td>
<td>4</td>
<td>4</td>
<td>yes</td>
<td>5</td>
<td>3</td>
<td></td>
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<tr>
<td>Are the reports for each meeting sufficiently comprehensive and yet understandable enough for you to make informed decisions?</td>
<td>4</td>
<td>4</td>
<td>yes</td>
<td>5</td>
<td>4</td>
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<tr>
<td>Are the presentations an interesting and helpful way of informing members about various issues?</td>
<td>5</td>
<td>3</td>
<td>Yes</td>
<td>5</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Are effective minutes prepared, distributed and followed up?</td>
<td>5</td>
<td>5</td>
<td>Yes</td>
<td>5</td>
<td>4</td>
<td></td>
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### Rate 1 – 5

<table>
<thead>
<tr>
<th>Question</th>
<th>Rate 1 – 5</th>
<th>M1</th>
<th>M2</th>
<th>M3</th>
<th>M4</th>
<th>M5</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Members contribute at meetings and work as a team</td>
<td>4</td>
<td></td>
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<tr>
<td>Unfortunately, I have attended to few meetings to be a reliable judge</td>
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<tr>
<td>Balance is right</td>
<td>4</td>
<td></td>
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<tr>
<td>See above. I see that as my role as one of newer members</td>
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<tr>
<td>Meetings are scheduled with sufficient time to discuss agenda items</td>
<td>4</td>
<td></td>
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<tr>
<td>Meeting to consider audited financial statements should be only agenda item.</td>
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<tr>
<td>I don’t think that we meet sufficiently often, but this view may be skewed by my comment above.</td>
<td></td>
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<tr>
<td>Reports are effective for decision making and financial reports are well structured.</td>
<td></td>
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<tr>
<td>As above, but in my limited experience so far, I believe the reporting to be more than adequate.</td>
<td></td>
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<tr>
<td>Presentations from management are informative and regular presentation on key strategy / risk will assist decision making.</td>
<td></td>
<td></td>
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<tr>
<td>As above</td>
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<tr>
<td>Timely distribution</td>
<td></td>
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<tr>
<td>As above</td>
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<tr>
<td>Question</td>
<td>Rating</td>
<td>Notes</td>
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<td>-------------------------------------------------------------------------</td>
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</tbody>
</table>
| How do you rate the overall efficiency and effectiveness of the Committee? Please provide reasons for your ranking | 5 4 10 5 4 | - Well qualified members. Competent back up by staff.  
- Agenda is usually full and all items are discussed during meetings and not held over.  
- The Committee works very well - Collaboratively with a good Chair  
- As above |
| Do staff and members conduct themselves in accordance with high standards of behaviour (eg. Code of Conduct and Corporate Values)? | 5 5 Yes 5 5 | - High Standards displayed  
- Exemplary |
| How do you rate the performance of the Presiding Member in preparing for and conducting the meetings? What are the reasons for your ranking? | 5 N/A 10 5 5 | - Other Committee Members to provide comments.  
- Manages the agenda well, includes all members in discussions  
- Peter shows his experience, ability and care as the chair. Very effective |
| How do you rate the performance of the other members of the Committee in fulfilling their role on the Committee? What are the reasons for your ranking? | 5 4 9 5 4 | - As above  
- Understand the issues being considered and willing to challenge management and staff.  
- Regular attendance, pertinent questions of staff, interest in Council activities  
- Really too soon for me to comment as above. |
| How do you rate your performance as a member of the Committee? What are the reasons for your ranking? | 4 10 4 3 | - Well prepared and allows all members, management and staff to be involved in discussing agenda items.  
- As above (Regular attendance, pertinent questions of staff, interest in Council activities)  
- Minimal Experience (2 meetings)  
- Because I don’t feel as yet that I have been able to pull my weight. |
| How do you rate the performance of the support staff in facilitating the Committee’s role and function? What are the reasons for your ranking? | 5 4 10 5 5 | - Committed and competent  
- Management provide meeting papers on time and usually follow up requests for additional information.  
- Well prepared for meetings, speak to reports very well, good interaction with members  
- Very responsive staff with good behaviours |
| Overseeing Governance, Risk Management and Asset Planning                |        |                                                                      |
| Does the Committee assure itself that the Executive take responsibility for risk identification and control, and give formal assurance through reporting that key risks are being adequately managed? | Yes 4 Yes 5 4 | - Improved focus on strategic risk management with regular reporting to provide greater assurance on risks being  
- Yes, this has been the focus of several discussions. |
| Is the Committee satisfied that there is an effective program in place to ensure that risk management becomes an integral part of the way in which Council conducts business? | Yes 4 Yes 5 4 | - The development and roll out has had greater focus this year with dedicated resource. Culture to be assessed over longer time period  
- Yes, but it is likely a work in progress. |
| Are internal audit findings and recommendations                           | yes 4 Yes 5 | 27 4 | - Implementation of some recommendations requiring extension is |
| Responded to in a timely and appropriate manner? | Yes / No | Adequately explained. Need to expand internal audit beyond financial controls.  
Yes, but early days for me as above. |
<table>
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</thead>
<tbody>
<tr>
<td><strong>Overseeing Financial Reporting and external Audit</strong></td>
<td><strong>Yes / No</strong></td>
<td></td>
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</tbody>
</table>
**Does the Committee review the work of the external auditor?**  
Yes Yes Yes Yes -  
- Annual work plan reviewed. The performance of external auditor needs to be formally assessed  
- No doubt we will when the opportunity arises with the ’19 financials |
| **Does the Committee review and discuss the external auditor’s management letter?** | Yes Yes Yes Yes - |  
- Track through Action Item reporting  
- No doubt we will when the opportunity arises with the ’19 financials |
| **Is the Committee effective in managing and monitoring the relationship with the external auditor?** | Yes Yes Yes Yes - |  
- Audit management letters and annual in-camera discussion is effective.  
- No doubt we will when the opportunity arises with the ’19 financials |
| **General** |  |  
Do you have any suggestions for improving any aspect of the Committee’s performance, role or functions?  
- No.  
- Noted in above comments. Also need to consider appropriate induction and training for new Committee Members  
- None – a very well-run committee  
- No  
- Continue to focus on risk.
4.2.1 CONSENSUS AGENDA – CHIEF EXECUTIVE OFFICER

4.2.1.2 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION – CALL FOR NOTICES OF MOTION

B560

Correspondence has been received from the Australian Local Government Association calling for Notices of Motion under the theme of "Working Together for our Communities" for the upcoming National General Assembly in 2020.

This theme acknowledges the need to come together and with other partners, including the Federal Government, to deliver for our communities.

The correspondence and discussion paper are attached for information.

RECOMMENDATION:
That Report 4.2.1.2 be received and noted.
29 November 2018

The Barossa Council
PO Box 867
NURIOOTPASA 5355

To the Mayor, Councillors and CEO (please distribute accordingly)

The Australian Local Government Association (ALGA) is now calling for Notices of Motions for National General Assembly 2019 (NGA).

The NGA will be celebrating 25 years in 2019! Over the last 25 years, the NGA has provided a platform for Local Government to address national issues and lobby the federal government on critical issues facing our sector.

The theme for the 2019 NGA is 'future focused', this theme acknowledges that the assembly will be held after a federal election and we need to come together as a sector to ensure our voice is heard by the incoming government to deliver in collaboration for our communities.

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

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

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

1. be relevant to the work of local government nationally;
2. be consistent with the themes of the NGA;
3. complement or build on the policy objectives of your state and territory local government association;
4. be from a council which is a financial member of their state or territory local government association;
5. propose a clear action and outcome; and
6. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be lodged online at alga.asn.au no later than 11:59pm on Friday 29 March 2019.

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

Adrian Beresford-Wylie
ALGA CEO
4.2.1 CONSENSUS AGENDA – CHIEF EXECUTIVE OFFICER

4.2.1.3 DEPARTMENT OF PLANNING, TRANSPORT AND INFRASTRUCTURE – EXPRESSION OF INTEREST FOR USE OF THE BAROSSA RAIL CORRIDOR
B10091

Correspondence has been received from the Department of Planning, Transport and Infrastructure outlining that the consortium bid has been unsuccessful and the process abandoned under the terms of the expression of interest.

At this time I have informed all consortium partners and sought feedback as outlined in the correspondence. This feedback session at the time of writing this report has not yet been set.

The correspondence is attached for information.

Further information has been released by the Minister in the attached media release, when additional information comes to hand it will be reported to Council.

RECOMMENDATION:
That report 4.2.1.3 be received and noted.
Dear Martin,

**USE OF THE BAROSSA RAIL CORRIDOR**
**CONTRACT NO. 19C492**

I refer to your Expression of Interest for the above. Following assessment of the submissions received all proposals were considered to require substantial support from Government, almost certainly including a call on taxpayer funds and/or assumption of risk.

As a result it has been determined that the process will be abandoned in accordance with Part A, Clause 1.5 of the EOI.

Your interest in this invitation and your efforts in preparing your response are appreciated.

If you wish to receive feedback regarding your response, you can attend a supplier debriefing session.

Please provide written advice to Mr John Fitzgerald at john.fitzgerald@sa.gov.au within 30 days of the date of this letter to arrange a debriefing. Please also provide any specific questions you have at this time.

Thank you for submitting an interest.

Yours faithfully,

John Fitzgerald

**SENIOR STRATEGIC PROCUREMENT ADVISOR**
**DEPARTMENT OF PLANNING, TRANSPORT AND INFRASTRUCTURE**

09 January 2020
Barossa rail corridor to be preserved as EOI process fails to identify viable long-term use

Following detailed consideration of five Expressions of Interest (EOI) for the use of the Barossa rail corridor in August last year, the State Government has concluded none of the proposals, which included passenger and tourist rail services, warrant further development.

Instead, the rail corridor will continue to be owned and preserved by the Government.

Five submissions were received, and the subsequent impartial, evidence-based assessment concluded that none demonstrated the mandatory evaluation criteria.

Further, no proposal put forward a concept which was considered to have a reasonable prospect of long-term viability.

The assessment also concluded that all submissions would require substantial support from Government, almost certainly calling on significant and prohibitive amounts of taxpayer funds or assumption of risk.

Notwithstanding this conclusion, the Government will further engage with The Barossa Council on some elements of its submission and more broadly on potential future uses, should this be of interest to Council.

“The State Government has undertaken a comprehensive process to call for and assess proposals for the use of the Barossa rail corridor,” said Minister for Transport, Infrastructure and Local Government Stephan Knoll.

“Of five submissions received, none presented a sufficiently well-formed concept which stacked up in the long-term.

“All submissions lacked the required detail and failed to meet the mandatory evaluation criteria, and did not provide sufficient persuasive evidence of the outcomes and benefits of their proposals which would warrant further development.

“Included were proposals for passenger and tourist rail services, but none of these were viable without imposing significant costs on South Australian taxpayers.

“The last time passenger train services operated in the Barossa was 1969 – the same year as the first moon landing.

“The reason this passenger service was discontinued and has not been reinstated since is because it just doesn’t stack up and the cost to run it is too prohibitive.

“The use of this corridor will remain a long-term consideration for the State Government, which is why we will continue to own and preserve the rail corridor, but it is certainly not a priority.
“Having said that, we will be working with the local council to explore some aspects of their proposal that could open up use of the corridor.

“This includes potential shared use benefits of the preserved corridor, and other projects which could provide long-term benefits for the local community.”

As a result of these findings, the EOI process has been abandoned and works at Kroemer’s Crossing will continue to provide for the removal of existing rail infrastructure in consultation with Genesee & Wyoming Australia.
4.5.3 CONSENSUS AGENDA - HEALTH SERVICES REPORT

4.5.3.1 FOOD PREMISES INSPECTIONS

During the month of December 2019 the following food businesses were inspected for their compliance with the Food Act 2001. These assessments are undertaken using the Australian Food Safety Assessment (AFSA) system. This system was developed in South Australia and was adopted by the majority of councils in the state.

- Miles Deli – Reinspection
- Vintner’s bar & Grill – Reinspection
- Rehn Bier – Routine inspection

FOOD STALL INSPECTIONS

- The Coffee Pot
- Holden Hill Farmers Bakery
- Raj’s Taste of India
- Pebbly Range Beef
- Frantic Whisk
- Schmied Enterprises
- The Bucket Project
- The Almond Block
- Bonney Flat Poultry
- The Kumauatery
- Jo and Maria’s Bakehouse
- Crazy Food lady
- Lucy’s Foods
- Sams St Agnes Fruit and Veg
- Barossa Valley Ice Cream
- Barossa valley Cheese Company
- Gumeracha
- DJ’s Citrus

FOOD RECALLS (B9106)

- David Jones Confectionary
- Chocolate coated almond clusters
- Chocolate coated peanut and caramel clusters
- Sriracha Hot Chilli Sauce – 17oz and 28oz
COUNCIL OWNED ASSETS

- Eden Valley Caravan Park
- Nuriootpa Soldiers Memorial Hall
- Williamstown Recreation Park
- Williamstown Pool
- Williamstown Hall
- Williamstown RSL
- Moculta Soldiers Memorial Hall
- Moculta Recreation Park
- Tanunda Community CWA Hall

RECOMMENDATION:
That the report items 4.5.3.1 be received.
7.1 DEBATE AGENDA – MAYOR

7.1.1 REVIEW OF ORDERS UNDER CONFIDENTIALITY PROVISIONS OF THE LOCAL GOVERNMENT ACT 1999 – RELATED TO PREVIOUS PERFORMANCE REVIEW AND CONDITIONS OF CONTRACT FOR THE CHIEF EXECUTIVE OFFICER (CEO)

B7322

PURPOSE

Any order made by Council that operates for a period of 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) are due for review.

RECOMMENDATION

That Council in compliance with Section 91(9)(a) of the Local Government Act (Act) and having reviewed the confidentiality orders of:

- 16 July 2013 – Performance Review of the Chief Executive Officer;
- 24 June 2014 – Performance Review of the Chief Executive Officer;
- 17 February 2015 – Mid Year CEO Performance Target Report;
- 21 July 2015 – Performance Review of the Chief Executive Officer;
- 16 August 2016 – Chief Executive Officer’s 2015/16 Performance Review and New Contract Negotiation;
- 18 July 2017 – Chief Executive Officer’s 2016/17 Performance Review, and,
- 17 July 2018 – Chief Executive Officer’s 2017/18 Performance and Conditions of Contract Review;
- 16 July 2019 - Chief Executive Officer’s 2018/19 Performance and Conditions of Contract Review;

made in accordance with Section 90(3)(a) of the Act resolve that the performance documents, agenda reports and minutes shall continue to remain confidential and that Council review the said orders prior to 28 January 2021.

REPORT

<table>
<thead>
<tr>
<th>Date initiated</th>
<th>Orders due for review</th>
<th>Last reviewed</th>
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<tbody>
<tr>
<td>16 July 2013</td>
<td>Performance Review of the Chief Executive Officer</td>
<td>This order pursuant to Section 91(9) Local Government Act (Act) was reviewed at the Council meeting 19 February 2019 where it was resolved that the performance documents, agenda and minutes of the meeting held on 16 July 2013 remain confidential.</td>
</tr>
<tr>
<td>24 June 2014</td>
<td>Performance Review of the Chief Executive Officer</td>
<td>This order pursuant to Section 91(9) Local Government Act (Act) was reviewed at the Council meeting on 19 February 2019 where it was resolved</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Details</td>
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<tr>
<td>17 February 2015</td>
<td>Mid Year CEO Performance Target Report</td>
<td>This order pursuant to Section 91(9) Local Government Act (Act) was reviewed at the Council meeting on 15 October 2019 where it was resolved that the supporting attachments and performance review documents and agenda of the meeting held on 17 February 2015 remain confidential.</td>
</tr>
<tr>
<td>21 July 2015</td>
<td>Performance Review of the Chief Executive Officer</td>
<td>This order pursuant to Section 91(9) Local Government Act (Act) was reviewed at the Council meeting on 19 February 2019 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.</td>
</tr>
<tr>
<td>16 August 2016</td>
<td>Chief Executive Officer’s 2015/16 Performance Review and New Contract Negotiation</td>
<td>This order pursuant to Section 91(9) Local Government Act (Act) was reviewed at the Council meeting on 19 February 2019 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.</td>
</tr>
<tr>
<td>18 July 2017</td>
<td>Chief Executive Officer’s 2016/17 Performance Review</td>
<td>The conditions of this order remain consistent with that considered at the Confidential Council meeting of 19 February 2019 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.</td>
</tr>
<tr>
<td>17 July 2018</td>
<td>Chief Executive Officer’s 2017/18 Performance and Conditions of Contract Review</td>
<td>The conditions of this order remain consistent with that considered at the Confidential Council meeting of 19 February 2019 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.</td>
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</table>
The conditions of this order remain consistent with that considered at the Confidential Council meeting of 16 July 2019, 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.

<table>
<thead>
<tr>
<th>ATTACHMENTS OR OTHER SUPPORTING REFERENCES</th>
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<tr>
<td>Nil</td>
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**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. CHIEF EXECUTIVE OFFICER - DEBATE

7.2.1.1 REVIEW OF COMMUNITY PLAN AND SUPPORTING CORPORATE PLAN
B10953

PURPOSE
The Barossa Council as a local government authority is bound to undertake a comprehensive review of strategic management plans so declared under Section 122(8) of the Local Government Act 1999 (Act). A Council is required to undertake this review within two years after each general election.

RECOMMENDATION That Council:

1. Endorse the approach, timelines, and processes outlined in this report and the project scope provided at the Attachment for the review of the Community Plan and supporting Corporate Plan.

2. Subject to the availability of a facilitator, hold an additional workshop on Wednesday, 12 February 2020 commencing at 5.30pm.

REPORT

Background
The Community Plan is a strategic management plan pursuant to the Act. The Corporate Plan is not a strategic management plan but is the guiding four year plan for the execution of the Community Plan that is for the administration to execute. A revision of the Community Plan therefore requires an update to the supporting Corporate Plan.

Further plans that will require review this year are:

1. All asset management plans;
2. Long Term Financial Plan (which is done annually in any case as part of the budgetary and business plan processes).

There are no other prescribed strategic management plans under Section 122 of the Local Government Act.

The Public Health Plan (regional) is also being reviewed this year but that is by virtue of the requirements of the South Australian Public Health Act.

Introduction
The prior Council undertook a major rewrite of the Council’s strategic framework with a view of developing a Community Plan as a 20 year aspiration document then supported by other plans and moving towards integration of all plans in the long term.
The target was to then drive the administration through a Corporate Plan integrated with other operational and strategic plans.

The issue continues to be the extensive level of legislation planning required to meet obligations many requirement still require standalone documents, but yet they have many cross over points.

For instance the Public Health Plan has extensive reference to infrastructure requirements and design elements, land use, social and community planning all mirrored in our community, corporate and other plans. Our own asset management plans are duplicative and cross over the more useful (and holistic) document the service level plan, but are required. Many of the ideas for reform discussed by the executive and Council have been endorsed by Council and submissions made to the Local Government Reform process of the Minister and also the Productivity Commission enquiry.

**Discussion**

The progress to a more streamlined and efficient planning framework has been moderately successful but more needs to be done over time. The requirement to review the Community Plan provides new opportunity to take the next step forward.

The long term target is to have one aspirational plan (the Community Plan and Vision) supported by a Corporate Plan (at a higher level than it is now) which pulls in all the necessary legislative requirements, then linked to the budget and business plan and service level plan (also reviewed by Council in 2019). This structure would be far simpler with one line of sight from the on-ground service to the 20 year vision. It would be completely supported then with performance and financial reporting all easily aligned, located in one place not multiple plans and easily understood.

All one would need to do is review a service from the service level plan to understand the recurrent and capital settings of say a road, a rubbish bin collection, environmental health service or a community land use and track that back to how each of those service support the aspirational and strategic and understand the costs and service delivery method.

The current framework is demonstrated in the following diagram, however in this review I propose the elevation the two primary plans (community and corporate) and make them more streamlined and through the change program embedded the service level plans into the corporate plan, we have the pieces but haven’t quite joined it all up as yet, time and resources play a part.

Whilst Council will not be able to fully integrate many of the other plans at this stage due to the legislative nature of the requirements, I then propose to build the service levels more proactively into the system at the delivery end of the strategic and operational planning framework.
Overtime if legislative reform occurs we can capture our requirements through the aspiration, strategic and operational nature of the system essentially through the service level plans.

To facilitate a review of the Community Plan is the first step in the next iteration of the long term goal outlined.

With extensive investment in the development of the Community Plan in 2015 and 2016 with approximately 18 months and multiple rounds of engagement due to the complete re-write of the framework, it is proposed this year to undertake a review and not a complete rewrite of the plan through:

1. Initial engagement with elected members and staff. Some significant preliminary work has been achieved by Council with its 10 point policy document adopted in July 2019.
2. Reviewing all relevant data and information to ensure the plan is addressing social, community, economic, population and other relevant factors.
3. Assessing State, Federal and regional priorities as part of the plan.
4. Community consultation with the public on the Community Plan, its themes, strategies and targets including various methods of capturing data such as surveys and submissions. The model presented also doubles as a process of capturing data to subsequent develop an economic development plan.
5. Review community input and present for adoption.

A draft project scope is presented at the Attachment. The project scope is clear in its intent, milestones and outcomes. As with any project it will be subject to variation as the process continues, but at this time sufficient contingencies have been built into the mode to achieve the legislative requirements whilst allowing sufficient time to assess information, data and submissions. The project scope is also factoring in the need to parallel run a process of developing the Corporate Plan from the Community Plan work. To be clear this is the first step of refining the Community and Corporate
Plans to eventually realise the vision of driving the organisation through service level plans.

**Summary and Conclusion**

The review of the Community Plan is the first and most important link to setting the direction of Council in the future. The review is legislatively required and should be comprehensive including community engagement and consultation.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Project Scope – Review of the Community Plan 2036

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

**Community Plan**

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

All

**Corporate Plan**

All

**Legislative Requirements**

Section 122 of the Local Government Act

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

The project scope outlines the estimate support costs to achieve the outcomes. Based on the information at hand and the budget availability at this time there are sufficient funds to deliver on the project scope.

Depending on the consultation and engagement process approved by Council as outline in the project scope at ‘deliverables and milestones’ point 9 additional funds will be required if a full mail out is adopted.

**COMMUNITY CONSULTATION**

At this time no consultation is required, this report is to endorse the approach and project scope. Thereafter a consultation and engagement process will be presented and delivered as part of the review process.
### Description of Project

Review of Community Plan 2036

### Objectives and Benefits of Project

1. Assess the success and improvements required for the strategic planning framework of Council primarily the Community Plan and how it informs the activities of Council.

2. Review the scope of the Community Plan and supporting Corporate Plan and Service Level Statements including streamlining and simplifying the system.

3. Assess new performance criteria.

4. Refine the Community Plan and reduce its detail to be a clear, concise and aspiration document.

5. Review labour, population, environmental, social, and economic and other relevant data to inform the updated Community Plan.

6. Review other legislative requirements including connection of the Community Plan with State, Federal and regional priorities.

### Cost (High Level)

- **Internal resources** – Mayor and Elected Members, CEO, Directors, Managers, Focus Group, Community and Engagement Officer (shared).
- **This cost is a sunk cost.**

- **Four stages of support required:**
  - Initiation workshop with external support; Council to review plan, its themes, high level scope and target outcomes wanted estimated cost $5,000.
  - Initial re-drafting and development of plan from initiation workshop, data assessment, internal engagement and general support estimated cost $10,000.
  - Assistance with community engagement development including development of survey including targeted economic development engagement estimated cost $5,000.
  - Review of submissions and final drafting estimate cost $5,000.

- Depending on engagement strategy adopted by Council additional resourcing maybe necessary to support any mail out or other activity.

- In support of the Community Plan review internal resources will undertake data assessment, internal consultation and engagement, conduct external consultation and engagement, collation and management of all internal and external responses, project management, research and other activates required to support.
### Project Team (i.e. it is not proposed to create another group)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>When Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bim Lange</td>
<td>Mayor</td>
<td>Over whole process</td>
</tr>
<tr>
<td>Council</td>
<td>Councillors</td>
<td>Initiation workshop, subsequent workshops as per target schedule and Council meetings.</td>
</tr>
<tr>
<td>Executive Team</td>
<td>Meeting as Corporate Management Team with the Mayor as required</td>
<td>Over whole process</td>
</tr>
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### Project Stakeholders

<table>
<thead>
<tr>
<th>Stakeholder</th>
<th>Expectations / Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal:</td>
<td></td>
</tr>
<tr>
<td>- All staff</td>
<td>- Engagement in opportunities to provide input and feedback through a focus group and general engagement processes.</td>
</tr>
<tr>
<td></td>
<td>- Impacts priorities for activity, services and funding.</td>
</tr>
<tr>
<td>External:</td>
<td></td>
</tr>
<tr>
<td>- All residents</td>
<td>- Engagement in opportunities to provide input and feedback through a focus group and general engagement processes.</td>
</tr>
<tr>
<td>- All businesses and industry</td>
<td>- Impacts priorities for activity, services and funding.</td>
</tr>
<tr>
<td>- Other levels of government</td>
<td>- Impacts direction for long term vision of the community and where Council will invest, advocate and focus its efforts.</td>
</tr>
<tr>
<td>- Industry, community, sporting, recreational, cultural, historical and other district and regional bodies</td>
<td></td>
</tr>
<tr>
<td>- Fellow regional Councils</td>
<td></td>
</tr>
</tbody>
</table>

### Project Communication and Governance

<table>
<thead>
<tr>
<th>Who</th>
<th>Method</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Lange</td>
<td>Media releases, Adverts, Facebook, Website</td>
<td>As required and identified and target plan.</td>
</tr>
<tr>
<td>Martin McCarthy</td>
<td>Email, Newsletters, Meeting / Workshop Agenda</td>
<td>As required and identified and target plan.</td>
</tr>
<tr>
<td>Communications and Engagement Officer (shared)</td>
<td>Support for all the above</td>
<td>As required and identified and target plan.</td>
</tr>
</tbody>
</table>

### Deliverables & Milestones (all 2020 milestones)

<p>|  46 |
|  46 |</p>
<table>
<thead>
<tr>
<th>Project Deliverables</th>
<th>By Who</th>
<th>By When</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Initiation Workshop</td>
<td>CEO</td>
<td>*</td>
</tr>
<tr>
<td>2. Establish Internal Focus Group</td>
<td>CEO</td>
<td>31 Jan</td>
</tr>
<tr>
<td>3. Data Update</td>
<td>CEO</td>
<td>14 Feb</td>
</tr>
<tr>
<td>4. Conduct Internal Engagement</td>
<td>CEO</td>
<td>28 Feb</td>
</tr>
<tr>
<td>5. Presentation of initiation workshop, data, internal engagement outcomes and drafting direction - workshop</td>
<td>CEO</td>
<td>4 March</td>
</tr>
<tr>
<td>6. Draft revised Community Plan and conduct internal engagement with Council and focus group</td>
<td>CEO</td>
<td>31 March</td>
</tr>
<tr>
<td>7. Draft revised Corporate Plan and conduct internal engagement with Council and focus group</td>
<td>CEO</td>
<td>30 April</td>
</tr>
<tr>
<td>8. Draft community engagement strategy</td>
<td>CEO</td>
<td>30 April</td>
</tr>
<tr>
<td>9. Present draft revised Community Plan and supporting Corporate Plan and engagement strategy for endorsement of Council for community engagement – Council meeting</td>
<td>CEO</td>
<td>19 May</td>
</tr>
<tr>
<td>10. Conduct community engagement and consultation in July to avoid budget and business plan consultation</td>
<td>CEO</td>
<td>31 July</td>
</tr>
<tr>
<td>11. Present community engagement and consultation outcomes – workshop</td>
<td>CEO</td>
<td>5 Aug</td>
</tr>
<tr>
<td>12. Final drafting of Community and Corporate Plan including internal engagement with Council and focus group</td>
<td>CEO</td>
<td>31 August</td>
</tr>
<tr>
<td>13. Present final Community and Corporate Plan for adoption</td>
<td>CEO</td>
<td>15 September</td>
</tr>
</tbody>
</table>

- Preferred date for additional Workshop at 5.30pm 12 February – subject to availability of facilitator – likely to run 3 hours.

<table>
<thead>
<tr>
<th>Record Management Containers</th>
<th>Required?</th>
<th>Container Type</th>
<th>Record Number</th>
<th>Scope Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Strategic Planning – Community Plan</td>
<td>B10593</td>
<td>Permanent Project Records - Activities involving a defined series of actions including planning, implementing, monitoring and the final assessment and report at completion of a project.</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Strategic Planning – Corporate Plan</td>
<td>B10592</td>
<td>Permanent Project Records - Activities involving a defined series of actions including planning, implementing, monitoring and the final assessment and report at completion of a project.</td>
<td></td>
</tr>
</tbody>
</table>

Related Documents:
### Local Government Act

<table>
<thead>
<tr>
<th>Document</th>
<th>TRIM Ref</th>
<th>Document Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Act</td>
<td>N/a</td>
<td>Requirement of Section 122 4(b) of the Local Government Act – to undertake a comprehensive review of its Strategic Management Plans</td>
</tr>
<tr>
<td>Project Plan</td>
<td>N/a</td>
<td>Timings, milestones and Gantt chart - attached</td>
</tr>
</tbody>
</table>

### Project Constraints, Assumptions and Dependencies

- Availability of Councillors to attend initiation workshop
- Availability of external support
- Internal prioritisation of work priorities and unknown displacement of work effort

### Environmental Scan:

<table>
<thead>
<tr>
<th>Relevant Strategies / Plans</th>
<th>Related TBC Projects</th>
<th>Legislation</th>
</tr>
</thead>
<tbody>
<tr>
<td>These two documents are the top order documents and need to take account of State and Federal relevant plans.</td>
<td>- Change Program</td>
<td>- Requirement of Section 122 4(b) of the Local Government Act</td>
</tr>
<tr>
<td>All other subordinate strategic plans such as the Development Plan, Public Health Plan, Social Inclusion Plan, Disability and Access Inclusion Plan, Asset Management Plans, Long Term Financial Management Plan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Success Measures

<table>
<thead>
<tr>
<th>Objective</th>
<th>Measure</th>
<th>Acceptable Variance</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target dates outlined in deliverables and milestones</td>
<td>Meeting target dates</td>
<td>There is some ability to amend target dates with the plan required to be adopted by November 2020.</td>
<td>TBD</td>
</tr>
</tbody>
</table>
# Project Evaluation/Post Implementation Review

<table>
<thead>
<tr>
<th>1.</th>
<th>Outcomes against project success measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Lessons Learned:</td>
</tr>
<tr>
<td></td>
<td>• What worked well?</td>
</tr>
<tr>
<td></td>
<td>• What did not?</td>
</tr>
<tr>
<td>3.</td>
<td>Check all documentation has been captured, notify records of TRIM containers to be closed</td>
</tr>
<tr>
<td>4.</td>
<td>Document and save in TRIM a review of assessments, lessons learned and outcomes</td>
</tr>
<tr>
<td>5.</td>
<td>Update contractor register with to complete active contracts, add comments and review</td>
</tr>
</tbody>
</table>

## Project Scope Sign-Off

The project scope and plan was presented to Council for endorsement on 28 January 2020 and approved see minutes of the Council meeting dated 28 January 2020 page XXX, resolution number YYY.
7.2.1 CHIEF EXECUTIVE OFFICER - DEBATE

7.2.1.2 ELECTED MEMBERS’ TRAINING AND DEVELOPMENT POLICY AND PLAN REVIEW

B10322

Author: Governance Advisor

PURPOSE

At its meeting of 17 December 2019, Council decided to lie the agenda item 7.2.1.1 – Elected Members’ Training and Development Policy and Plan Review on the table to enable the Chief Executive Officer to present the correct attachments to the report at the January 2020 Council meeting.

MOVED Cr Wiese-Smith that the question related to agenda item 7.2.1.1 – Elected Members Training and Development Policy and Plan Review lie on the table for the Chief Executive Officer to table the correct attachments at the January 2020 meeting of Council.

Seconded Cr Boothby

CARRIED 2018-22/397

The attachments are now presented for Council’s consideration in this report.

RECOMMENDATION

That the matter relating to the Council meeting agenda of 17 December 2019 Item 7.2.1.1 – Elected Members’ Training and Development Policy and Plan Review be lifted from the table for discussion.

RECOMMENDATION

(1) That Council receives, considers and approves the draft Elected Members’ Training and Development Policy and the Elected Members’ Training and Development Plan, attached to this report at Attachment 1 and 2 respectively.

(2) That the Chief Executive Officer approves the updated Elected Members’ Training and Development Request Form and the Elected Members’ Training and Development Feedback Questionnaire, attached to this report at Attachment 3.

REPORT

Background
Section 80A of the Local Government Act 1999 (the “Act”) requires Council to prepare and adopt a training and development policy for its Elected Members to assist them in the performance and discharge of their functions and duties, and comply with any requirements of the Local Government (General) Regulations 2013 (the “Regulations”).

**Introduction**

The current Elected Members’ Training and Development Policy (the “Policy”) was approved on 26 November 2018 and the Elected Members’ Training and Development Plan (the “Plan”), on 22 January 2019.

The Policy and Plan are now both due for periodic review. The updated draft versions of the Policy and plan are presented as Attachment 1 and 2 respectively for the Elected Body’s consideration and approval.

**Discussion**

The draft Policy has had minor updates and corrections and is substantively the same as previously adopted, except a change to the frequency of the periodic review of the Policy.

Officers have identified that there is little need for the Policy to be reviewed and presented to Council on an annual basis, as the updates made to the Policy are generally minor, and any fundamental changes would be as a result of legislative or process change. Thus, the periodic review date for the Policy has been amended to every four years or sooner if Council’s needs or legislative requirements change, in line with the majority of other Council policies.

The Plan has been updated to include training and development opportunities. Elected Members should note that the Policy allows for Elected Members to attend without Council approval, training and development opportunities not included in the Plan, that are necessary or expedient to the performance or discharge of official duties or functions, where the total training cost is under $500, and sufficient funds are available within the budget line for Elected Member training and development.

For training and development activities where the total training cost is greater than $500, the Elected Member is required to submit an Elected Member’s Training and Development Request Form at a Council meeting for Council’s consideration. The Mayor may authorise an Elected Member’s Request Form (and the CEO may authorise the Mayor’s Request Form) where attendance is urgent and sufficient funds are available. The request must be ratified at the next practicable Council meeting.

The updated Elected Members’ Training and Development Request Form and the Elected Members’ Training and Development Feedback Questionnaire are presented for Elected Member information at Attachment 3, noting that they are subject to CEO approval.

**Summary and Conclusion**

Council is asked to receive, consider and approve the draft Elected Members’ Training and Development Policy and Elected Members’ Training and Development Plan, as attached to this report.

<table>
<thead>
<tr>
<th>ATTACHMENTS OR OTHER SUPPORTING REFERENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attachment 1</strong> - draft Elected Members’ Training and Development Policy (15/10312*)</td>
</tr>
</tbody>
</table>
Corporate Plan
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
6.13 Ensure that Elected Members undertake training and development to assist them in making informed decisions.

Legislative Requirements
Local Government Act 1999, Section 80A
Local Government (General) Regulations 2013, Regulation 8AA

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
**Financial** – Elected Members’ training and development is supported with an annual budget allocation, based on historical spending.

**Resource** – Officers undertake support for Elected Member training and development within their current duties.

**Risk Management** – It is fundamental to good governance that Council supports its Elected Members with the necessary training to make them effective advocates for the community.

COMMUNITY CONSULTATION
There is no community consultation required under the Local Government Act 1999. Further, the Training Plan is based on the Local Government Association recommendations and all training costs and attendances will be recorded in the Elected Members’ Allowances and Benefits and the Elected Members’ Training and Development Registers. Accordingly, officers contend that no public consultation is required in this matter as public interest is already being protected through these transparent processes.
1. Purpose

1.1 To ensure The Barossa Council’s ("Council’s") Elected Members are offered opportunities to undertake the required training in accordance with the LGA Training Standards as defined in regulation 8AA of the Local Government (General) Regulations 2013, and any other appropriate training and development activities relevant to their roles and functions.

2. Scope

2.1 This Policy applies to the Mayor and Elected Members.

3. Policy Statement

3.1. Training and Development Plan

3.1.1. Council will develop and adopt a Training and Development Plan to ensure that activities available to all Elected Members:
- comply with the Regulations and
- contribute to:
  - the personal development of the individual and
  - the achievement of the strategic and good governance objectives of Council.

3.1.2. Particular emphasis will be given in the first annual Training and Development Plan following a general election to the participation of all Elected Members in the development of a new team as well as the orientation of first time Elected Members.

3.1.3. Council recognises that Elected Members will need specific training and refresher courses about their legislative and governance roles and functions in order to carry out their roles and responsibilities to the community. In preparing its Plan, Council will use a range of strategies to identify Elected Members’ needs and match these needs against Council’s strategic and good governance objectives. Such strategies will include:
- annual assessment of Council performance;
- survey or questionnaire;
- interviews; and
- workshops.

3.1.4. Once the Chief Executive Officer has prepared the Training and Development Plan, it will be brought to the Elected Body for approval and will be further reviewed annually to ensure it meets the training and development needs of the Elected Members.

3.1.5. Although Elected Members may choose to participate in many of the training and development activities within the Plan, pursuant to Regulation 8AA of the Regulations, newly elected Members must, and returning
members are encouraged to undertake the LGA Training Standards ("the Training Standards") within the first 12 months of their four year term 2018-2022.

The Standards consist of the following training modules:

- Module 1 - Introduction to Local Government – Role and function of Council Members
- Module 2 - Legal Responsibilities
- Module 3 - Council and Committee meetings
- Module 4 - Financial Management and Reporting

Failure to complete the mandatory training requirements in the relevant time frame will amount to a breach of the Code of Conduct for Council Members.

3.1.6. It is recognised that a range of delivery methods will be required to support the training and development needs of Elected Members, including:

- In-house workshops, seminars and briefing sessions conducted by the Council with appropriate staff, trainers and guest speakers;
- Attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of SA, Local Government Professionals, other industry bodies and/or private providers offering courses for Elected Members to gain new skills and knowledge and to network with other Elected Members;
- Digital and Printed material, including training booklets and discussion papers, that may be distributed for information;
- On-line self-paced learning; and
- CD Rom/DVD Digital or online information.

3.1.7. Council's Plan will include the agreed delivery method to respond to the identified needs of Elected Members.

3.2. Annual Budget Allocation

3.2.1. A budget allocation will be provided to support the training and development activities undertaken by Elected Members.

3.3. Attendance at Training / Development Activities

3.3.1. Activities in the Plan

The Plan will determine the nature of training and development activities to be made available. No further Council approval is required for an Elected Member to attend an activity which is approved in the Plan.

3.3.2. Activities not in the Plan

Further training and development activities may emerge outside of the Plan’s annual review cycle. Elected Members may attend such activities provided that:

- sufficient funds are available within the budget line for Elected Member training and development, and
the attendance is necessary or expedient to the performance or discharge of official duties or functions, and

if the total training / development activity cost (i.e. registration fee, transportation, meals and accommodation expenses based on thresholds outlined at clause 4.3.3) is:

  i. Less than $500: an Elected Member may attend without further Council approval.

  ii. $500 and over: the Elected Member/Mayor will submit an Elected Member’s Training and Development Request Form to a Council meeting at which time Council will consider the request at its next available meeting.

If urgent attendance is requested and an ordinary Council meeting is not scheduled before the activity occurs, the Mayor is authorised to approve an Elected Member’s Request Form and the CEO is authorised to approve the Mayor’s Request Form, where sufficient funds are available. For transparency purposes, the request must be ratified at the next practicable Council meeting.

3.3.3. To calculate the anticipated total costs of a training or development activity, the following maximum thresholds for meals, accommodation and transport will be applied:

  - Breakfast $30;
  - Lunch $30;
  - Dinner $60;
  - where an overnight stay is required - Bed $260;
  - where domestic air travel is required - an economy class fare will be organised via the CEO’s office for the shortest or most practicable route.

3.3.4. Elected Member’s Training and Development Request forms are available from the Elected Member drive.

3.3.5. Where approval has been granted by Council for attendance at an activity in this clause, an Elected Member may seek reimbursement of expenses in accordance with the Elected Members’ Allowances and Benefits Policy.

3.4. Reporting

3.4.1. Following attendance at a training or development activity which is not mandatory under the Regulations, the Elected Member should complete the Elected Member’s Training Feedback Questionnaire, to outline the nature of the activity and the benefits gained through attendance along with feedback on ideas to enhance the activity.

3.4.2. This questionnaire is available from the CEO and the One NetworkElected Member Drive and should —— be completed and forwarded to the CEO for inclusion in Council’s Consensus —— Agenda.
3.4.3. The CEO or their delegate will update on a quarterly basis:

- Council’s Elected Members’ Training and Development Register to reflect the mandatory and optional training and development activities undertaken by Elected Members; and
- Council’s Elected Members’ Allowances and Benefits Register to reflect the actual and associated expenditure of such training and development activities.

3.5. Annual Report

3.5.1. Council’s Annual Report will include reference to the operation of this Policy as regards:

- the categories of training and development undertaken in the Plan,
- attendances by Elected Members, and
- expenditure allocated and used for their training and development.

4. Supporting Process

Elected Member’s Training and Development Request Form
Elected Member’s Training and Development Feedback Questionnaire
Elected Members’ Training and Development Plan
Elected Members’ Training and Development Register

5. Related Policies

Elected Members’ Allowances and Benefits Policy
Code of Conduct for Council Members

6. Legislation and References

LGA Training Standards (www.training.lga.sa.gov.au)
Section 80A Local Government Act 1999
Regulation 8AA Local Government (General) Regulations 2013

7. Review

7.1. This Policy and supporting forms shall be reviewed every four years and more frequently if needed, by the Council in consultation with relevant stakeholders, in conjunction with the Annual Budget Allocation and Review of the Training and Development Plan.

7.1.7.2. The Elected Members’ Training and Development Plan shall be reviewed on an annual basis by Council in consultation with relevant stakeholders, in conjunction with the Annual Budget Allocation.

8. Further Information

8.1. 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.
8.2. Complaints regarding this Policy or its application can be made to the Customer Service team on 8563 8444 or barossa@barossa.sa.gov.au at first instance, who will refer you to the most appropriate officer according to Council’s Customer Service Policy (see clause 08.1 above for availability).

9. Document Control

| Corporate Plan Link: | 6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.  
6.13 Ensure that Elected Members undertake training and development to assist them in making informed decisions. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Document Control Officer:</td>
<td>Governance Advisor</td>
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<td>Audience:</td>
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<td>Next Review Date:</td>
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Version history

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<th>Date</th>
<th>Description of Change</th>
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<tbody>
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<td>2.0</td>
<td>DD/MM/YYYYY</td>
<td>Policy reviewed and updated</td>
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Previous approval dates

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<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>26/11/2018</td>
</tr>
<tr>
<td>18/04/2017</td>
</tr>
<tr>
<td>17/05/2016</td>
</tr>
<tr>
<td>17/03/2015</td>
</tr>
<tr>
<td>18/09/2012</td>
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Policy reviewed and updated

10. Definitions

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development</td>
<td>An activity which is unstructured and informal where a person has the opportunity to further develop knowledge regarding their job through mentoring, networking or interacting with colleagues in the local government sector or in one which is directly related to the local government sector eg. attendance at seminars and conferences.</td>
</tr>
<tr>
<td>Elected Member</td>
<td>The Elected Members of The Barossa Council, including the Mayor, unless otherwise stated.</td>
</tr>
<tr>
<td>LGA Training Standards</td>
<td>Has the same meaning as regulation 8AA of the Local Government (General) Regulations.</td>
</tr>
<tr>
<td>Plan</td>
<td>The Training and Development Plan adopted by Council in accordance with this Policy</td>
</tr>
<tr>
<td>Regulations</td>
<td>Local Government (General) Regulations 2013</td>
</tr>
<tr>
<td>Training</td>
<td>An activity where an existing skill or knowledge held by a person is enhanced through further formal sessions.</td>
</tr>
</tbody>
</table>
THE BAROSSA COUNCIL
ELECTED MEMBERS’ TRAINING AND DEVELOPMENT PLAN
2020-21

The Training and Development Plan (“the Plan”), at Appendix 1, has been developed using a range of sources including LGA advice, legislative requirements and refresher training needs identified by staff.

1. Approvals

Activities in this Plan: No further Council approval is required for an Elected Member to attend an activity which is approved in this Plan (subject to conditions on interstate and private sector/government events).

Activities not in this Plan: Council approval is required where activity is anticipated to cost $500 or more. HOWEVER: If less than $500 and necessary/expedient to performance of official duties and sufficient funds available in budget, then no further approval required.

2. Attendances

Elected Members who wish to attend training activities listed in this Plan should contact Marisa South at msouth@barossa.sa.gov.au to organise their attendance.

All attendances will be noted by the CEO’s office for inclusion in the Elected Members’ Training Register, Allowances and Benefits Register and Council’s Annual Report.

Elected Members may seek reimbursement of expenses associated with the activity as per Council’s Elected Members’ Allowances and Benefits Policy and Elected Members’ Training and Development Policy.

3. Reporting

Except for where attendance is at a mandatory training, the Elected Member should complete a Training Feedback Questionnaire and forward it to the CEO for inclusion in the next available consensus agenda.

4. Review

This Plan will be reviewed and updated annually by the Council in consultation with relevant stakeholders and the Annual Budget Allocation.

5. Document Control

<table>
<thead>
<tr>
<th>Policy link</th>
<th>Elected Members’ Training and Development Policy</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Version history

<table>
<thead>
<tr>
<th>Version No.</th>
<th>Date</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>DD/MM/YYYY</td>
<td>Annual review and update</td>
</tr>
<tr>
<td>1.0 (most recent version)</td>
<td>22/01/2019</td>
<td>Annual review and update</td>
</tr>
</tbody>
</table>
APPENDIX 1

THE BAROSSA COUNCIL ELECTED MEMBERS’ TRAINING AND DEVELOPMENT PLAN

<table>
<thead>
<tr>
<th>Details</th>
<th>Available to</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Training organised by the LGA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any half-day or full day course run by the Local Government Association, or in conjunction with external presenter/s or partner/s, whether on-site at Local Government House, or other location, at regional hubs, in the Council Chamber, or other Council office or building. Refer to training.lga.sa.gov.au for courses offered</td>
<td>Mayor and Elected Members</td>
<td>Up to $500 pp</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Development/Networking: Conferences and Events organised by the LGA</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Elected Members Leadership Session</td>
<td>Mayor and Elected Members</td>
<td>$550 plus GST pp</td>
</tr>
<tr>
<td>Mayors’ and Chairpersons’ Leadership Program</td>
<td>Mayor</td>
<td>$550 plus GST pp</td>
</tr>
<tr>
<td>LGA Annual Best Practice Showcase</td>
<td>Mayor and Elected Members</td>
<td>TBA</td>
</tr>
<tr>
<td>LGA Ordinary General Meeting</td>
<td>Mayor and Elected Members</td>
<td>TBA</td>
</tr>
<tr>
<td>LGA Conference</td>
<td>Mayor and Elected Members</td>
<td>TBA</td>
</tr>
<tr>
<td>LGA Annual General Meeting</td>
<td>Mayor and Elected Members</td>
<td>TBA</td>
</tr>
<tr>
<td>LGA Roads and Works Conference, location TBA</td>
<td>Mayor and Elected Members</td>
<td>TBA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Development/Networking: Conferences and Events organised by Private Sector or State/Fed Government</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Any event where a key-note speaker provides information that is necessary or expedient to an Elected Member’s official duties or functions</td>
<td>The Mayor or in his absence the Deputy Mayor or other Member. Additional Elected Members: upon application to Council, with consideration as to how many Members should attend to officially represent Council</td>
<td>Various</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Development/Networking: Interstate Conferences and Seminars organised by ALGA</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Local Government Association (ALGA) National General Assembly of Local Government, Canberra (14 - 17 June 2020)</td>
<td>The Mayor or in his absence the Deputy Mayor, or other Member. Additional Elected Members: upon application to Council, with consideration as to how many Members should attend to officially represent Council</td>
<td>Conference registration fee $989 (early bird – pay by Friday 8 May 2020) or $1,099 (standard) plus hotel / flights / food</td>
</tr>
<tr>
<td>ALGA National Local Roads and Transport Congress, location TBA</td>
<td>The Mayor or in his absence the Deputy Mayor, or other Member. Additional Elected Members: upon application to Council, with</td>
<td>TBA conference registration plus hotel / flights / food</td>
</tr>
<tr>
<td>Details</td>
<td>Available to</td>
<td>Cost</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>ALGA Regional Corporation and Development Forum 2020, Canberra (14 June 2020)</td>
<td>The Mayor or in his absence the Deputy Mayor, or other Member.</td>
<td>TBA conference registration plus hotel / flights / food</td>
</tr>
<tr>
<td>Additional Elected Members: upon application to Council, with consideration as to how many Members should attend to officially represent Council</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Development/Leadership: arranged through Council**

<table>
<thead>
<tr>
<th>Details</th>
<th>Available to</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership Development Surveys</td>
<td>Mayor and Elected Members</td>
<td>Up to $500 plus GST pp</td>
</tr>
</tbody>
</table>
**THE BAROSSA COUNCIL**

**ELECTED MEMBER’S TRAINING AND DEVELOPMENT REQUEST FORM**

**Purpose**: To seek Council approval for attendance at a training and/or development activity not included on the Elected Members’ Training and Development Plan (“the Plan”) where total anticipated costs are $500 or more. Please complete/sign Section 1 and forward it to the CEO.

*If your activity is in the Plan; or if total anticipated costs are less than $500 and sufficient funds are available in the training budget and attendance is necessary to your role as an Elected Member, simply register for your activity directly with Lorraine Walsh at lwalsh@barossa.sa.gov.au.*

<table>
<thead>
<tr>
<th>1. Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elected Member Name:</strong></td>
</tr>
<tr>
<td><strong>Training Course / Development Event:</strong></td>
</tr>
<tr>
<td><strong>Supplier / Organiser:</strong></td>
</tr>
<tr>
<td><strong>Course / Event Date:</strong></td>
</tr>
<tr>
<td><strong>Cost to register for Course / Event:</strong></td>
</tr>
<tr>
<td><strong>Indirect Costs of Course / Event:</strong></td>
</tr>
<tr>
<td>[note thresholds at Policy clause 4.3.3 – accommodation $260, air travel (economy class), breakfast $30, lunch $30 and dinner $60]</td>
</tr>
<tr>
<td><strong>Accommodation $</strong></td>
</tr>
<tr>
<td><strong>Other $</strong></td>
</tr>
<tr>
<td><strong>TOTAL: $</strong></td>
</tr>
</tbody>
</table>

**How will this course or event assist in your role as an Elected Member?**

**Will the activity occur prior to the next Council meeting?**

☐ YES  ☐ NO

**Signed:**

**Date:**

<table>
<thead>
<tr>
<th>2. Office of the CEO only:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is the activity scheduled before the next Council meeting?</strong></td>
</tr>
<tr>
<td>☐ YES  ☐ NO</td>
</tr>
<tr>
<td><strong>Is the activity necessary/expedient to the performance or discharge of official duties or functions?</strong></td>
</tr>
<tr>
<td>☐ YES  ☐ NO</td>
</tr>
<tr>
<td><strong>Are there sufficient funds in the Elected Member Training and Development budget line?</strong></td>
</tr>
<tr>
<td>☐ YES  ☐ NO</td>
</tr>
</tbody>
</table>

**Action:**
• If 3 requirements met – refer to Mayor (if Elected Member request) or CEO (if Mayor request) for approval and signature, and then to next Council meeting for ratification

   Approved by Mayor or CEO: ________________________________

   Date:

• If 3 requirements not met – refer to next Council meeting for consideration

3. Office of the CEO only:

   If approved:

   Referred to next available Council meeting agenda for ratification

   Details entered in Council's Elected Members' Training Register B2875

   Costs of Training assigned to Elected Member project ledger number in Finance One

   If not approved:

   Referred to next available Council meeting agenda for consideration

   Date:

4. Document Control

<table>
<thead>
<tr>
<th>Policy Link:</th>
<th>Elected Members' Training and Development Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Owner:</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Document Control Officer:</td>
<td>Governance Advisor</td>
</tr>
<tr>
<td>Approval date</td>
<td>DD/MM/YYYY</td>
</tr>
<tr>
<td>Next Review Date:</td>
<td>01/01/2024</td>
</tr>
</tbody>
</table>
THE BAROSSA COUNCIL

ELECTED MEMBER’S TRAINING AND DEVELOPMENT: FEEDBACK QUESTIONNAIRE

**Purpose:** following your training or development activity, please complete this questionnaire and forward it to the CEO for inclusion in Council’s next Consensus Agenda.

### 1. Training or Development Details

<table>
<thead>
<tr>
<th>Course or Event Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainers/Presenters Name(s)</td>
<td></td>
</tr>
<tr>
<td>Date of Course or Event</td>
<td></td>
</tr>
<tr>
<td>Location of Training</td>
<td></td>
</tr>
</tbody>
</table>

### 2. Questionnaire

<table>
<thead>
<tr>
<th>Not Valuable</th>
<th>Slightly Valuable</th>
<th>Undecided</th>
<th>Valuable</th>
<th>Extremely Valuable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Overall, I rated this course or event as: [ ]

Why?

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Undecided</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

I am likely to recommend this course or event to my Elected Member colleagues: [ ]

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Undecided</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

I will be able to immediately apply the knowledge or new connections to my role as an Elected Member: [ ]
4. Attachments

*If you received materials at the training which are of use to the Elected Member Body, please attach them to this form.*

5. Document Control

<table>
<thead>
<tr>
<th>Policy Link:</th>
<th>Elected Members' Training and Development Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Owner:</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Document Control Officer:</td>
<td>Governance Advisor</td>
</tr>
<tr>
<td>Approval date</td>
<td>DD/MM/YYYY</td>
</tr>
<tr>
<td>Next Review Date:</td>
<td>01/01/2024</td>
</tr>
</tbody>
</table>
7.2.1. CHIEF EXECUTIVE OFFICER - DEBATE

7.2.1.3 THE BIG PROJECT INTERIM PRUDENTIAL MANAGEMENT REPORT AND GRANT UPDATE

B5601

Authors: Director, Corporate and Community Services and Chief Executive Officer

PURPOSE

To report to Council updates of significance in regard to recent grant applications as per the next phase target plan and updated costings for projects.

RECOMMENDATION

That Council:

1. Note updates provided on: State Office Recreation Sport and Racing Grassroots Football, Cricket and Netball Facility Funding Program – Round 2 and Commonwealth Building Better Regions Round 4 Fund applications; and

2. Instruct the Chief Executive Officer to update the budgets, long term financial plan, and prudential management report and The Big Project Target Next Phase and Associated Analysis – August 2019 as outlined in this report.

REPORT

Background and Introduction

In August 2019 Council endorsed The Big Project Target Next Phase and Associated Analysis – August 2019 (the target plan) document (19/60381) to be pursued by staff and Council over the foreseeable future. It was noted and anticipated that the Plan would need to be flexible to respond to funding opportunities as they arose (outside of Council’s control) and in the endorsed document outlined an assessment of target grant applications.

Further, at the November 2019 meeting Council endorsed a project to support allocation of a funding contribution in relation to the urgent new initiative from the Mt Pleasant Agricultural Show Society to upgrade the show office (included in the Talunga Park and Old Talunga Park master plan) and construct a wool shed (not included in the master plan) in response to a Federal funding opportunity targeted solely at Agricultural Country Shows available until mid-December 2019 only.

Discussion

As a result of these decisions and in accordance with the target plan officers have undertaken works to make:
1. State Office Recreation Sport and Racing (ORSR) Grassroots Football, Cricket and Netball Facility Program – Round 2 application for Old Talunga Park netball and tennis courts;

2. ORSR Grassroots Football, Cricket and Netball Facility Program – Round 2 application for all next phase priorities for Angas Recreation Park being second oval, change rooms and clubroom upgrades; and


At this time we are awaiting further information on the application of the Mt Pleasant Agricultural Show Society.

Further some preliminary work has commenced on developing a market approach / Expression of Interest in relation to the caravan park facilities as identified in “the Plan”.

As outlined the ability to seek and apply for grants and timetables will be fluid depending on how projects fit what is on offer. For instance it was not expected that a Building Better Regions Fund would occur prior to Christmas 2019. Grassroots was an unknown program 12 months ago. The important component of the work done is we have shovel ready projects.

As part of undertaking all this work costings have been updated and have seen some movement the approach taken for any cost changes has been, depending on capacity and timing to reduce scope to meet the original budgets, seek additional third party funding or increase the grant sought to the same funding cash ratio as detailed in the target next phase plan. The projects that have been submitted as per the plan are summarised in the following table.

<table>
<thead>
<tr>
<th>Project</th>
<th>Target Plan Net Cost to Council</th>
<th>Application Net Cost to Council</th>
<th>Target Plan Grant / Third Party Funding</th>
<th>Application Plan Grant / Third Party Funding</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Talunga Court</td>
<td>$0.300M</td>
<td>$0.250M</td>
<td>$0.250M</td>
<td>$0.250M</td>
<td>Resurfacing and lighting phase only</td>
</tr>
<tr>
<td>Angas Recreation Park</td>
<td>$1.745M</td>
<td>$1.620M</td>
<td>$1.163M</td>
<td>$1.288M</td>
<td>As per scope able to lever up additional third party contributions and target maximum grant application</td>
</tr>
<tr>
<td>Regional Culture Hub (excluding The Tanunda Club component)</td>
<td>$5.854M</td>
<td>$5.854M</td>
<td>$3.903M</td>
<td>$4.748M</td>
<td>Unable to reduce scope in timeframe provided increased grant application to maintain net cost to Council</td>
</tr>
</tbody>
</table>

67
Officers have discussed change with the consultant undertaking the prudential management report and undertaken a preliminary update of the models and have provided them to the consultant, based on the following (should any of the grant applications be successful):

1. The net cash cost to Council remains unchanged or less than anticipated due to better third party contributions or ability to access greater grants than budgeted;
2. The financial estimates still demonstrate sufficient cash and operating capacity (see more detailed notes in the financial assessment component of this report); and
3. There are significant contingencies and project management costs that given time officers are confident costs for the scopes provided are achievable, and with critical mass could be reduced, this however will be a product of what the market produces when tendered.

The significant change was that of the Regional Culture Hub, due to timeframes and complexity of the application and the project there was no time to value manage the scope of further explore third party contributions and therefore after consulting with the Mayor pursuant to Section 58 (1)(b) of the Local Government Act it was determined to proceed by increasing the grant request so as the net cost to Council matched that of the target next phase plan which meant the grant percentage target increased to 44.78%. The consultation undertaken with Mayor Lange is at Attachment 1.

At Attachment 2 are the financial models and estimated cost as well as the economic cost benefit analysis for the projects (excepting the Mt Pleasant Show Society application as this is still being pursued but is practically immaterial considering the size of the whole project). Please note the level of cost benefit analysis for grassroots funding and building better regions fund is vastly different. Internally we are able to produce a basic cost benefit analysis for grassroots but the level of requirement for building better regions fund is beyond internal capacity and was undertaken externally and independently, but off the contract for service to do the prudential management report in any case.

Summary and Conclusion
It is proposed that the prudential management report, budgets, long term plans now be realigned to the recent decisions of Council and will be presented back through the final prudential management report. If available the Mt Pleasant Show Society project impacts will be included.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1 Consultation Correspondence with Mayor Lange
Attachment 2 Financial Models and Cost Benefit Analysis for Projects

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan
- Natural Environment and Built Heritage
- Community and Culture
- Infrastructure
Health and Wellbeing

Business and Employment

How We Work – Good Governance

1.4 Develop and maintain streetscapes that reflect the character and heritage of the region.

2.2 Support the development of activities that celebrate the history and culture of the Barossa and its people.

2.3 Contribute to creating strong and sustainable community networks.

2.4 Engage and support volunteering in the community.

2.5 Engage with, and support, young people to actively participate in the community and develop the leaders of the future.

2.6 Support a vibrant and growing arts, cultural, heritage and events sector.

2.9 Create places where people want to live and plan for the future in a coordinated, appropriate and proactive manner.

2.11 Encourage a learning community.

3.1 Develop and implement sound asset management which delivers sustainable services.

3.5 Advocate for and seek out funding opportunities that support the development of community, health and other facilities and infrastructure from both state and federal government.

3.6 Invest in, and advocate for, community facilities that support cultural and community participation.

3.7 Ensure infrastructure meets the needs of people with and provides for all abilities access.

4.2 Create opportunities for people of all ages and abilities to participate in the community.

4.4 Support sporting, recreational and community clubs and organisations to grow and be sustainable.

4.5 Advocate for and encourage services and resources that ensure equity and support for disadvantaged, disabled and at risk members of the community.

4.6 Ensure that community members can participate in cultural, recreational, sporting and learning opportunities.

5.1 Work closely with State Government, Federal Government and stakeholders to support economic growth, development and job creation.

5.3 Help build the capacity of the tourism sector and encourage the development of tourist services, including eco and recreational tourism infrastructure.

5.4 Attract investment for new and innovative industries, such as creative industries and cultural tourism.

5.13 Support economic development through events.

Legislative Requirements
Section 55, 123, 137 of the Local Government Act

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
Outlined in the body of the report and attachments and will be considered in the financial prudential management report.
Preliminary updated financial modelling of the application outcomes in this report as well as other Council decisions and the first quarter budget adjustments approved by Council since adopting the budget indicate:

1. Sufficient cash in the long term plan with existing budget settings allowing for some additional short term borrowings of $140,000 in 2024/25 as it will be repaid the following year;
2. A net operating deficit over 10 years of $0.96M or an average of $96,000 per annum, which represents an approximate operating surplus ratio of -0.2496% well within the target of -2% to 10%; when considering the operating surplus on 2018/19 was $1.843M over an 11 year assessment the Council remains in surplus.
3. Operating surplus position shows the small deficit continuing on the current preliminary assessment based on quarter 1 and Council decisions since the budget was adopted. The financial model also includes large increases in depreciation based on the assumption that all of The Big Project capital expenditure is a new asset (whereas components of each project actually are replacing some assets due for renewal within the 10 year period of the long term financial plan), this was done to present the most conservative view. Depreciation estimates require further detailed analysis overtime and it is considered that the depreciation amounts will reduce from the forecasts for The Big Project builds.

Resource
Existing project management resources are operating at capacity with current project implementation. If grant applications are successful additional resource will be required and is the subject of ongoing review by Officers but has been allowed for in the project costings.

Risk Management
An overall The Big Project and individual project risk assessments are implemented and subject to periodic review, most recently the Prudential Management Report is a risk management tool to manage and mitigate strategic corporate risks associated with this initiative.

COMMUNITY CONSULTATION
Extensive consultation over 3 years has taken place on The Big Project and officers have liaised with relevant community groups and members in the development of the applications.
Tue 10/12/2019 3:45 PM

Mayor Lange mayor.lange@barossa.sa.gov.au

Re: Council Policy Implementation - The Big Project Target Plan - BBRF Application for Culture Hub

To: Martin McCarthy mmccarthy@barossa.sa.gov.au

Cc: Joanne Thomas <jthomas@barossa.sa.gov.au>

Martin,

I support the application going forward
As indicated in your email.
The process had merit within such tight timeframes.
Cheers

Sent from my iPhone

On 10 Dec 2019, at 2:56 pm, Martin McCarthy wrote:

Hi Bim

As you are aware one of your roles includes providing me advice on decision on policy and strategy and their implementation during meeting’s, S58(1)(b) if you want to know where this role powers is derived.

When Council endorsed the next phase target plan in August 2019 it included a target plan for the culture hub and also grant targets. BBRF was identified as the target grant program. We are developing that application as we speak which we have had only 4 weeks to undertake and has to be in on 18 December.

A recent update of the costing for the project increased the spend to $10.603M from $9.757M. There are significant contingencies and project management costs in this figure but the ability for Jo and support consultants to address this is 4 weeks is zero, as well as to divert effort to another Council report in lieu of getting the grant application done, I determined, not the best strategy and use of limited resources and that we would do a summary of the submission to the January Council meeting. I am mindful that Council set a target plan (that needs to be flexible) based on a 60/40 funding model.

What I have directed at this time to keep the grant application moving is to increase the grant target by the amount of the increased cost. Therefore, Councils commitment to the project remains the same figure as that adopted $5.854M being 60% of the original build cost of $9.757M. I have attached a detailed spreadsheet if you want to review. But the summary is as follows:

<table>
<thead>
<tr>
<th>Grant Increase Required to meet Funding Gap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exp</td>
</tr>
<tr>
<td>71</td>
</tr>
</tbody>
</table>

71
Should we be successful in the grant we will work to reduce the gap but if this costs is realised the cash and long term operating costs remain unchanged. There may be some variation to depreciation but that does not impact the cash position of council and the depreciation estimate in my view are overstated in the model as we have assumed all spend is om new assets, this is not the case.

I am seeking your input and advice on the strategy above, which in summary is:

1. Submit BBRF application for revised cost estimate of $10.603M;
2. Increase the grant sought for the amount of the additional cost – achieving the same council cash commitment as outlined in the target plan;
3. Provide a report to Council at the January 2020 meeting summarising activity and if they do not support it we will withdraw the application; and
4. If successful continue to work to reduce the expenditure gap (this may necessitate return of some of the grant).

Looking forward to your advice please.

Thanks Martin

Martin McCarthy
Chief Executive Officer
T: 08 8563 8399
sender and delete this email and any copies from your computer system(s). If this email has been received in error, you
cannot rely upon it and any form of disclosure, duplication, modification, distribution and/or publication of this email is
prohibited. The Barossa Council advises that, in order to comply with its obligations under the State Records Act 1997 and
the Freedom of Information Act 1991, email messages may be monitored and/or accessed by Council staff and [in limited
circumstances] third parties. No representation is made that this email is free of viruses. Virus scanning is recommended and
is the sole responsibility of the recipient. This email represents the views of the sender and not necessarily the views of The
Barossa Council.
Financial Modelling - 35 Year Generational Model

Angas Recreation Park - Financial Model - Priority 1 Projects

PROJECT YEARLY COST NET (GST Exclusive)

<table>
<thead>
<tr>
<th>Check Totals</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIC - Income</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>NIC - Capital</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>NIC - Balance Sheet</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>NIC - Operating</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Project Rating Income</td>
<td>26,055,323</td>
<td>26,305,496</td>
<td>27,752,137</td>
<td>28,564,504</td>
<td>30,014,892</td>
<td>31,590,876</td>
<td>32,530,845</td>
<td>33,587,891</td>
<td>34,679,497</td>
<td>35,870,486</td>
</tr>
<tr>
<td>Project Rating Percentage Impact</td>
<td>0.00%</td>
<td>0.03%</td>
<td>0.30%</td>
<td>0.30%</td>
<td>0.29%</td>
<td>0.29%</td>
<td>0.29%</td>
<td>0.29%</td>
<td>0.28%</td>
<td>0.28%</td>
</tr>
</tbody>
</table>

25 Year Funding Requirements & Financial Outcomes

How will the proposal be funded?

Funding

- For all funding see funding financial model
- Check Totals
- Total -
- Total Funding Contributions
- Total Capital Expenses
- Project costing

Capital Expenditure

Project 1 - 2nd Oval, Cricket Nets and Associated Ancillary Works

Capital Costs Estimates from RLB - 2nd Oval and Ancillary Works Including Contingencies and Fees and Charges

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>47,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>35,000</td>
<td>192,770</td>
<td>197,770</td>
<td>202,770</td>
<td>207,770</td>
<td>212,770</td>
<td>217,770</td>
<td>222,770</td>
<td>227,770</td>
<td>232,770</td>
</tr>
</tbody>
</table>

Project 2 - Upgrade Existing and Construct New Multi-Functional Club Rooms

Capital Costs Estimates from RLB Including Contingencies and Fees and Charges

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>47,500</td>
<td>985,500</td>
<td>660,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
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Total - Capital Expenses - Council Priority 1

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
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</thead>
<tbody>
<tr>
<td>100,000</td>
<td>2,207,770</td>
<td>660,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tbody>
</table>

Funding Contributions

- Third Party - Clubs
- 175,000
- 175,000
- 175,000
- 175,000
- 175,000
- 175,000
- 175,000
- 175,000
- 175,000

Council Funding Commitment

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>100,000</td>
<td>1,095,000</td>
<td>425,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tbody>
</table>

Gross Percentage

31.2%

All Operating Revenue and Expenses below are additional i.e., a result of the new initiative (with GST excluded) and do not include previous normal level operations

Net Operating Result Profit/Loss

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>(74,023)</td>
<td>(93,496)</td>
<td>(97,034)</td>
<td>(98,873)</td>
<td>(92,062)</td>
<td>(94,187)</td>
<td>(96,350)</td>
<td>(96,627)</td>
<td></td>
</tr>
</tbody>
</table>

Operating Revenue

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100,000</td>
<td>1,095,000</td>
<td>425,000</td>
<td>-</td>
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</table>

Operating Expenses

Depreciation

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
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<td>-</td>
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</tr>
</tbody>
</table>

Employee Costs

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
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<td>-</td>
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</tbody>
</table>

Other Costs

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>7,538</td>
<td>7,764</td>
<td>7,997</td>
<td>8,237</td>
<td>8,484</td>
<td>8,735</td>
<td>9,001</td>
<td>9,271</td>
<td>-</td>
<td>-</td>
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</table>

Insurance (Asset & Liability)

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Maintenance Expenses

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
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</tr>
</tbody>
</table>

All general maintenance budgets in existence will cover core services bar those adjusted below.

DUE DILIGENCE REPORT - LEVEL 2 - PROJECT FEASIBILITY STUDY (Sections A to E)

THE BAROSSA COUNCIL

Due Diligence Report - Level 2 - Project Feasibility Study (Sections A to E)

Authorized: Corporate Services

Manager: Financial Services

Date Approved: 10/09/2018

Document Control: Manager Financial Services

Last Revised Date: 10/09/2018

Resumptions - Basics

Generally assumes unlisted revenues and costs will not materially alter.

Arbitrary increase to cater for larger facility in general

Arbitrary increase to cater for larger facility in general

Arbitrary increase to cater for larger facility in general

Arbitrary increase to cater for larger facility in general

Arbitrary increase in power and light utilisation.

2.5% increase and 1% natural growth/development
## Cost Benefit Analysis and Prioritisation Tool - Full Next Phase Priorities

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Weighting</th>
<th>Angaston Precinct Upgrade</th>
<th>Raw Score</th>
<th>Weighted Score</th>
<th>Full Cost</th>
<th>Full Cost</th>
<th>Net Cost to Council</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community Plan Assessment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extent the Project contributes to the:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural and Built Environment</td>
<td>5</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community and Culture</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Infrastructure</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health and Wellbeing</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business and Employment</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub Total - Weighted Score</td>
<td>100</td>
<td>95</td>
<td>95</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Socio-Environmental and Economic Assessment</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extent the Project contributes to the:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Resilience / Participation</td>
<td>25</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Improvements - Healthy Communities</td>
<td>20</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economic Growth (Gross Domestic or State Product)</td>
<td>5</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economic Growth (Jobs)</td>
<td>5</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economic Resilience</td>
<td>10</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Sustainability</td>
<td>10</td>
<td>2</td>
<td>2</td>
<td>2</td>
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<td></td>
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</tr>
<tr>
<td>Sub Total - Weighted Score</td>
<td>300</td>
<td>250</td>
<td>250</td>
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<td></td>
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</tr>
<tr>
<td><strong>Other Qualitative Assessment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improving Brand Barossa</td>
<td>10</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Efficiency and Productive Infrastructure and Service Provision</td>
<td>10</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk profile</td>
<td>20</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident Population Beneficiaries</td>
<td>20</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visitor Beneficiaries</td>
<td>20</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Impact on Rates</td>
<td>20</td>
<td>2</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Sub Total - Weighted Score</td>
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<td>270</td>
<td>270</td>
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<tr>
<td><strong>Total Qualitative Assessment Score</strong></td>
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<td>53</td>
<td>615</td>
<td>615</td>
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<td></td>
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<tr>
<td>Max Raw Score Possible</td>
<td>68</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cost - $'000</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,907.77</td>
<td>1,620.00</td>
<td></td>
</tr>
<tr>
<td>Management and Long Term Maintenance (10 year est - excluding depn)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>719.94</td>
<td>719.94</td>
<td></td>
</tr>
<tr>
<td><strong>BCAR (Benefit Cost Analysis Ratio)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.170</td>
<td>0.263</td>
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<tr>
<td><strong>CBAR (Cost Benefit Analysis Ratio)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5.899</td>
<td>3.805</td>
<td></td>
</tr>
</tbody>
</table>

**Scale**

- General ratings are 0 - no immediate foreseeable benefit, 1 - Low, 2 - Medium, 3 - High and 4 - Extensive
- Risk and Rate Impacts 4 - no immediate foreseeable impact can be funded from existing budget, 3 - Low, 2 - Medium, 1 - High and 0 - Extensive
- Population beneficiaries - (0 points - less than 500) = (1 point - 500-3,000) = (2 points 3,001 to 7,000) = (3 points 7,001 to 10,000) = (4 points 10,001+)
- Cost in $'000 = value
- Value = total of qualitative matters *1000/cost

---

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## Project Name:

Angas Recreational Park Precinct Upgrade

Describe Risk(s) of not doing this project (including not limited to Financial, Public, Commercial, Council, Climate - Risks):

Addresses all next phase priorities of The Big Project for Angas Recreation Park and growing needs for junior and female sports in netball, football and cricket linked to grant funding opportunity through the Grassroots Program, the risk of not doing this project is the lost to support and maximise participation in local sport and health and wellbeing impacts arising from recreation investment and the continued partnership with community SANFL, SACA, AFL, ACA in bringing our shared vision and strategic Memorandum of Understanding to fruition through expanded sport and recreational outcomes.

### Bid Analysis Tool

<table>
<thead>
<tr>
<th>Score</th>
<th>Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td></td>
</tr>
</tbody>
</table>

#### Risk Priority Number calculated as L + I + W + P (If the Project does not proceed)

<table>
<thead>
<tr>
<th>Likelihood of Risk Occurring</th>
<th>Impact if Risk Occur</th>
<th>Who Controls Risk</th>
<th>Political Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>Catastrophic</td>
<td>TBC</td>
<td>Extreme Impact</td>
</tr>
<tr>
<td>Likely</td>
<td>Major</td>
<td>TBC</td>
<td>Major Impact</td>
</tr>
<tr>
<td>Possible</td>
<td>Moderate</td>
<td>Both</td>
<td>Moderate Impact</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Minor</td>
<td>Both</td>
<td>Minor Impact</td>
</tr>
<tr>
<td>Rare</td>
<td>Insignificant</td>
<td>TBC - External</td>
<td>Insignificant Impact</td>
</tr>
</tbody>
</table>

#### Cost Priority Number calculated as A + C + F + P

<table>
<thead>
<tr>
<th>Additional Staff Resources Required</th>
<th>Cash Required (non-sal) - Current Year</th>
<th>Future Project Financial Commitments</th>
<th>Period of Future Financial Commitments</th>
</tr>
</thead>
<tbody>
<tr>
<td>No additional FTE</td>
<td>$0</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Under 1 FTE or additional salary funding</td>
<td>5</td>
<td>&lt; $20,000</td>
<td>4 out of 10 years</td>
</tr>
<tr>
<td>1 FTE</td>
<td>5</td>
<td>Yes &gt; $20,000</td>
<td>1 out of 10 years</td>
</tr>
<tr>
<td>1 &gt;2 FTE</td>
<td>1</td>
<td>Yes &gt; $20,001</td>
<td>1 On-going &gt;10 years</td>
</tr>
</tbody>
</table>

#### Impact Priority Number calculated as H + E + S + B

<table>
<thead>
<tr>
<th>Health &amp; Safety Impact</th>
<th>Environmental Impact</th>
<th>Social/Comm Wellbeing Impact</th>
<th>Business &amp; Economic Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

#### Benefits Priority Number calculated as E + S + B + S

<table>
<thead>
<tr>
<th>Funding (External) Sources</th>
<th>Savings</th>
<th>Beneficiaries</th>
<th>Service Levels Outcome (to Community)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully Funded via External Sources</td>
<td>Generates Savings immediately</td>
<td>TBC - Region Wide &amp; Beyond</td>
<td>Industry Best Practice</td>
</tr>
<tr>
<td>Part Funded External &gt;50% of Total Cost</td>
<td>4 out of 12 months</td>
<td>TBC - Region Wide</td>
<td>Achieving contemporary standards</td>
</tr>
<tr>
<td>Part Funded External &lt;50% of Total Cost</td>
<td>3 out of 5 years</td>
<td>TBC - Section of Community/Key Stakeholders</td>
<td>Improvement/Increase in Services Level</td>
</tr>
</tbody>
</table>

#### Financial Sustainability Priority Number calculated as O + C + J

<table>
<thead>
<tr>
<th>Operating Budget Impact</th>
<th>Capital Budget Impact</th>
<th>Justification for Council Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Effect/Not Applicable</td>
<td>Should Do</td>
<td>Legislative Requirement / Must Do</td>
</tr>
</tbody>
</table>

#### Innovation / Continuous Improvement / Other Considerations Priority Number calculated as O + C + J

Any Other Comments:

INNOVATION / CONTINUOUS IMPROVEMENT / OTHER CONSIDERATIONS Priority Number calculated as O + C + J

<table>
<thead>
<tr>
<th>Opportunities for Regional/Sector Collaboration</th>
<th>Addressing Local or Regional Emergency Plans</th>
<th>Continuous Improvement</th>
<th>Other Strategic Plans (Public Health, DAIP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>Yes to a great extent at local level</td>
<td>Major contribution to achieving</td>
<td>Major contribution to achieving</td>
</tr>
<tr>
<td>Medium</td>
<td>Yes to a moderate extent at local level</td>
<td>Moderate contribution to achieving</td>
<td>Moderate contribution to achieving</td>
</tr>
<tr>
<td>Low</td>
<td>No</td>
<td>Limited contribution to achieving</td>
<td>Limited contribution to achieving</td>
</tr>
</tbody>
</table>

Any Other Comments:
## Financial Modelling

### Talunga Court Upgrade

#### Project Yearly Cost Net (GST Exclusive)

<table>
<thead>
<tr>
<th>Year</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
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<tr>
<td>2019-20</td>
<td>250,000</td>
<td>-</td>
<td>-</td>
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<tr>
<td>2020-21</td>
<td>-</td>
<td>114,757</td>
<td>-</td>
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<tr>
<td>2021-22</td>
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<td>23,810</td>
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<td>2022-23</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>185</td>
<td>-</td>
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<tr>
<td>2027-28</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>185</td>
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<tr>
<td>2028-29</td>
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<td>-</td>
<td>-</td>
<td>-</td>
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<td>185</td>
</tr>
</tbody>
</table>

### Capital Expenditure (Including Fees, Contingencies)

- Court and Lighting Upgrades: 361,434
- Contingencies, Allowances and Loading: 114,757
- Fees: 23,810

### Total Capital Expenses

- 500,000

### Funding Contributions

- Third Party - Club, Tennis and Netball: 50,000
- Grant: 200,000

### Total Funding Contributions

- 250,000

### Council Funding Commitment

- 250,000

### Project Annual Position - Surplus/(Deficit)

- (260,365) (11,630) (12,807) (15,583) (13,365) (13,653) (13,947) (14,248) (17,555)

### Project Cumulative - Surplus/(Deficit)

- (260,365) (271,996) (284,802) (300,385) (313,750) (327,402) (341,349) (355,597) (373,153)

### Project Costing

- Project costing

### Projected Rating Income

- 26,005,323

### Projected Rating Percentage Impact

- 0.04% 0.04% 0.05% 0.06% 0.05% 0.05% 0.05% 0.04% 0.05%

### 10 Year Funding Requirements & Financial Outcomes

#### Capital Expenditure (Including Fees, Contingencies)

- Court and Lighting Upgrades: 361,434
- Contingencies, Allowances and Loading: 114,757
- Fees: 23,810

#### Total Capital Expenses

- 500,000

#### Funding Contributions

- Third Party - Club, Tennis and Netball: 50,000
- Grant: 200,000

#### Total Funding Contributions

- 250,000

#### Council Funding Commitment

- 250,000

#### Grant Percentage

- 46.0%

### Net Operating Result Profit/(Loss)

- (10,365) (11,630) (12,807) (15,583) (13,365) (13,653) (13,947) (14,248) (17,555)

### Total Operating Revenue

- 870 892 914 937 960 984 1,009 1,034

### Total Operating Expenses

- 9,585 10,938 12,097 12,355 12,619 12,888 13,164 13,445 13,732

### Cash Operating Costs

- 1,865 3,830 4,855 7,476 5,101 5,228 5,359 5,493 8,630

### Operational

#### Operating Revenue

- User Charges: 870 892 914 937 960 984 1,009 1,034

#### Operating Expenses

- Depreciation: 8,500 8,670 8,843 9,020 9,201 9,385 9,572 9,764 9,959
- Other Costs: 185 375 384 394 404 414 424 435 446
- ESA Levy: 250 500 1,441 1,477 1,514 1,552 1,591 1,631 1,671

### Maintenance Expenses

- Employee Costs: - - - - - - - - -
- Contractors - maintenance line marking etc: 500 1,000 1,025 1,051 1,077 1,104 1,131 1,160 1,189
- Light Maintenance: 280 562 577 593 604 616 626 636 648

### Financial Modelling Notes

- Generally assumes unlisted revenues and costs will not materially alter.
- Arbitrarily increase of land will increase. Escalated at 2.5%.
- All general maintenance budgets in existence will cover core services bar those adjusted below/rubbish and other contingencies.
## Cost Benefit Analysis and Prioritisation Tool

### Assessment Criteria

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Weighting</th>
<th>Talunga Court and Lighting Upgrade</th>
<th>Total Qualitative Assessment Score</th>
<th>Max Raw Score Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Raw Score</td>
<td>Weighted Score</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Full Cost</td>
<td>Full Cost</td>
<td>Net Cost to Council</td>
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<tr>
<td><strong>Community Plan Assessment</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Extent the Project contributes to the:</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Natural and Built Environment</td>
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<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Community and Culture</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
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<tr>
<td>Infrastructure</td>
<td>5</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Health and Wellbeing</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
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<tr>
<td>Business and Employment</td>
<td>5</td>
<td>1</td>
<td>3</td>
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<tr>
<td>Sub Total - Weighted Score</td>
<td>100</td>
<td>75</td>
<td>75</td>
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<tr>
<td><strong>Socio-Environmental and Economic Assessment</strong></td>
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<td></td>
</tr>
<tr>
<td>Extent the Project contributes to the:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Resilience / Participation</td>
<td>25</td>
<td>4</td>
<td>4</td>
<td>4</td>
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<tr>
<td>Social Improvements - Healthy Communities</td>
<td>20</td>
<td>4</td>
<td>4</td>
<td>4</td>
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<tr>
<td>Economic Growth (Gross Domestic or State Product)</td>
<td>5</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Economic Growth (Jobs)</td>
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<td>1</td>
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<tr>
<td>Economic Resilience</td>
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<tr>
<td>Environmental Sustainability</td>
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<td>1</td>
<td>1</td>
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<tr>
<td>Sub Total - Weighted Score</td>
<td>300</td>
<td>220</td>
<td>220</td>
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<tr>
<td><strong>Other Qualitative Assessment</strong></td>
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<td></td>
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<tr>
<td>Improving Brand Barossa</td>
<td>10</td>
<td>3</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Efficient and Productive Infrastructure and Service Provision</td>
<td>10</td>
<td>2</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Risk profile</td>
<td>20</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Resident Population Beneficiaries</td>
<td>20</td>
<td>3</td>
<td>3</td>
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<td>Visitor Beneficiaries</td>
<td>20</td>
<td>1</td>
<td>3</td>
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<td>Net Impact on Rates</td>
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<td>1</td>
<td>4</td>
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<td>Sub Total - Weighted Score</td>
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<td>300</td>
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<td>Total Qualitative Assessment Score</td>
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<td>595</td>
<td>595</td>
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<tr>
<td>Max Raw Score Possible</td>
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<td></td>
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<td>68</td>
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### Cost - $'000

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<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Construction</td>
<td>500.00</td>
<td>250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management and Long Term Maintenance (10 year est - excluding depn)</td>
<td>47.84</td>
<td>47.84</td>
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<td></td>
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</table>

| BCAR (Benefit Cost Analysis Ratio) |       | 1.086 | 1.998 |
| CBAR (Cost Benefit Analysis Ratio) |       | 0.921 | 0.501 |

### Scale

General ratings are 0 - no immediate foreseeable benefit, 1 - Low, 2 - Medium, 3 - High and 4 - Extensive
Risk and Rate Impacts 4 - no immediate foreseeable impact can be funded from existing budget, 3 - Low, 2 - Medium, 1 - High and 0 - Extensive
Population beneficiaries - (0 points - less than 500) = ( 1 point - 500-3,000) = (2 points 3,001 to 7,000) = (3 points 7,001 to 10,000) = (4 points 10,001 +)
Cost in $'000 =
Value = total of qualitative matters *1000/cost
### Bid Analysis Tool

#### Project Name:

Talunga Courts and Lighting Upgrade

Describe Risk(s) of not doing this project (including not limited to Financial, Public, Commercial, Council, Climate - Risks):

Addresses a priority component of The Big Project and growing needs for junior and female sports in netball, football and cricket linked to grant funding opportunity through the Grassroots Program, the risk of not doing this project is the lost to support and maximise participation in local sport and health and wellbeing impacts arising from recreation investment. The courts have been identified in a regional audit as the highest priority to accommodate the community and address risks.

---

#### Risk Priority Number calculated as L * I + W + P (If the Project does not proceed)

<table>
<thead>
<tr>
<th>Likelihood of Risk Occurring</th>
<th>Impact if Risk Occur</th>
<th>Who Controls Risk</th>
<th>Political Environment</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>Catastrophic</td>
<td>TBC</td>
<td>Extreme Impact</td>
<td>13</td>
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<tr>
<td>Likely</td>
<td>Major</td>
<td>TBC</td>
<td>Major Impact</td>
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<td>Possible</td>
<td>Moderate</td>
<td>TBC</td>
<td>Moderate Impact</td>
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<tr>
<td>Unlikely</td>
<td>Minor</td>
<td>TBC</td>
<td>Minor Impact</td>
<td>5</td>
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<tr>
<td>Rare</td>
<td>Insignificant</td>
<td>TBC</td>
<td>Insignificant Impact</td>
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#### Cost Priority Number calculated as A + C + F + P

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<tr>
<th>Additional Staff Resources Required</th>
<th>Cash Required (non sal) - Current Year</th>
<th>Future Project Financial Commitments</th>
<th>Period of Future Financial Commitments</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>No additional FTE</td>
<td>$0</td>
<td>No</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>Under 1 FTE or additional salary funding</td>
<td>&lt; $20,000</td>
<td>Yes &lt; $20,000</td>
<td>5-10 out of 10 years</td>
<td>1</td>
</tr>
<tr>
<td>&gt;2 FTE</td>
<td>&gt; $20,001</td>
<td>Yes &gt; $20,001</td>
<td>On-going &gt;10 years</td>
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#### Impact Priority Number calculated as H + E + S + B

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<tr>
<th>Health &amp; Safety Impact</th>
<th>Environmental Impact</th>
<th>Social/Comm Wellbeing Impact</th>
<th>Business &amp; Economic Impact</th>
<th>Score</th>
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<tbody>
<tr>
<td>Public at large threat</td>
<td>Significant Positive Impact</td>
<td>Net Positive Impact</td>
<td>Net Positive Impact</td>
<td>3</td>
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<tr>
<td>Section of the community/council employee at threat</td>
<td>Positive Impact</td>
<td>Positive Impact</td>
<td>Positive Impact</td>
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<tr>
<td>Neutral Impact</td>
<td>Neutral Impact</td>
<td>Neutral Impact</td>
<td>Neutral Impact</td>
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<tr>
<td>Negative Impact</td>
<td>Negative Impact</td>
<td>Negative Impact</td>
<td>Negative Impact</td>
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#### Benefits Priority Number calculated as E + S + B + S

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<tr>
<th>Funding (External) Sources</th>
<th>Savings</th>
<th>Beneficiaries</th>
<th>Service Levels Outcome (to Community)</th>
<th>Score</th>
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<tbody>
<tr>
<td>Fully Funded via External Sources</td>
<td>Generates Savings immediately</td>
<td>TBC - Region Wide &amp; Beyond</td>
<td>Industry Best Practice</td>
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<tr>
<td>Part Funded External &gt;50% of Total Cost</td>
<td>&gt;12 months</td>
<td>TBC - Region Wide</td>
<td>Achieving contemporary standards</td>
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<tr>
<td>Part Funded External &lt;50% of Total Cost</td>
<td>&gt;1-5 years</td>
<td>TBC - Section of Community/Key Stakeholders</td>
<td>Improvement/Increase in Services Level</td>
<td>3</td>
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<tr>
<td>Potential for funding</td>
<td>&gt;5 years</td>
<td>TBC - Limited number of Beneficiaries</td>
<td>No Change to Current Service Level</td>
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#### Financial Sustainability Priority Number calculated as O + C + J

<table>
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<tr>
<th>Operating Budget Impact</th>
<th>Capital Budget Impact</th>
<th>Justification for Council Involvement</th>
<th>Score</th>
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<tbody>
<tr>
<td>Favourable</td>
<td>Asset Renewal - Like for Like Replacement</td>
<td>Legislative Requirement / Must Do</td>
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</tr>
<tr>
<td>No Effect/Not Applicable</td>
<td>No Effect/Not Applicable</td>
<td>Should Do</td>
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<tr>
<td>Unfavourable</td>
<td>Upgrade</td>
<td>Like To Do</td>
<td>3</td>
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#### Innovation / Continuous Improvement / Other Considerations Priority Number calculated as O + C + J

<table>
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<tr>
<th>Opportunities for Regional /Sector Collaboration</th>
<th>Addressing Local or Regional Emergency Plans</th>
<th>Continuous Improvement</th>
<th>Other Strategic Plans (Public Health, DAIP)</th>
<th>Score</th>
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<tbody>
<tr>
<td>High</td>
<td>Yes to a great extent at regional level</td>
<td>Major contribution to achieving</td>
<td>Major contribution to achieving</td>
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<tr>
<td>Medium</td>
<td>Yes to a moderate level at regional or local level</td>
<td>Moderate contribution to achieving</td>
<td>Moderate contribution to achieving</td>
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<tr>
<td>Low</td>
<td>Yes to a limited extent at local level only</td>
<td>Limited contribution to achieving</td>
<td>Limited contribution to achieving</td>
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</table>

---

Any Other Comments:
Disclaimer
The details provided in this report are based on information available at the time of preparation and terms of reference of the project. All estimates and statements made are given in good faith and in the belief that such statements are not false or misleading. All sources of information are detailed in the report. Readers are recommended to make appropriate enquiries and/or take appropriate advice before acting on information supplied in this report. A.P. SHEERE CONSULTING, is not liable to any person for loss or damage incurred or suffered as a result of acting on or accepting any offer contained in this report.
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3. CONTEXT AND NEED .................................. 23  
4. COST BENEFIT ANALYSIS ............................... 45  
5. APPENDICES ........................................... 53
1.0 EXECUTIVE SUMMARY

This Business Case and Cost Benefit Analysis document demonstrates the merit and intended execution of the proposed Barossa Council investment titled:

BAROSSA REGIONAL CULTURE HUB PROJECT

The development cost of this project is $11,702,579 (GST exclusive).

1.1.1 Introduction to Barossa

The Barossa is located in South Australia, about 70km north-east of Adelaide, the state’s capital city. Located in South Australia, the Barossa Valley and surrounds are an easy one-hour drive from the capital Adelaide’s CBD and the Adelaide International Airport.

The Barossa Valley is a renowned wine-producing region northeast of Adelaide, in South Australia. The area encompasses towns such as Tanunda, Angaston and Nuriootpa, and an array of high-profile wineries offering tours and cellar-door tastings.

1.1.2 Project background and description

This project will result in the development of a landmark cultural and creative industries precinct in the Barossa.

Council are re-purposing and adding to the Barossa Regional Gallery in the old Tanunda Soldiers Memorial Hall and the adjoining not for profit community club directly next door to the east to create their own cultural hub, to truly showcase the region and community to the world. Next door to the west the hub will adjoin the site of the world renowned and awarded Chateau Tanunda Winery, with its own proposed expansion to include a 5 star hotel resort, Culinary Institute and expanded function and event space that will further support and invest in the regional cultural economy and directly engage with and complement the culture hub.

This project will provide a place for respite from the hard times being experienced in regional areas in a venue which is not only easily accessible but also creative and entertaining. The project proposes new galleries and artists studios to tell the visual story and increase economic output in the region whilst encouraging participation in the arts, which will attract many interested in expanding their artistic creativity. A new broadcasting studio will provide dedicated local information via radio to all tourists and locals in the area, with updates on events, activities and experiences. Workshops will be held to provide an educational and hands on experience in everything from art, craft, song, food and wine. A new teaching space will support the proposed Culinary Institute at the adjacent Chateau Tanunda Winery and a new events space will tell the story of Barossa in theatre, dance and song, generating increased visitation to the region.
1.1.3 Scope of works

Council is re-purposing and adding to the Barossa Regional Gallery in the old Tanunda Soldiers Memorial Hall and the adjoining not for profit community club to create a cultural hub, to truly showcase the region and community to the world.

This project has six integrated parts:

1. The first is broadcasting, production, workshop and studio hub, cultural residency programme and providing 24/7 access to users.
2. Second, is the addition of new exhibition areas, reception space, a digital and contemporary heritage library facility, retail and meeting areas into enhanced performance and gallery facilities.
3. Third is a new function and event spaces.
4. Fourth involves taking the cultural experience outside with external performance space and public art amenity.
5. Fifth is new accommodation for visiting artists in a cultural precinct in partnership with the not for profit Tanunda Community Club;
6. The sixth is a new teaching space to support the proposed Culinary Institute at the adjacent Chateau Tanunda Winery.

1.1.4 Project specific objectives and outcomes

The principal project objective of this project is as follows:

1. Provide regional cultural facilities that support the visitor economy, resulting in jobs growth, economic diversification and increased participation in the arts.

1.1.5 Cost Benefit Analysis summary

Using a real discount rate of 7 per cent, the total project generates a net present value of over $31.5 million with a benefit cost ratio of 2.35.

A benefit-cost ratio of 2.35 means that policymakers can expect $2.35 in benefits for every $1 in costs.

This suggests that investment in the BAROSSA REGIONAL CULTURE HUB project will return greater benefits than a ‘without project’ scenario.
2 ANALYSIS OF THE PROPOSAL

2.1 Project background and summary

This project will result in the development of a landmark cultural and creative industries precinct in the Barossa.

Council are re-purposing and adding to the Barossa Regional Gallery in the old Tanunda Soldiers Memorial Hall and the adjoining not for profit community club directly next door to the east to create their own cultural hub, to truly showcase the region and community to the world. Next door to the west the hub will adjoin the site of the world renowned and awarded Chateau Tanunda Winery, with its own proposed expansion to include a 5 star hotel resort, Culinary Institute and expanded function and event space that will further support and invest in the regional cultural economy and directly engage with and compliment the culture hub.

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The project proposes new galleries and artists studios to tell the visual story and increase economic output in the region whilst encouraging participation in the arts, which will attract many interested in expanding their artistic creativity. A new broadcasting studio will provide dedicated local information via radio to all tourists and locals in the area, with updates on events, activities and experiences. Workshops will be held to provide an educational and hands on experience in everything from art, craft, song, food and wine. A new teaching space will support the proposed Culinary Institute at the adjacent Chateau Tanunda Winery and a new events space will tell the story of Barossa in theatre, dance and song, generating increased visitation to the region.

2.1.2 Introduction to the Barossa

The Barossa is located in South Australia, about 70km north-east of Adelaide, the state’s capital city. Located in South Australia, the Barossa Valley and surrounds are an easy one-hour drive from the capital Adelaide’s CBD and the Adelaide International Airport.

The Barossa Valley is a renowned wine-producing region northeast of Adelaide, in South Australia. The area encompasses towns such as Tanunda, Angaston and Nuriootpa, and an array of high-profile wineries offering tours and cellar-door tastings.
2.1.3 Current use of the Tanunda Soldiers Memorial Hall

The facility is currently used for a range of activities including ad hoc and limited: live music performances, workshops and exhibitions in conjunction with Council. It is a meeting space for the Liedertafel Men’s Choir and the Barossa Arts Council and is used by a number of other private, corporate and community organisations for gathering and events.

The facility is a venue for emerging regional festivals including the Barossa Baroque and Beyond boutique music festival, South Australian Living Artists Festival (SALA) and the established Barossa Vintage Festival. The Adelaide Town Hall’s Hill and Son Grand Organ, acquired by local community members in the late 1990s, has been restored and installed on the stage at the southern end of the building and has elevated the facility to one of global organ recital significance without sufficient infrastructure to adequately support this interest and demand. The site also houses the Barossa Vintage Art Collection which includes over 50 artworks and is valued at over $300,000. ((Source: The Barossa Council Annual Report 2017-18).)

In 2017-18 the Barossa Regional Gallery attracted 7,135 gallery visitors, hosted 15 community events, and 35 gallery workshops were held attracting 678 attendees.

In 2018-19 this increased to 7,524 gallery visitors, 52 community events and 38 gallery workshops were held attracting 1,062 attendees.

The table below lists the current users of the Tanunda Memorial Soldiers Hall.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Casual Users</th>
<th>Stakeholders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offered by Council &amp; other Stakeholders/Users</td>
<td>Using the venue for functions and events</td>
<td>Operating from or meeting at the Venue</td>
</tr>
<tr>
<td>Art and social history exhibitions</td>
<td>Regional Development Barossa</td>
<td>Liedertafel Men’s Choir</td>
</tr>
<tr>
<td>Live music concerts</td>
<td>Tourism Barossa</td>
<td>Friends of the Hill and Son Organ</td>
</tr>
<tr>
<td>Organ Recitals</td>
<td>Stella One Studio</td>
<td>Barossa Arts Council (Creative Barossa)</td>
</tr>
<tr>
<td>Artisan Retail - ongoing Gallery shop operations and annual Christmas market</td>
<td>Barossa Baroque and Beyond</td>
<td></td>
</tr>
<tr>
<td>Tanunda RSL Memorial Display</td>
<td>(Music Festival)</td>
<td></td>
</tr>
<tr>
<td>Workshops</td>
<td>Barossa Visitor Information Centre</td>
<td></td>
</tr>
<tr>
<td>Meetings, forums and gatherings</td>
<td>Tanunda RSL</td>
<td></td>
</tr>
<tr>
<td>Organ Heritage tours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artist Talks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Source: Barossa Culture Hub Feasibility Study

The building hosts two formal galleries, one emerging exhibition space, hall with moveable walls for exhibitions and performance, mezzanine landing space for the Tanunda World War I Soldiers Memorial, retail gallery shop, kitchen and toilet amenities, Hill & Son Grand Organ, performance stage, basement space for community use and organ tours, small open plan office space, internal storage room and informal storage areas, external storage room, balcony seating and three unused rooms on the second floor.
2.2 Project Options

Potential options were investigated as part of the Feasibility study undertaken by Council. A summary of findings is provided below.

Option 1: No investment

Objectors to the Barossa Culture Hub expressed a view that such a facility duplicates and/or puts at risk other arts and cultural activities; is better funded by the private sector; is not a good use of public funds and is not a core function of Council.

In considering the feedback Council took the view that Tanunda's appeal and profile as a significant landing point in the Barossa is a key driver and means of facilitating visitation to other parts of the region. This is achieved by providing accessible and high quality information and signposting people to other cultural attractions and experiences. A hub does not duplicate services but generates and activates cultural activity across a wider region. Prioritisation has been based on the assessed potential of this concept to deliver the desired outcomes of economic, employment and tourism growth and regional capacity building.

Cultural facilities are directly referenced in the Local Government Act and are expected “Functions of Council" with specific strategies set out in Council's Barossa Community Plan 2016-2036. Stakeholders driving the Barossa Brand strategy such as Barossa Grape & Wine Association; RDA Barossa, Gawler, Light & Adelaide Plains; Tourism Barossa and Food Barossa see cultural services development as an authentic and underdeveloped opportunity and driver for the Barossa Brand. “Culinary tourism" represents the biggest present opportunity for Barossa tourism." (Source: Tourism Barossa Strategic Plan 2017-18).

Option 2: Hub and Spoke Model vs permanent investment per township - the preferred option

The Big Project is premised on a hub and satellite facilities model delivering high service delivery levels across the Barossa region. This aligns with Council’s commitment to fullest possible access of Council owned cultural and learning facilities to the wider community. The Barossa Culture Hub will act as a central landing point offering a unique range of services that do not duplicate cultural activities occurring elsewhere, but increase their exposure and profile and activate underutilised spaces and community assets through cultural pursuits.

Best practice shows facilities that extend their reach into the community and collaborate effectively with business and community are more successful and sustainable, leading to improved community capacity building and social cohesion outcomes. Activation of under-utilised facilities in townships will be achieved through careful program design; initiatives such as pop ups and temporary activations; mentoring and residency programs, and capacity building approaches.

Further, successful tourism destinations are able to provide a critical mass of diverse experiences. The
“hub and spoke” approach focuses on ensuring benefit from the investment in one facility has impact more broadly and improves the overall positioning of the Barossa as a destination. Section 2.3 – Operating Models provides detailed rationale on the hub and spoke approach as the preferred model when compared alongside investment in purpose-built, permanent infrastructure in individual townships.

**Option 3: External design and visual aesthetic**

Concerns were raised by the community in relation to the external (visual) appearance of the building as depicted in the consultation documents, in particular, that the architectural design did not complement the vernacular of buildings in the town centre of Tanunda, nor provide a complementary architectural form. Further concerns were raised about its relationship to the broader locality and how people use the space and surrounding precinct. Council acknowledged these concerns and through the Request for Quote process required that the physical form of the building and social environment it engenders give reference to its location within the Barossa Character Preservation Area, and reflect what is distinctive, unique, authentic and special about the Barossa as a place, brand and region.

Additionally, the facility should reflect good design principles of: character and identity; adaptability; have well defined public and private spaces; provide attractive and well used outside spaces; provide ease of movement and navigation, and ensure the place making opportunities across the whole precinct are realized and connected. This includes development of Chateau Tanunda facilities, Tanunda Clubhouse facilities and implementation of the Tanunda Recreation Park Masterplan as part of The Big Project.

**Option 4: Co-location of Visitor Centre, branch library and Culture Hub**

Council is in the process of a refurbishment to its Visitor Centre and branch library, located a five minute walk away in Murray Street. The Visitor Centre is a highly regarded and valued service for local residents as well as visitors, facilitating events and use of the public open space to activate Tanunda Township and drive revenue through businesses in the town. Through the masterplan development process, the option of co-locating the Visitor Centre and Culture Hub operations was raised.

Council rejected this approach on the grounds there is not sufficient space in the BVC site for both facilities; moving the region’s primary visitor services away from the current main street location would be detrimental; and co-location of services would potentially detract from both with limited economies of scale deriving from resourcing and operational cost efficiencies. The activities arising from the Culture Hub are services and products for the visitor centre to promote, not the vehicle for tourism information. However the operational and strategic nature of these facilities is significant, as is their physical proximity, with significant opportunities for improved linkages to help drive visitation between the two locations.

Similarly, traditional library services will also remain at the main street site, however, there will be a focus on a curated, Heritage archive and library service at the Culture Hub site. Opportunities for digital, regional archival support and interpretative display via a heritage library are a key design objective and requirement for the new facility to promote increased opportunities for community learning and knowledge creation and provide immersive, authentic and educational experiences for both visitors and local users. Preservation of documents and stories about the Indigenous, Lutheran and British traditions of the region is pivotal to ensure that an understanding of this heritage does not fade and falter and continues to shine a light on what makes the region special and authentic into the future.

**Option 5: Complementary commercial and community not for profit development – Chateau Tanunda and Tanunda Clubhouse**

Complementary commercial developments at Chateau Tanunda and community not for profit investment at Tanunda Clubhouse have heavily influenced the design of the Culture Hub. The Chateau is developing a contemporary and lifestyle oriented tourism offering and Tanunda Clubhouse is developing new artisan branded guest suite accommodation that will support the proposed artist in residence programming at the Hub. These provide multiple opportunities for collaboration across the venues to deliver mutually beneficial food tourism, training, education, knowledge creation and cultural outcomes. This informed the decision not to include a new and standalone café or restaurant at the Culture Hub site, aligning with the overall operational principle for the facility to generate collaborative, inter-community activity. It also promotes new opportunities for food and wine events and ‘pop ups’ to further activate internal and external spaces on-site.
2.3 Information about the proposal

2.3.1 Project location

The building housing the Barossa Regional Gallery was opened on 16 May 1913 as the hall of the Tanunda Club. It was designed by the prominent firm of Adelaide architects English & Soward in a stripped classical style employing red brick and stucco. The building became the Soldiers Memorial Hall after the First World War. The hall itself, which currently seats around 350 people, still awaits full restoration and repainting of the interior. The Barossa Culture Hub will be located in the Soldiers Memorial Hall located on the corner of 3 Basedow Road, Tanunda, SA 5352 which is adjacent to Tanunda Club House at 45 MacDonnell Street.

Directly east of the facility is Chateau Tanunda, the site of a proposed $30 million development incorporating international standard hotel accommodation and culinary institute. Directly west is Tanunda community Clubhouse, the site of a proposed $1 million development comprising eight artisan guest suites and available to support the proposed artist in residence programming at the Culture Hub and with potential to directly access the Clubhouse’s restaurant facilities.

Also in close proximity is the co-located Tanunda Library and Barossa Visitor Centre situated at 66-68 Murray Street Tanunda, a primary landing site for visitors to the Barossa. The operational and strategic nature of these facilities is significant, as is the physical relationship to Tanunda Soldiers Memorial Hall.

The Tanunda main street hosts a vibrant retail and café scene with over 20 food outlets and a number of emerging boutique wine businesses and bars.

Figure 2.3.1 Project location
2.3.2 Tanunda

Tanunda has a population 4,588 (Source: ABS Census 2016). However, being located only a short distance from Nuriootpa and many other towns, the catchment population is much larger than this.

While today Tanunda is the cosmopolitan heart of the Barossa, it started life far more humbly as the tiny settlement of Langmeil located on the banks of the North Para River, to the north of the present-day town. Langmeil (‘Long Mile’) was settled in 1843 with a school house as their first public building followed soon after by the Langmeil Church. As the settlement grew and prospered it joined with, and was eventually incorporated into, the town of Tanunda.

2.3.3 Scope of works

Council is re-purposing and adding to the Barossa Regional Gallery in the old Tanunda Soldiers Memorial Hall and the adjoining not for profit community club to create a cultural hub, to truly showcase the region and community to the world.

This project will provide a place for respite from the hard times being experienced in regional areas in a venue which is not only easily accessible but also creative and entertaining. This project will result in a regional cultural facility that directly supports the visitor economy, resulting in jobs growth, economic diversification and increased participation in the arts.

The new galleries and artists studies to be built will tell the visual story and increase economic output in the region whilst encouraging participation in the arts, which will attract many interested in expanding their artistic creativity.

The new broadcasting studio will provide dedicated local information via radio to all tourists in the area, with updates on events, activities and experiences. Workshops will also be developed to provide an educational and hands on experience in everything from art, craft, song, food and wine.

In addition to this, a new events space will tell the story of Barossa in theatre, dance and song. It is anticipated that this will also result in increased visitor numbers and extended stays.

This project will ensure that the story is supported with the food and wine of the Barossa region, with new kitchens for workshops and event use, and that resident and visiting artists, presenters and storytellers have a place to stay.
2.3.3.1 Six integrated parts to the project
This project has six integrated parts as follows:

1. The first is broadcasting, production, workshop and studio hub, cultural residency programme and providing 24/7 access to users.
2. Second, is the addition of new exhibition areas, reception space, a digital and contemporary heritage library facility, retail and meeting areas into enhanced performance and gallery facilities.
3. Third is a new function and event spaces.
4. Fourth involves taking the cultural experience outside with external performance space and public art amenity.
5. Fifth is new accommodation for visiting artists in a cultural precinct in partnership with the not for profit Tanunda Community Club;
6. The sixth is a new teaching space to support the proposed Culinary Institute at the adjacent Chateau Tanunda Winery.

1. Multiple Exhibition Spaces
There will dedicated exhibition space larger than the existing offering at the Barossa Regional Gallery. It will consist of a minimum of two “white box” rooms with climate control, hanging resources and industry standard lighting. There will also be a range of flexible, temporary, informal and temporary exhibition spaces throughout the facility that are suitable for the exhibition of artworks and to cope with overflow from the dedicated spaces.

2. Main Auditorium
The existing hall space will be upgraded but the flat floor will remain with a traditional stage and balcony seating. This will provide a venue for larger performances with both theatre and cabaret style seating and removable or retractable seating will allow for both formal and informal functions and events. Lighting and sound rigs will be installed to improve the function of the space from a performance perspective. The main auditorium will seat 300 people at capacity.

3. Black Box
A small boutique multipurpose space that can be used for a variety of uses including live music and theatre, forums and training. The black box will have a range of applications, ranging from a “hipster” friendly music joint to a conference room with standard AV and lectern or an intimate live theatre space. Lighting and sound equipment will be installed and a moveable stage, seating and tables will add to the overall flexibility of the black box. It will be an important space to be utilised for locally produced content as well as touring musicians, live theatre and film. It will have a capacity for 80 – 90 people, providing an opportunity to present smaller more tailored events creatively and efficiently.

4. Foyer Area
As well as providing an “arrival space” for a range of other functions and events, the foyer will be suitable for small functions in its own right and include basic bar and catering facilities.

5. The Hinterhof
A German word that translates to “backyard” in English, the Hinterhof will be the Hub’s landscaped outdoor space or backyard. Designed not only to provide a sense of space and place year-round, during the temperate months, the Hinterhof will play host to a variety of festive activities including live music, markets, food and wine events and bespoke festivals.

6. Artisan Retail Space and Ticketing Outlet
Offering artists a chance to sell their wares, the retail space also provides an opportunity for visitors to purchase artisan wares unique to the region. Ticketing and bookings will also be managed here as the key point of sale (POS) for efficiency and cross promotion purposes. The retail space is also a key training ground for volunteers who are keen to develop retail skills that can help them secure paid employment elsewhere.

7. Digital Suite and Broadcasting Booth
A space will be developed that provides for an identified community broadcaster (Triple B FM) to operate
from the facility, as its current tenancy in the Tanunda Railway Station will shortly expire. Facilities will be positioned in a strategic location at The Hub, providing announcers with an opportunity to see the daily happenings at The Hub first hand and promote it through its radio broadcasts.

8. Live Music Incubator
Managed by an external operator/tenant the Music Incubator will provide practical and professional support for the production of live and recorded music within the facility and the development of a vibrant and sustainable music scene across the Barossa. An expression of interest has already been received from a local music business to develop the Music Incubator as a new commercial initiative for the region. It is expected that this facility will offer:

a. Music education services.
b. Sound engineering and recording
c. Live music performances of varying sizes including touring content coming to the region and opportunities for local musicians to perform
d. Support for emerging musicians in developing stage craft, marketing and musicianship skills
e. Links to Music SA and the Music Development Office
f. Opportunities to develop community music projects
g. Opportunities for other tenants and users to collaborate with musicians
h. The development of a new music festival focused on contemporary acoustic music
i. A professional music booking agency that supports links between local and touring musicians and potential new performance venues across the region

9. Heritage / Library Archive Space
A facility to house relevant heritage collections and archives, it will provide access to research, preservation projects and training. The space will be designed to offer a unique experience, complement the interpretive space and provide a link to other museum and heritage spaces in the region and in Adelaide. It will also be a key training site for volunteers who wish to support the preservation and promotion of history.

10. Heritage Interpretive Space
A dedicated space for an immersive and interactive heritage experience that will include both permanent and temporary installations that take advantage of contemporary design and technology. Combined with the Archive Space, the heritage facilities will provide an immersive and entertaining experience for visitors and offer an important education space for the region. The types of activities visitors will experience within this space include:

a. Heritage based augmented and virtual reality installation, where people can step back in time and use personal digital devices to see how the region’s landscape and people looked 20, 50 or 100 years ago.
b. The Barossa Story Bank, which people can engage with in a number of ways. It will be a multifaceted and interactive experience where visitors can enjoy local stories and also contribute their own. It is designed to inspire the nostalgia in people – reflecting on their own stories as well as the stories of others and growing the collective memory of the region. Artists will be regularly engaged to use historic materials, archives and oral histories to create captivating stories across multiple art forms. Each year new stories will be added to the story bank in new ways for people to enjoy.
c. Audio pods, where people can listen to stories of the region’s significant icons.
d. A digitised archive for visitors to explore historic artefacts, records, images and other items. They can learn the provenance of an item, download a picture card to their device that gives them some information and also provides them with the directions of how to get to the place where the item is stored or is relevant to. This will be carefully curated with thematic options also included. For example, if visitors are interested in Lutheran Churches, the English Heritage of the region or the Barossa Horse racing industry they can search these subject areas and see the relevant collections and stories that are linked.
e. Research facilities where people can discover their family history or learn more about the history of their home, their favourite winery or the B&B they are staying in.
f. Thematic exhibitions that are developed periodically with historical groups, schools, businesses and
individuals to convey both the “every day” and the significant.

g. The Parish Chapters Installation, where people can hear/see/engage with the first part of a captivating
tale about the Barossa’s heritage. Linking with both the Story Bank and the digitised archive, this
installation will offer visitors the first chapter of a bigger more extraordinary story. To hear the rest of
the story, visitors will need to travel to a particular place, to hear/see/ learn about the rest of the story.
Downloadable media and other digital technology will be used to link the stories for people as they tour
around the region.

11. Meeting Rooms
For community and commercial use for formal and informal meetings, training and small gatherings.

12. Artist Studios
Tenanted studies for artists working across a variety of artforms. These spaces will be designed to enable
access to the public, who will be encouraged to interact with the artists working on site. The Artist Studio
program will be carefully managed to ensure diversity and quality. Lease payments from the tenants will be
subsidised and in return artists will be expected to work in their studio for a minimum number of hours per
week – most likely 20 hours. One of the studios will be offered at a peppercorn rate to encourage a new or
emerging artist to develop their practice within the facility.

13. Shared Workshop Space
For a range of workshops to be presented both as part of regular programming, for studio artists to use for
collaborative and community-based projects and for fee for service workshops.

14. Under a Barossa Sky Artist Residence
The Under a Barossa Sky Artist Residence as part of the partnership with the Tanunda Clubhouse will be
a small self-contained apartment and studio for a resident artist to use on site for short to medium stays.
This will add to the overall sense of “activity” on site and provide opportunities for visiting artists to enjoy
the local hospitality and spread the word elsewhere. It will also provide exposure to visiting artists for local
artists, schools, businesses and members of the public. There will be two streams offered through the Artist
Residency program including:

   a. A “retreat” style fee for service residency program that sees practicing artists rent the space for a
      reasonable price for 1 – 4 weeks at a time. There will be an application process to ensure quality and
      a focus on professional artists who will use the facility to take in the Barossa and allow it to inform their
      practice in a focused way.
   b. Programmed residencies, will presented throughout the year with artists invited to use the facility
      free of charge and provided with a small stipend ($500 per week) in exchange for interaction with the
      Barossa community. The artists’ interaction could involve an exhibition, curation, creating specific work
      in collaboration with stakeholders or through workshops and education programs to activate facilities
      and spaces throughout the Barossa region. Programmed residencies will occur across all art forms and
      practice including practicing visual artists, musicians, historians, writers, performers, film makers and
      curators.

15. Organ Interpretive Space
The Hill and Son Organ is an impressive and world-renowned instrument that has been installed in a way
that enables the public to see inside the Organ and view the inner workings. Approximately one quarter of
the instrument is below the stage and encased in glass to allow easy viewing. This area will be upgraded
and interpretive content that enhances the visitor experience and provides improved education opportunities
will be developed.

16. Back of House
A green room, administration area, kitchen, ablutions and multiple storage spaces will be included in the
facility to ensure it is functional on a very practical level.
a. The storage facilities will cater to the diversity of users located at the space and include secure, climate-controlled rooms for storing the Vintage Art Collection and other delicate artefacts.
b. The kitchen, whilst not a full commercial kitchen, it will be appropriate for catering a range of events both large and small.
c. The administration area will be centrally located to ensure the most efficient use of staff time in managing and supervising the venue.
d. Plug and play access and universal connectivity will be included in the infrastructure to provide efficient and simple bump-ins, installations and maximum flexibility across the site in relation to the use of technology.

17. Facility Exclusions - Café / Restaurant
Research of other cultural facilities revealed challenges in securing and maintaining high quality café or restaurant operators to manage these types of facilities in cultural venues. This information, combined with the significant number and range of eateries situated beside or within close proximity to The Hub, and the potential to use Clubhouse restaurant facilities, informed the decision not to include a café or restaurant on site. This aligns with the overall operational principle for the facility to generate activity out in the community. This decision does not preclude the development of specific food and wine events being presented on site and other more casual food options presented at specified times for “pop-up” style activities.

2.3.4 Architect plans
Architect designs have been completed by Phillips/Pilkington Architects and JBG Architects. Phillips/Pilkington have provided designs for the Culture Hub component whilst JBG Architects have developed designs for the accommodation component.

Figure 2.3.4 Barossa Regional Culture Hub proposed site and landscape plan
2.3.5 Project Objectives and outcomes

The principal project objective of this project is as follows:

1. **Provide regional cultural facilities that support the visitor economy, resulting in jobs growth, economic diversification and increased participation in the arts.**

The outcome of the ‘Barossa Regional Culture Hub’ will be to meet the identified need/objective.

This project will provide a space for the region’s artists and musicians to be creative in one location, to support each other, to grow their individual business and discover a new and exciting future. It will further provide a supportive and accessible venue for the general community to participate in a range of cultural activities.

This project’s proposed infrastructure will lead to increased tourism, as visitors will be able to flock to one space, making it easier for them to enjoy their holiday and provide opportunities for extended stays. Ensuring active cultural, artistic and creative tourism offerings will reduce the seasonality of our tourism industry, as it will invite tourists to experience Barossa on a new level.

This project supports industry diversification and increased employment and volunteer opportunities due to both increased and more regular tourism numbers.

Artists, actors, singers and presenters will have a higher quality of support and stability with access to a greater audience and market.

Stakeholder discussion and engagement has spanned the past 15 years, and various sites, models and facilities have been proposed. These historic discussions have consolidated community demand for a premier cultural facility that:

- Is a catalyst for economic, social and cultural engagement, investment and growth
- Aligns with and enhances the Barossa brand and reputation
- Attracts intra and inter-state visitors; encourages them to explore the region and stay longer; and encourages repeat visitation
- Drives ongoing jobs growth through investment in cultural infrastructure and services
- Offers exceptional cultural experiences which are both captivating and unique across all artforms
- Preserves local history and heritage and showcases it in contemporary and captivating ways
- Fosters a community of innovation, creativity and quality design
- Nurtures the live music industry across the region across the spectrum of genres and with appeal across the generations
- Capitalises on the value and reputation of the Hill and Son Grand Organ, which is considered world-renowned instrument
- Provides a place for community and cultural organisations to operate from and meet, and provides a platform for cross-collaboration
- Supports businesses and community groups, on a practical level, to develop cultural tourism offerings and attract visitors
- Supports the development of creative industries and helps to grow and sustain career opportunities for local and visiting artists and increased the number of cultural jobs in the region
- Develops cultural knowledge and creatives skills through education programs
- Is a platform for the development of new festivals and events

(Source: Barossa Culture Hub Feasibility Study 2018)
2.4 Project capital costs

The project costings are based upon independent assessment from Rider Levett Bucknall, Quantity Surveyors, and for those costs directly related to job, Australian GDP and resilience grant criteria.

An allowance has been made for contingencies, preliminaries, project management and adjusted based on the achievement of efficiencies and estimated detail design outcomes to match the budgeted revised cost estimate.

The project cost is broken down as follows:

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<th>Project element</th>
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<tr>
<td>Activity 1 - Extension of Buildings</td>
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<td>Activity 2 - Refurbishment</td>
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<td>Activity 3 - Site Infrastructure and External Work</td>
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<th>Capital Expenditure - Project 2 - Tanunda Club Artisans Accommodation</th>
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<td><strong>TOTAL PROJECT COST</strong></td>
<td><strong>$11,702,579</strong></td>
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Source: Rider Levett Buckhall, Chris Sale Consulting, JGB Architects

For cost control on this project, the construction plan and the associated cash flow estimates provide the baseline reference for project monitoring and control. The schedule will enable progress on the separate activities of construction and the achievement of milestone completions can be compared with the project schedule to monitor the progress of activities.

The Barossa Council will project manage the contracts for each component. This will include receiving reporting on cost amounts, information on material quantities and labour inputs within each job account retained in the project budget. With this information, actual materials usage and labour employed can be compared to the expected requirements. As a result, cost overruns or savings on particular items will be identified as due to changes in unit prices, labour productivity or in the amount of material consumed.

The costs derived for the project are based on the cost estimates provided by the appointed consultants and a specialist sub consultant. The process for developing the costs framework for the project includes the development of all design proposals and finalisation by Council’s internal Project Engineering team who are appropriately qualified.

The Barossa Council endorses the costings derived for the project which have also been reviewed by suitably qualified staff in Council’s finance department and commends this Project to your Assessment panel for assessment and review.
### Concept Cost Estimate (Rev B)

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<td>1,072 m²</td>
<td>m²</td>
<td>3,962</td>
<td>4,247,410</td>
</tr>
<tr>
<td>RF</td>
<td>Refurbishment</td>
<td>642 m²</td>
<td>m²</td>
<td>2,090</td>
<td>1,341,619</td>
</tr>
<tr>
<td></td>
<td><strong>Sub-Total Building Works</strong></td>
<td>1,714 m²</td>
<td>m²</td>
<td>3,261</td>
<td>5,589,029</td>
</tr>
<tr>
<td></td>
<td><strong>EXTERNAL WORKS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SI</td>
<td>Site infrastructure and External works</td>
<td>Item</td>
<td></td>
<td></td>
<td>2,102,550</td>
</tr>
<tr>
<td></td>
<td><strong>Sub-Total External Works</strong></td>
<td>Item</td>
<td></td>
<td></td>
<td>2,102,550</td>
</tr>
<tr>
<td></td>
<td><strong>Sub-Total Building &amp; External Works</strong></td>
<td>1,714 m²</td>
<td>m²</td>
<td>4,488</td>
<td>7,691,579</td>
</tr>
<tr>
<td>BW</td>
<td>Building works on cost</td>
<td>Item</td>
<td></td>
<td></td>
<td>1,488,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total Builder's Work</strong></td>
<td>1,714 m²</td>
<td>m²</td>
<td>5,356</td>
<td>9,179,579</td>
</tr>
<tr>
<td>PC</td>
<td>Project on cost</td>
<td>Item</td>
<td></td>
<td></td>
<td>1,423,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total Project Cost (excluding GST)</strong></td>
<td>1,714 m²</td>
<td>m²</td>
<td>6,186</td>
<td>10,602,579</td>
</tr>
</tbody>
</table>

**Project:** Barossa Culture Hub  
**Project No:** 192289  
**GFA:** 1,714 m²  
**Date:** 2 December 19
### Project Budget - Preliminary

**Project:** The Clubhouse - Artisan Accommodation  
**Job Number:** 1518  
**Date Prepared:** 03/12/19

Purpose of Project Status Report document:
- to provide initial record of opinion of probable costs for client review/approval
- to monitor potential project cost variation for client review and action
- to monitor cash flow + actual costs during construction phase of project

#### Cost Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Contractor</th>
<th>Budget</th>
<th>Allocated</th>
<th>Costs To Date</th>
<th>Yet To Spend</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Approvals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Approval</td>
<td></td>
<td>$1,422.00</td>
<td>-</td>
<td>$1,422.00</td>
<td>estimate</td>
<td></td>
</tr>
<tr>
<td>Building Certification</td>
<td></td>
<td>$1,422.00</td>
<td>-</td>
<td>$1,422.00</td>
<td>estimate</td>
<td></td>
</tr>
<tr>
<td>CITB Levy</td>
<td></td>
<td>$2,370.00</td>
<td>-</td>
<td>$2,370.00</td>
<td>0.25% of construction cost</td>
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</tr>
<tr>
<td>Septic Application</td>
<td></td>
<td>$500.00</td>
<td>-</td>
<td>$500.00</td>
<td>estimate</td>
<td></td>
</tr>
<tr>
<td><strong>Total Authority Cost</strong></td>
<td></td>
<td>$5,714.00</td>
<td>-</td>
<td>$5,714.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Architectural</td>
<td>JBG Architects</td>
<td>$31,000.00</td>
<td>$10,967.30</td>
<td>$20,032.70</td>
<td>from PSR</td>
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</tr>
<tr>
<td>Structural / Civil Engineering</td>
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<td>-</td>
<td>$4,950.00</td>
<td>estimate</td>
<td></td>
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<tr>
<td>Services</td>
<td></td>
<td>$2,655.03</td>
<td>-</td>
<td>$2,655.03</td>
<td>estimate</td>
<td></td>
</tr>
<tr>
<td>Surveyor</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>estimate</td>
<td></td>
</tr>
<tr>
<td>Interior Design</td>
<td></td>
<td>$3,300.00</td>
<td>-</td>
<td>$3,300.00</td>
<td>estimate</td>
<td></td>
</tr>
<tr>
<td>Landscape</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>estimate</td>
<td></td>
</tr>
<tr>
<td>Planner</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>estimate</td>
<td></td>
</tr>
<tr>
<td><strong>Total Consultant Cost</strong></td>
<td></td>
<td>$41,905.05</td>
<td>$10,967.30</td>
<td>$30,937.75</td>
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<td></td>
</tr>
<tr>
<td>Construction Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base Building Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refurbishment</td>
<td></td>
<td>$720,000.00</td>
<td>-</td>
<td>$720,000.00</td>
<td>8 x $90k per unit</td>
<td></td>
</tr>
<tr>
<td>Fitout</td>
<td></td>
<td>$280,000.00</td>
<td>-</td>
<td>$280,000.00</td>
<td>8 x $35k per unit</td>
<td></td>
</tr>
<tr>
<td>Separate Works</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Construction Cost</strong></td>
<td></td>
<td>$1,000,000.00</td>
<td>-</td>
<td>$720,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Exclusions:**  
services upgrade/connection costs, loose items, curtain + blinds;

**Notes:**  
This Opinion of Probable Costs should be considered for initial feasibility studies only. Sqm rates are obtained from published information and customised by reference to similar projects recently completed by this office. A more accurate building cost estimate can be obtained by employing a qualified Quantity Surveyor or conducting a full tender on comprehensive documents.

Total probable costs represent an estimate of construction costs at date prepared for a competitively tendered building project.

#### Preliminary Budget

**Building & Fit Out Costs**

An amount of $1.3 million has been allocated for the purpose of the grant. The Tanunda Club Incorporated is hoping to enter a dollar-for-dollar partnership with the Barossa Council should our application be successful.

**Please note:** That in the event the allocated budget is exceeded due to unforeseen variations, 100% of those costs will be funded by The Tanunda Club Incorporated.

**Refer:** JBG Architects Preliminary Budget
2.5 Project ongoing costs

The projected ongoing costs are presented below and have been carefully estimated by Council. Council has made provision for culture hub operational costs in the ongoing Long Term Financial Plan. These budgeted amounts will be reviewed on an ongoing basis as part of the annual budget cycle. The table following illustrates figures up to year 7 (post development) only.

<table>
<thead>
<tr>
<th>Barossa Regional Culture Hub</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Operating Expenses</td>
<td>696,300</td>
<td>703,710</td>
<td>718,280</td>
<td>733,288</td>
<td>748,748</td>
<td>764,672</td>
<td>786,512</td>
</tr>
<tr>
<td>Total Maintenance Expenses</td>
<td>24,078</td>
<td>24,680</td>
<td>25,297</td>
<td>25,929</td>
<td>26,577</td>
<td>32,242</td>
<td>33,048</td>
</tr>
<tr>
<td><strong>Total per annum</strong></td>
<td><strong>720,378</strong></td>
<td><strong>728,390</strong></td>
<td><strong>743,577</strong></td>
<td><strong>759,217</strong></td>
<td><strong>775,325</strong></td>
<td><strong>796,914</strong></td>
<td><strong>819,560</strong></td>
</tr>
</tbody>
</table>

Source: Barossa Council

2.6 Project plan/Gantt chart
2.7 Financial viability

Financial viability is the ability to generate sufficient income to meet operating payments, debt commitments and, where applicable, to allow growth while maintaining service levels. There are several factors which contribute to this project’s financial viability.

Firstly, the Barossa Region is one of the most well-known wine destinations in Australia. Its capacity to produce exceptional food and wine has created a strong economic foundation for the region both as a producer/manufacturer and as a key tourism destination. The Tourism and Transport Forum report titled, CULTURAL & HERITAGE TOURISM IN AUSTRALIA APRIL 2016, identified that 54% of all international visitors to Australia and 26% of domestic (overnight) visitors participated in cultural and heritage activities in 2015 and cultural and heritage visitors generated a higher yield on average, spending more and staying longer.

Secondly, these trends in the tourism industry suggest there is a significant opportunity to increase income and investment in cultural tourism in the region. To take advantage of this opportunity, The Barossa Regional Culture Hub will allow the region to develop its cultural tourism offerings, encourage increased viistation and extended stays.

Government is well placed to play a role in addressing existing or potential market failure in relation to the provision of arts and cultural goods and services in a region. Government interventions – which can include direct ownership of major institutions, subsidisation of non-government organisations and regulation of arts production – can also ensure equitable access to such goods and services for the benefit of all members of the community.

The vision for the Barossa Regional Culture Hub is to develop a unique cultural and creative space that activates cultural activity across the region, showcasing Barossa stories and music in contemporary and interactive ways.

2.7.1 Revenue projections

The third contributor to the project’s viability is the operating revenue. Council has developed income projections based upon a number of revenue streams post development. The figures up to year 5 are provided in the table below and show a steady increase in revenue.

<table>
<thead>
<tr>
<th>Operating revenue</th>
<th>Year1</th>
<th>Year2</th>
<th>Year3</th>
<th>Year4</th>
<th>Year5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artist Studio Tenancy</td>
<td>25,338</td>
<td>25,971</td>
<td>26,621</td>
<td>27,286</td>
<td>27,968</td>
</tr>
<tr>
<td>Triple B Lease</td>
<td>4,371</td>
<td>4,502</td>
<td>4,637</td>
<td>4,776</td>
<td>4,919</td>
</tr>
<tr>
<td>Liedertafel Lease</td>
<td>1,803</td>
<td>1,857</td>
<td>1,912</td>
<td>1,970</td>
<td>2,029</td>
</tr>
<tr>
<td>Music Incubator Lease</td>
<td>10,300</td>
<td>10,609</td>
<td>10,927</td>
<td>11,255</td>
<td>11,593</td>
</tr>
<tr>
<td>Barossa Players Lease</td>
<td>3,825</td>
<td>3,939</td>
<td>4,057</td>
<td>4,179</td>
<td>4,305</td>
</tr>
<tr>
<td>Concert Income</td>
<td>8,687</td>
<td>8,948</td>
<td>9,216</td>
<td>9,493</td>
<td>9,777</td>
</tr>
<tr>
<td>Door Donations</td>
<td>10,300</td>
<td>10,609</td>
<td>10,927</td>
<td>11,255</td>
<td>11,593</td>
</tr>
<tr>
<td>Venue Hire</td>
<td>4,120</td>
<td>4,244</td>
<td>4,371</td>
<td>4,502</td>
<td>4,637</td>
</tr>
<tr>
<td>Workshop Fees</td>
<td>8,240</td>
<td>8,487</td>
<td>8,742</td>
<td>9,004</td>
<td>9,274</td>
</tr>
<tr>
<td>Commission on Sales / Merchandise Sales</td>
<td>41,097</td>
<td>42,330</td>
<td>43,600</td>
<td>44,908</td>
<td>46,255</td>
</tr>
<tr>
<td>Project Funding / Signature Events</td>
<td>61,800</td>
<td>63,654</td>
<td>65,564</td>
<td>67,531</td>
<td>69,556</td>
</tr>
<tr>
<td>Artist Residency Sponsorship</td>
<td>6,180</td>
<td>6,365</td>
<td>6,556</td>
<td>6,753</td>
<td>6,956</td>
</tr>
<tr>
<td>Heritage Sponsorship</td>
<td>10,300</td>
<td>10,609</td>
<td>10,927</td>
<td>11,255</td>
<td>11,593</td>
</tr>
<tr>
<td>Artist Residency Fee for Service Income</td>
<td>12,618</td>
<td>12,996</td>
<td>13,386</td>
<td>13,787</td>
<td>14,201</td>
</tr>
<tr>
<td>Total</td>
<td>208,978</td>
<td>215,120</td>
<td>221,444</td>
<td>227,954</td>
<td>234,656</td>
</tr>
</tbody>
</table>

Source: Barossa Council 2019
The table following details the forecast revenue and annual costs associated with the project.

<table>
<thead>
<tr>
<th>Operating annual revenue</th>
<th>Year1</th>
<th>Year2</th>
<th>Year3</th>
<th>Year4</th>
<th>Year5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total revenue</strong></td>
<td>208,978</td>
<td>215,120</td>
<td>221,444</td>
<td>227,954</td>
<td>234,656</td>
</tr>
<tr>
<td>Annual costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>696,300</td>
<td>703,710</td>
<td>718,280</td>
<td>733,288</td>
<td>748,748</td>
</tr>
<tr>
<td>Total Maintenance Expenses</td>
<td>24,078</td>
<td>24,680</td>
<td>25,297</td>
<td>25,929</td>
<td>26,577</td>
</tr>
<tr>
<td><strong>Total costs per annum</strong></td>
<td>720,378</td>
<td>728,390</td>
<td>743,577</td>
<td>759,217</td>
<td>775,325</td>
</tr>
<tr>
<td><strong>Net Cost Of Services</strong></td>
<td>517,367</td>
<td>519,412</td>
<td>528,457</td>
<td>537,773</td>
<td>547,371</td>
</tr>
</tbody>
</table>

Source: Barossa Council

The final factor to consider is that The Barossa Council has undertaken an extensive analysis of the financial impact of the culture hub over a 35 year financial model. The financial analysis has been embedded in Councils Long Term Financial Plan and this plan demonstrates that Council will continue for the foreseeable future (noting it is a 10 year financial plan):

1. Operating with a combined net operating surplus;
2. Have sufficient cash resources to support the construction and operation of the project;
3. Will not have to adversely increase its rate charges over and above that already forecast in the long term financial plan and maintain existing levels of service.

The Barossa Council as required by Section 48 of the Local Government Act has undertaken an independent prudential management report, which includes the culture hub project and it supports the internal analysis of the strategic, operating and financial position of the project.
The benefits from the ‘Barossa Regional Culture Hub’ will be seen across National, State, Regional and Local stakeholders and are summarised below:

<table>
<thead>
<tr>
<th>NATIONAL</th>
<th>SUPPORTS AND PROMOTES ECONOMIC GROWTH</th>
<th>PROMOTING GROWTH IN REGIONAL TOWNS I.E. REDIRECTING POPULATION GROWTH</th>
<th>ENHANCED CULTURAL AND TOURISM EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE</td>
<td>SUPPORTS AND PROMOTES ECONOMIC GROWTH AND IMPROVING THE NATION'S PRODUCTIVITY</td>
<td>PROMOTING GROWTH IN REGIONAL TOWNS I.E. REDIRECTING POPULATION GROWTH</td>
<td>MAINTAINS AND DEVELOPS A HIGH LEVEL OF FACILITIES AND SERVICES FOR BUSINESSES AND RESIDENT</td>
</tr>
<tr>
<td>REGIONAL</td>
<td>INDUCED DEVELOPMENT AND ENCOURAGES PRIVATE INVESTMENT</td>
<td>IMPROVES PRODUCTIVITY OF THE REGION</td>
<td>SUPPORT GROWTH INDUSTRIES AND INCREASED OUTPUT</td>
</tr>
<tr>
<td>LOCAL</td>
<td>THIS PROJECT WILL PROVIDE A PLACE FOR RESpite FROM THE HARD TIMES BEING EXPERIENCED IN REGIONAL AREAS IN A VENUE WHICH IS NOT ONLY EASILY ACCESSIBLE BUT ALSO CREATIVE AND ENTERTAINING</td>
<td>PROVIDE A PLACE FOR ART AND CULTURAL SECTOR BUSINESSES TO WORK TOGETHER, BE CREATIVE, SUPPORT EACH OTHER, GROW THEIR INDIVIDUAL BUSINESS AND DISCOVER A NEW AND EXCITING FUTURE</td>
<td>ENHANCED TOURISM EXPERIENCES AS VISITORS WILL BE ABLE TO FLOCK TO ONE SPACE, MAKING IT EASIER FOR THEM TO ENJOY THEIR HOLIDAY AND EXTEND THEIR STAY</td>
</tr>
</tbody>
</table>
3.1 Why is the project needed?

There are a number of key arguments for this project to be undertaken. The various benefits are quantified further within this report. The table below summarises the issues being experienced and the solution proposed by this project.

<table>
<thead>
<tr>
<th>The challenge</th>
<th>Objectives and solution</th>
</tr>
</thead>
</table>
| Need to expand tourism numbers, extend tourism stays, reduce the seasonality of tourism, diversify the economic base, provide new job opportunities and support increased access to the arts. | Provide regional cultural facilities that support the visitor economy, resulting in:  
• jobs growth,  
• economic diversification; and  
• increased participation in the arts. |

3.1.2 Current infrastructure at the Tanunda Soldiers Memorial Hall does not meet the identified need

The Tanunda Soldiers Memorial Hall is located on Basedow Road, Tanunda. The original hall was built in 1913 by the Tanunda Club to provide a larger space for performances and social events and became the Tanunda Soldiers Memorial Hall after World War 1. It has remained a civic and cultural facility and memorial building for Tanunda and the Barossa region, and is listed on the Local heritage register.

The facility is owned and operated by Council. It is managed by Council staff (1 current part time staff member) and volunteers including a management committee established under Section 41 of the South Australian Local Government Act 1999.

Facilities and infrastructure are utilised by a broad range of user groups for cultural, artistic and community-based activities.

Historically the facility has performed the role of a cultural location for the region. At over 100 years old, the current infrastructure is not sufficient to leverage the economic, commercial and community benefits that a contemporary centre for the creative arts, industries and culture can offer.

Even though some essential upgrades have been undertaken, there is a common theme of the potential for much greater and aspirational outcomes restricted by the lack of suitable facilities which also pose safety issues and restrict access.

3.1.2.1 Current operating challenges

Current operating challenges which will be addressed by this project include:

• No air conditioning in the main auditorium which renders the venue un-useable for events in winter and summer. The Barossa experiences cold winters and very hot summers.  
• Limited storage capacity including a lack of climate control for archival and art storage  
• Limited loading dock access  
• No green / change room facilities for performers  
• No reception / foyer area  
• After-hours access is difficult  
• Electrical supply is at capacity – wiring is contemporary but any additional load causes facility to trip out.  
• Additions incorporated over time have resulted in changes in levels that make it a difficult building to navigate and access.

Following are a series of images which demonstrate some of the issues to be addressed by this project.
Access and manual handling issues

Lack of appropriate storage and manual handling dangers

Areas between galleries present access issues

Inadequate storage and climate control

Change in toilet levels

Unsuitable office area

Source: Barossa Council
3.1.3 The current creative climate in Barossa and why it should be supported

CULTURAL LANDSCAPE – COMMUNITY
Alongside the Barossa Regional Gallery, which is situated at the Tanunda Soldier’s Memorial Hall, there are a number of community organisations that manage cultural facilities and deliver cultural programs throughout the Region. Many of these rely on community and volunteer support and are under-resourced. Whilst the work they do is vita, they have limited capacity to grow and very few are able to develop cultural tourism opportunities and attract visitors. Organisations include a range of historical societies, community radio, an arts council and heritage site care-taker groups.

CULTURAL LANDSCAPE – COMMERCIAL
The local wine industry, particularly through the network of cellar doors provides a range of cultural activities including, exhibitions, live music, theatre and heritage tours and local pubs and bars present live music reasonably regularly. The Barossa Arts and Convention Centre (BACC) is situated at Faith College on the edge of Tanunda – it offers a range of live theatre and music performances, which are open to the public but its continued role as a performing arts centre that is open to the public, is tenuous. Whilst it is not confirmed, it is anticipated that the school will convert the facility into an internal school resource only within the next 2 – 3 years. Local music business, Stella One Studio, has a professional recording studio located in Tanunda, is a local entertainment booking agent, nurtures the local music scene and hosts a regular open mic night.

ADJACENT BUSINESS DEVELOPMENT
Immediately east of the Barossa Regional Culture Hub site, wine producer and cellar door, Chateau Tanunda is establishing a 5-star lifestyle hotel with 100 – 120 rooms, a Culinary Institute for education, training and food tourism and a function and conference centre. The Barossa Council has entered into a public/private partnership with Chateau Tanunda to support the development of this landmark facility. The Barossa Regional Culture Hub is expected to enhance this initiative providing opportunities for visitors to the Chateau to immerse themselves in the culture of the region more fully and offer additional break out space for functions and events that over-flow from the conference centre.

The Tanunda Clubhouse, which is located directly west of the Barossa Regional Culture Hub site is a popular Barossa venue for casual dining and entertainment. They have plans to develop accommodation on their site of between 8 and 10 suites that will complement their existing services.

The Tanunda main street hosts a vibrant retail and café scene with over 20 food outlets that range from inexpensive take-away to fine dining. Over the last three – four years several new boutique wine businesses and cafes have successfully opened on the Tanunda main street, reflecting the confidence of the local business community. With the Barossa Visitor Centre also situated in the main street, the township is considered an important hub for the broader Barossa Region and is the primary landing site for visitors who come to the region.

LOCAL FESTIVALS
There are a number of festivals presented in the local area but based on the Barossa Regional Events Strategy developed in 2013 there are considerable opportunities to build the events market both locally and regionally. Tourism Barossa presents the Barossa Vintage Festival biennially and the Barossa Gourmet Weekend, which has recently transformed into a quarterly festival program. The Barossa Baroque and Beyond is a boutique music festival presented annually in October and the South Australian Living Artist (SALA) Festival has a significant presence in the region.

Source: Barossa Council

3.1.3.1 Value of Arts and Culture
In December 2013 a report by the Creative Industries Innovation Centre, was published titled ‘Valuing Australia’s Creative Industries Final Report’. This report provides a definition for the Creative Industries
As a most basic definition, creative industries can be distinguished from other industries in that creativity is used to create value for their consumers. While all industries will include an element of creativity within them to a greater or lesser extent, creative industries are different because they use creativity to create value for their clients and the products or services created are intellectual property.

Due to their dynamic nature, the creative industries are not simply defined and consist of a wide variety of businesses and individuals. They include cultural sectors like the visual and performing arts, as well as those sectors that are often dubbed digital media or multi-media including film and television, broadcasting, computer animation, web design and music. They also include a range of other sectors like architecture and urban design, industrial design, designer fashion, writing and publishing.

The creative industry segments

The creative economy in Australia can be divided into distinct segments. The following segments will be supported by the Barossa Culture Hub and therefore help to increase productivity in these sectors resulting in economic growth, diversification and employment.

MUSIC AND PERFORMING ARTS -  *Directly supported by the Barossa Culture Hub*

In 2011/12, music and performing arts contributed around 2% of total IGP and 3% of total employment for the creative industries. In 2011, the music and performing arts segments workforce totalled 34,277 people. Embedded creatives make up the majority of this workforce at 52.2%.

FILM TELEVISION AND RADIO -  *Directly supported by the Barossa Culture Hub*

In 2011/12, the film, television and radio segment contributed around 14% of total IGP and 11% of total employment for the creative industries. Pay television experienced the highest growth in IGP between 2004/5 and 2011/12 at around 6%. Overall, the film, television and radio segment has performed significantly below the GDP for the broader economy. In 2011, total workforce in the film, television and radio segment totalled 42,688 people. Around half of this workforce are support workers.

DESIGN AND VISUAL ARTS -  *Directly supported by the Barossa Culture Hub*

In 2011/12, design and visual arts contributed around 6% of total IGP and 9% of total employment for the creative industries. Growth in IGP for design and visual arts is much lower than GDP growth with professional photographic services experiencing significant decline between 2004/5 and 2011/12. In 2011, the design and visual arts workforce was 94,140 people. The largest proportion of the workforce is embedded workers which represent 62.2% of the workforce.

3.1.3.2 Regional arts and culture scene

**THE RISE OF THE REGIONAL BOHEMIANS**

Regional Australia Institute
May 2017

There is a prevailing, metro-centric view of arts in Australia; that artists have to go to metropolitan areas if they are to succeed. This is a central proposition in Lindy Hume’s recent Platform Paper Restless Giant: Changing cultural values in regional Australia. In fact, Hume argues, many artists make a conscious effort to move to regional places because of the various benefits regional communities have to offer: creative inspiration, affordability, quiet working environment, and community values.

The arts are an important part of regional economies. In 2013, regional Australia produced $2.8 billion in arts and cultural industry output (Gross Value Added, or ‘GVA’); approximately 24 per cent of the national arts and cultural output.[1] Metropolitan cities, by contrast, produced $9.1 billion GVA from arts and culture, or 76 per cent of national output.
Beyond the arts sector itself, creative people play a vital role in economic development. The Regional Australia Institute’s (RAI) Innovation index now tracks the strengths of a region’s entrepreneurial business engine, along with the traditional measures of research and development. The business engine component includes trademark applications, a measure which joins creative and commercial business development, and the Institute’s mapping finds many regions with high levels of outright and per capita trademark applications.

Clearly, regional Australia includes many creative hubs that will continue to see economic benefit from arts and culture in years to come. This optimistic reimagining of regional arts and culture underlies Lindy Hume’s paper. In highlighting the excitement and enthusiasm around regional arts, Hume dispels the misconception that regional communities lack the creative fervour or cultural clout of metropolitan cities. Hume finds world-class artists thriving in regional areas, and is troubled that touring arts funding is almost exclusively aimed at supporting visits to regional areas by metropolitan artists, rather than fostering a two-way flow.

Hume notes the imbalance of resources directed to regional Australian arts and culture compared with metropolitan cities (for instance, for major performing arts company tours, regional Australia only receive 3 per cent of the national funding budget). Hume argues that this imbalance contributes to a lack of connection between the major metro-based performing companies and their regional counterparts, and limits the work produced in regional Australia for tours to metro cities...

### 3.1.4 The need to support economic diversification

The Barossa region is heavily reliant upon agriculture sector which continues to be drought affected. ABS Census data states that Agriculture, Forestry and Fishing is the sixth highest employing industry sector of residents and the sixth largest employer in The Barossa Council area itself, making up 6.7% of total employment. The top ten employing sectors in the Barossa LGA are shown in the table following. Note that Manufacturing is the highest employer in the region with many businesses directly linked to the agricultural sector.

<table>
<thead>
<tr>
<th>Employment by Industry sector</th>
<th>Number</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturing</td>
<td>2,575</td>
<td>25.5</td>
</tr>
<tr>
<td>Health Care and Social Assistance</td>
<td>1,063</td>
<td>10.5</td>
</tr>
<tr>
<td>Retail Trade</td>
<td>1,049</td>
<td>10.4</td>
</tr>
<tr>
<td>Accommodation and Food Services</td>
<td>835</td>
<td>8.3</td>
</tr>
<tr>
<td>Education and Training</td>
<td>734</td>
<td>7.3</td>
</tr>
<tr>
<td>Agriculture, Forestry and Fishing</td>
<td>675</td>
<td>6.7</td>
</tr>
<tr>
<td>Administrative and Support Services</td>
<td>634</td>
<td>6.3</td>
</tr>
<tr>
<td>Construction</td>
<td>394</td>
<td>3.9</td>
</tr>
<tr>
<td>Industry not classified</td>
<td>334</td>
<td>3.3</td>
</tr>
<tr>
<td>Other Services</td>
<td>332</td>
<td>3.3</td>
</tr>
</tbody>
</table>

Source: ABS CENSUS 2016, Profile ID

Economic diversification is the process of shifting an economy away from a single income source toward multiple sources from a growing range of sectors and markets. Traditionally, it has been applied as a strategy to encourage positive economic growth and development. Economic diversification helps ease the effects of cyclical downturns, including cyclical unemployment.

This project actively supports this strategy as the current infrastructure is not sufficient to leverage the economic, commercial and community benefits that a contemporary centre for the creative arts, industries and culture can offer. Businesses, community organisations and schools both locally and across this drought affected region are looking to link with artisans, in practical ways to strengthen the cultural capacity of the region. In this way the Barossa Regional Culture Hub project will be a catalyst and incubator for further community and cultural development and investment. The additional and critical benefit here is the resulting boost to the tourism sector that is likely to occur post development.
3.1.4.1 Addressing the seasonality issue of tourism

Ensuring active cultural, artistic and creative tourism offerings will reduce the seasonality of the tourism industry, as it will invite tourists to experience Barossa on a new level. This will also encourage increased extended stays which again will impact upon businesses and create new employment opportunities as patronage of shops, services, etc, increases.

Programming Themes

The programming themes provide focus for the artistic direction of the Barossa Regional Culture Hub. By identifying on two thematic streams The Hub program can focus investment to achieve greater impact. Both the themes respond to existing strengths of the Barossa, Gallery and Organ programs and the broader heritage values espoused throughout the Barossa community. The programming themes will also address gaps and offer opportunities to develop unique and impressive experiences.

Barossa Live! builds on years of music excellence from the region. Strong music education programs, the Barossa Music Festival, which ran for over 15 years, the Hill and Son Grand Organ – a world renowned instrument, a strong organ culture, the Song Room and Candlelight Concerts, pub gigs and the Barossa Baroque and Beyond Festival have contributed to the development of a vibrant live music scene in the Barossa. Extending on this success the Barossa Live! theme will encompass live theatre, radio broadcasting, music production and live interaction with visual artists in studio and exhibition environments. A music incubator will also be established at the Hub that is positioned as a home for music development for the region.

Barossa Live!
Showcasing music, live performance, broadcasting and the interactions between audience and artist, this theme focuses on creating and sharing music and art on an interactive level. The Hub will be a place for exceptional live performances and a place where people can learn, experiment and create new work to share with others. A place where the audience can get up close and personal with the performers, the makers and the creators – live!

Barossa hangs its hat on heritage and it has long been mentioned as its greatest asset beyond food and wine. To ensure unique and authentic programming within The Hub, a focus on Barossa stories and heritage is both strategic and logical. It will provide a place for existing and new heritage assets to be reinterpreted in immersive and creative ways. From stories of German and English forefathers, to the tales of contemporary wine makers that reside in the valley today, the history of the region will be interpreted and showcased in ways never seen before. Artists will design new works that emerge from the heritage of the region and visitors will immerse themselves in Barossa’s heritage using the latest digital technology. There will be a story bank that grows with each creative interaction on site – connecting people to the past present and future. The Barossa Stories Theme offers memorable experiences that immerse people in the connective tissue of the Barossa.

Barossa Stories
Celebrating the heritage of the region, both past and present, this theme focuses on the telling of stories using contemporary approaches and tools. Combining new technologies and artistic interpretation to tell our stories in captivating and unique ways. It will build our collective memory and enable others to share in the character of the locals. The Hub will take heritage to the next level.

Source: Barossa Council

3.1.4.2 Cultural tourism

Storytelling and cultural tourism is one of the largest and fastest-growing global tourism markets. Culture and creative industries are increasingly being used to promote destinations and enhance their competitiveness and attractiveness. Many locations are now actively developing their tangible and intangible cultural assets as a means of developing comparative advantages in an increasingly competitive tourism marketplace, and to create local distinctiveness in the face of globalisation.

The OECD Tourism Committee has carried out an extensive research into the role of culture and tourism in enhancing destination attractiveness and competitiveness. The work has also focused on country practices in this area. This publication concludes that culture and tourism have a mutually beneficial relationship which can strengthen the attractiveness and competitiveness of destinations, regions and countries. Culture is
Increasingly an important element of the tourism product, which creates distinctiveness in a crowded global marketplace.

At the same time, tourism provides an important means of enhancing culture and creating income which can support and strengthen cultural heritage, cultural production and creativity. Creating a strong relationship between tourism and culture can therefore help destinations to become more attractive as well as more competitive as locations to live, visit, work and invest in.

Source: The Impact of Culture on Tourism P3

3.1.4.3 The Value of Tourism in the Barossa

The South Australian Tourism Commission publishes a one page fact sheet of tourism statistics for the region: Results for Year Ending December 2018. This gives an insight into the tourism market in the region.

The data clearly shows that tourism expenditure continues to grow reaching $213 million in December 2018, a 37% increase on 2013 figures. Growth is expected to continue placing the Barossa in an excellent position to take advantage of this growth.

3.1.4.4 Tourism trends

Tourism continues to grow in the Barossa region with tourism expenditure and overnight visitors to the region steadily increasing every year. This project will help businesses and the community to capitalise on this growth by improving the visitor experience and encouraging more frequent and extended stays in the region.

Tourism overnight visitors reached 245,000 in 2014/15 with tourism expenditure reaching $187 million representing an increase of $18 million from 2013-14. Latest figures from Tourism Research Australia indicates that in 2018, there were 901,000 visitors to the Barossa LGA. This represented an increase of 40,000 visitors or 5% from 2017 figures of 861,000. This increase is demonstrated in Figures 3.2.4.3 a and 3.2.4.3 b.

Figure 3.2.4.3a Visitors Numbers to the Barossa LGA 2014-18

![Visitor Numbers to Barossa LGA 2014 - 2018](image)

Source: TRA Tourism Profiles 2014-2018, A.P. SHEERE CONSULTING

Figure 3.2.4.3b Tourism metrics for Barossa LGA - 2018
KEY TOURISM METRICS FOR BAROSSA (DC)

<table>
<thead>
<tr>
<th></th>
<th>INTERNATIONAL</th>
<th>DOMESTIC OVERNIGHT</th>
<th>DOMESTIC DAY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitors ('000)</td>
<td>12</td>
<td>181</td>
<td>708</td>
<td>901</td>
</tr>
<tr>
<td>Nights ('000)</td>
<td>172</td>
<td>438</td>
<td>-</td>
<td>611</td>
</tr>
<tr>
<td>Average stay (nights)</td>
<td>14</td>
<td>2</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Spend ($m)</td>
<td>12</td>
<td>104</td>
<td>77</td>
<td>193</td>
</tr>
<tr>
<td>Average spend per trip ($)</td>
<td>1,010</td>
<td>576</td>
<td>108</td>
<td>215</td>
</tr>
<tr>
<td>Average spend per night ($)</td>
<td>70</td>
<td>238</td>
<td>-</td>
<td>191</td>
</tr>
<tr>
<td>Average spend (commercial accommodation) per night ($)</td>
<td>80</td>
<td>257</td>
<td>-</td>
<td>209</td>
</tr>
</tbody>
</table>

Source: Tourism Research Australia

This development is expected to have a positive impact upon visitors and help to address the issue of seasonality in the tourism sector. By encouraging visitors to the region throughout the year will result in increased economic activity, increased exposure to to greater market base for local artists and performers and a range of job and volunteer opportunities.

Case study

Barossa tourism continues to boom
Bunyippress.com.au
April 2017

THE Barossa’s unique wine and food experiences have contributed to the region’s record number of domestic visitors in the past year, according to a local tourism industry expert.

The Federal Government’s newly released International Visitor Survey reveals the Barossa attracted a record 199,000 domestic visitors, who stayed 493,000 nights, in the 12-month period to December 2016.

The statistics also found the region continues to boost the state’s visitor economy, with tourism-related expenditure reaching a record $6.3 billion. Regional Development Barossa chief executive Anne Moroney said the region’s tourism sector continues to grow and is an attractive destination for the emerging Chinese market.

“Tourism is an increasingly important industry in a service-driven economy and, with the Barossa’s tourism assets, the region has a big opportunity in leveraging that,” she said. “Whilst Barossa wine is well-known for its tourism appeal, visitors to a region usually seek diverse experiences and our historical precincts, events, trails and cycle paths, parks, wildlife and cooking classes, restaurants and educational institutions offer a richness of experiences.

“With the growth of the Chinese tourism market, it is a good investment to have a little information in Mandarin available, and understand a few courtesy, or dietary, expectations of this market.” Mrs Moroney said the recent tourism campaign ‘Barossa Be Consumed’, and other major events, attracted more visitors to the region.
“The ‘Barossa Be Consumed’ campaign rekindled a lot of interest in the region and RDA is working with regional partners in tourism, wine, arts, recreation and natural resources, as well as education, to grow our share of the tourism pie,” she said. Mrs Moroney said collaborating and co-operating with other businesses, along with sharing information, would continue to help drive visitor numbers.

“All businesses should be aware that the visitor also has many choices, and if we want them to come into our business, or sample our products and experiences, then we have to offer excellent service and pay attention to the little things that matter,” she said.

“Understanding your town’s image, or brand identity, also helps people with consistent messaging and impact.”

3.1.4.5 Benefits of events

Festivals and events have been identified as a key source of economic regeneration that leverage the cultural heritage of a region. Festivals and other regional arts events attract audiences, increase tourism, increase visits to other local attractions and provide a flow on effect for economic activity in local shops, restaurants, cafes and accommodation. Arts programs/festivals/events that encourage visitors to stay longer provide greater opportunities to increase spending in regional areas.

Arts events attract visitors who may otherwise have limited awareness of the area. Arts events and venues such as galleries or performing arts centres contribute to a perception of a unique destination, thus increasing the attraction of places. Places with cultural attractions and creative industries can attract particular demographic groups with disposable income, either as visitors or new residents.

*Events are an important driver of visitation and engagement; they encourage visitors to stay longer and spend more. Events have a strong role in connecting and engaging tourists with the local community. They make a statement about who we are and what the region is.*

(Source: Tourism Barossa Strategic Plan 2017-18).

*A Barossa Culture Hub is well positioned to grow the tourism economy in both value and diversity through authentic, immersive and high quality cultural events, festivals and experiences. National data shows 54% of all international visitors to Australia and 25% of domestic (overnight) visitors participate in cultural and heritage activities, and cultural and heritage visitors generate a higher yield on average*  
(Source: Tourism and Transport Forum 2016).

3.1.4.6 Current events

The region currently hosts a range of events. The current hall also hosts some events and workshops, however, it is severely constrained by various issues such as inadequate space, access, amenities, etc. The table below lists the current events hosted at the Soldier’s Memorial Hall alongside a list of the proposed new events to hosted post development.

It is anticipated that many of these new events will incur a fee and this has been taken into consideration for the Cost Benefit Analysis. However, in addition to this, the attendees themselves are also likely to incur additional spending in the region too which will have a positive effect on local and regional businesses.

<table>
<thead>
<tr>
<th>Programs / Events</th>
<th>Is this a current or new event?</th>
<th># current attendees</th>
<th># new attendees</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barossa Regional Gallery Workshop Program</td>
<td>Existing</td>
<td>10 to 20</td>
<td></td>
<td>40 per annum</td>
</tr>
<tr>
<td>Barossa Baroque and Beyond</td>
<td>Existing</td>
<td>250</td>
<td>Plus 250</td>
<td>annual</td>
</tr>
<tr>
<td>Barossa Vintage Festival</td>
<td>Existing</td>
<td>300</td>
<td>Plus 700</td>
<td>Bi annual</td>
</tr>
<tr>
<td>SALA</td>
<td>Existing</td>
<td>500</td>
<td>Plus 700</td>
<td>annual</td>
</tr>
<tr>
<td>Culture Markets</td>
<td>Existing</td>
<td>2 new</td>
<td>500</td>
<td>2 per annum</td>
</tr>
</tbody>
</table>
3.1.4.7 Benefit of visiting artists and artists in residence
An artist residency is an opportunity provided by a host organisation that enables a guest artist to work in a new environment, often away from the restrictions and pressures of their everyday lives. Artist residencies are about providing the time and space for a guest artist to develop work and creatively explore new ideas. Artist residencies are important because they provide opportunities for artists from around the world to spend time in a new atmosphere and environment. They support cultural and artistic exchange, nurture experiment and new ideas, and support research and the development of new work. Motivations for hosting artist residencies are many and varied. In this case the following motivations and benefits apply:
• raise the profile of the Culture hub and Barossa region and encourage increased tourism and extended stays and patronage of the hub and associated events/activities
• provide professional development and networking opportunities for both visiting artists and the host
3.1.4.8 Value adding to food and wine sector

Increased tourism resulting from the various activities and events undertaken by the new development will also have an impact upon the local wineries which the region is famous for. Many tourists visit the Barossa to experience the world renowned wine but there is a trend towards these tourists wanting a more cultural experience as well. This project will complete the wine sector but extending that cultural experience by offering additional reasons to not only visit but stay for longer.

Many sectors will benefit from this increased patronage as the culture hub compliments so many industry sectors in the region. An additional benefit of the increase in patronage are the additional benefits in the form of employment and volunteer opportunities that will be created not only at the new Culture Hub but also in the various businesses operating within the LGA. Supporting the opportunity for cellar door sales to increase, is another benefit of this project.

3.1.5 Support greater opportunities for increased employment, volunteering, social connections and cultural experiences,

3.1.5.1 Address Youth unemployment

The Barossa may have one of the lowest adult unemployment rates in Australia, yet the region has one of the highest youth unemployment rates in South Australia and Australia. Unemployed people in this category are defined as those people aged 15-24 years who, in the week prior to Census night, did not have a job but were actively looking for either full or part-time work.

Figure 3.1.5 illustrates the extent of youth unemployment across the Barossa LGA. This project will provide a number of workshops to provide an educational and hands-on experience in everything from art, craft, song, food and wine. It will also provide greater job and volunteer opportunities throughout the year through its new program of events and the increase in tourism which is anticipated.
Following is a media article which also demonstrates the extent of the youth unemployment issue.

Case study

**Youth unemployment in Adelaide’s north continues to rise**

*Tuesday March 27, 2018*

Northern Adelaide’s youth unemployment rate has risen to 18.4 per cent, making it one of the worst youth jobless hotspots in the nation.

Northern suburbs youth workers say the closure of Holden’s Elizabeth factory had a big impact on young people’s job hopes.

A new report from the Brotherhood of St Laurence found that northern Adelaide had the ninth worst youth unemployment rate in the nation, while Adelaide’s west was thirteenth worst. Overall, South Australia continues to have the highest level of youth unemployment in the nation, currently sitting at just below 16 per cent unemployment for those aged 15-24.

The anti-poverty group used data from the Australian Bureau of Statistics to collate the report *An Unfair Australia? Mapping Youth Unemployment Hotspots*, released yesterday. The report shows the Adelaide North region, which has traditionally been the worst unemployment region for those aged 15-24 in South Australia, increased its youth unemployment rate by almost two percentage points since January 2016.

Adelaide West, which currently has 17 per cent youth unemployment, featured as one of the regions with the biggest unemployment increases – up 4.6 percentage points in two years.

Brotherhood of St Laurence executive director Conny Lenneberg said hotspots in outer suburbs and rural areas were carrying the heaviest burden of youth unemployment.

“The modern economy is creating new risks for Australia’s emerging generation,” she said.

“Disadvantaged young people, in particular, are facing barriers in their effort to secure work [and] to meet this challenge, we need action from governments as well as tapping into efforts of employers in local communities.

“Stubborn rates of youth unemployment are not just a concern for families or the welfare sector.”

Northern Area Community and Youth Services CEO Clare Dilliway said the closure of Holden’s Elizabeth factory in October last year had a big impact on how young people viewed their job prospects.

"Here, there were a lot of young people who were really inspired to work at Holden and saw that as their job future,” Dilliway said.

“When Holden closed that sense of hope for a better future really died, especially for those that came from families dealing with intergenerational poverty.”

Dilliway said northern suburbs schools and youth organisations were now working to develop young people’s entrepreneurial skills to equip them for the future job market.

“We have a program we’ll be launching [in July] called ‘Dare to Dream’ which is about if you have an idea for a small business, this is what can be done to make it a reality,” she said.

“It’s an acknowledgement that enterprise will be a future skill for the next generation and there’s
different possibilities."


3.1.5.2 Workshops to help the youth gain employment
Extensive research carried out by council in developing our Barossa Community Plan 2016-2036 revealed the opportunity to target youth unemployment through providing quality entry level jobs and training in the region, thus increasing their opportunity to grow their careers from early on. To do this jobs and traineeships and volunteer opportunities need to be created.

The Department of Industry and Skills have at least two specific programs which are relevant to this project and will be supported by the Barossa Regional Culture Hub.

1. RAMP - Regional Music Program
This is designed to support regional venues and musicians to host touring musicians and understand what’s needed to ‘ramp up’ music events in regions.

2. Skilling South Australia - Creative Industries
The Skilling South Australia Program - http://www.vet.skills.sa.gov.au/ is a partnership between the State and Commonwealth Governments. The program aims to support an additional 20,800 apprentices and trainees over the next four years - an increase of 52% above our current baseline.

As part of this program The Department of Industry and Skills are developing projects to support those in, and entering, the creative industries to access training.

Through the traineeship structure of earning and learning, the initiative aims to create recognised, sustainable pathways into the creative industries. The Barossa Regional Cultural Hub would be an effective asset to enable the Department of Industry and Skills to support local artisans and musicians to access apprenticeship and traineeships.

Furthermore, through the Employ Your First Person program, the hub could support local entrepreneurs in the creative industries to grow their business and employ.

3.1.5.3 New job opportunities post development
A number of new jobs will be created post development. This is further discussed in Section 4.6 Other Economic Impacts. A summary is of these potential new job opportunities is provided below:

<table>
<thead>
<tr>
<th>Direct jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barossa Culture Hub</td>
</tr>
<tr>
<td>Manager, Barossa Regional Culture Hub</td>
</tr>
<tr>
<td>Programs Officer</td>
</tr>
<tr>
<td>Heritage Officer</td>
</tr>
<tr>
<td>Admin Officer</td>
</tr>
<tr>
<td>Barossa Community Club (accommodation)</td>
</tr>
<tr>
<td>Artisan Guest Suites – Receptionist</td>
</tr>
<tr>
<td>Artisan Guest Suites - Service Attendant</td>
</tr>
<tr>
<td>Artisan Guest Suites – Cleaner</td>
</tr>
</tbody>
</table>

3.1.5.4 Encourage greater community volunteering in Barossa
Volunteering is time willingly given for the common good and without financial gain. Volunteering continues to play a role central to Australia’s identity as a nation, with 5.8 million Australians or 31 per cent of the population volunteering, making an estimated annual contribution of $290 billion to our economic and social good. (Source: https://www.volunteeringaustralia.org/).
The benefits for volunteering directly flow on from the benefits from the networks with the community institutions.

Providing a central point to network for our arts and cultural groups, community service and related groups, who are largely volunteers grows the collective strength of the volunteering sector. The term ‘volunteering’ covers a wide diversity of activities and the volunteers who will be using the Culture Hub are an accurate reflection of this diversity. From the volunteers in the radio station, to the guides in the gallery, to the community performances. Immense diversity in the usage, but with a common theme of time willingly given for the common good and without financial gain.

Volunteers are an integral part of the social capital of Tununda and the region and the Culture Hub provides the central location and benefit of a network of very diverse in many ways, but very common in others, volunteering groups.

3.1.5.5 Current volunteer rates in the Barossa

ABS Census 2016 analysis of the voluntary work performed by the population in the Barossa Council area compared to Greater Adelaide, shows that there was a higher proportion of people who volunteered for an organisation or group. Overall, 29.4% of the population reported performing voluntary work, compared with 19.5% for Greater Adelaide. The number of volunteers in The Barossa Council area increased by 890 people between 2011 and 2016.

3.1.5.6 Current volunteer activities at the Tanunda Soldiers Memorial Hall

There are currently 55 volunteers who regularly assist at the Tanunda Soldiers Memorial Hall. The 55 volunteers contributed a total of 3,227 volunteer hours in 2017/18. A summary is provided in the table below.

### Gallery Volunteer Hours (2017/2018 year)

<table>
<thead>
<tr>
<th>Volunteer role</th>
<th>Volunteer hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitters and shop</td>
<td>1827 (formally gathered)</td>
</tr>
<tr>
<td>Organ Volunteers</td>
<td>1000</td>
</tr>
<tr>
<td>Exhibition Volunteers</td>
<td>400</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,227 hours (55 volunteers)</strong></td>
</tr>
</tbody>
</table>

**SOURCE: BAROSSA COUNCIL**

---

**Barossa community restores 20-tonne pipe organ to former glory**

7.30 South Australia  
By Mike Sexton  
ABC 28 Aug 2014, 2:32pm

After almost a quarter of a century of trial and error, one of the most dramatic organ transplants has taken place in the Barossa Valley.

A Hill and Son grand pipe organ will this weekend make its debut in the Tanunda Soldiers’ Memorial Hall.  
“It is wonderful she has been able to regain her rightful place in South Australia as an instrument of prestige,” said Secretary of the Organ Historical Trust of Australia Steve Kaesler (OHTA). “She is an instrument that really has a personality of its own.”

The instrument came to Australia from England in 1875 and two years later was installed in Adelaide Town Hall.

At the time Melbourne was the only other town hall in the country with a similar pipe organ.
The instrument was painted white in keeping with fashion in the 1930s. In 1970 it was given a major overhaul in an attempt to modernise it.

The work did not improve the instrument and by 1990 it was considered to be in such a poor state that the council replaced it.

That was when Steve Kaesler and the OHTA asked to have the remains of the original organ and began the task of restoring it to its original glory.

**Original design drawings and old photos used for restoration**

Restoration work began with master organ builder George Stephens testing the 2,260 pipes.

Once they had been modified, repaired or replaced, volunteers rebuilt the case, bellows and structure that housed them.

Without any original design drawings, they relied on old photos and information from the Goulburn Cathedral in New South Wales where a similar organ is housed.

Every Saturday for more than 20 years, volunteers have gathered to restore and rebuild the organ.

Each original piece was stripped and cleaned and new pieces manufactured.

The restored organ weighs 20 tonnes and stands 10 metres tall.

"It represents the pinnacle of the industrialised age of the 1800s, and it’s a work of art as well as a musical masterpiece," Mr Kaesler said.

The community raised about $400,000 to pay for professional work and estimated another $600,000 was supplied in-kind by donations from the community.

"It was like an enormous jigsaw," said benefactor Margaret Lehmann.

"They were told it couldn’t be done and what I really like is that they took no notice of that and just kept putting one foot in front of the other."

Having been restored as a community effort, the committee believes the instrument belongs to the Barossa Valley where music is as much a part of its heritage as food and wine.

"It is not under glass, it is for everyone and especially we hope young people will be inspired," Mrs Lehmann said.

A series of concerts this weekend will mark the next stage in the musical career of the grand old instrument.

**3.1.5.7 New volunteer opportunities post development**

It is anticipated that post development a significant number of additional volunteer opportunities will arise. Roles just as additional guides, front of house, marketing, ticket collection, sales, event assistants, etc, will be created. Currently there are 55 volunteers contributing a total of 3,227 volunteer hours. 3,227 hours across 55 volunteers, is 58.67 hours per volunteer, per annum.
### Gallery Volunteers Hours (2017/2018 year) Total - 3,227

<table>
<thead>
<tr>
<th>Volunteer role</th>
<th>Volunteer hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitters and shop</td>
<td>1827 (formally gathered)</td>
</tr>
<tr>
<td>Organ Volunteers</td>
<td>1000</td>
</tr>
<tr>
<td>Exhibition Volunteers</td>
<td>400</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,227 hours (55 volunteers)</strong></td>
</tr>
</tbody>
</table>

Source: Barossa Council

It is estimated that post development, volunteer numbers will reach 90 persons (equivalent to 35 additional volunteers) with 6,450 predicted hours contributed to the Culture Hub. This equates to approximately 71.66 hours per volunteer per annum.

**Triple B radio**

In addition to this, the community radio station that is proposed to be relocated into the facility — Triple B - is currently run purely by volunteers. The station will relocate to the Barossa Culture Hub post development (they need to move from their current premises). They currently have 37 volunteers providing 8580 hours of broadcasting and other volunteer input.

It is anticipated that Triple B volunteer activity will increase by 30% to 48 volunteers (equivalent to 11 additional volunteers) post development who will contribute 11,154 volunteer hours per annum.

**Why are volunteer opportunities important?**

These volunteer opportunities will result in a number of benefits such as social inclusion, meeting new people, building healthy relationships and work experience. Volunteering strengthens residents’ ties to the community and can also help to develop a solid support base thereby supporting mental health and employment prospects. Work experience opportunities in a number of roles which will be of particular benefit to the youth in the community.

### 3.1.6 The importance of participation and access to the arts and culture

Social inclusion entails removing barriers to increase participation and build sustainable communities that facilitate action and co-operation for mutual benefit. Therefore, a key part of creating social inclusion is to remove barriers to participation that may otherwise cause social isolation. Social isolation occurs when people do not feel connected to community.

Experiencing social isolation can cause harmful thoughts, loss of self-esteem, fear and anger, social rejection, punishing the self, and exclusion. Motivations to access mental health services can be a challenge due to limited mental health services offered in regional and remote areas.

Social inclusion entails enabling full participation in community life, part of which is engagement with the arts, their organisations and its diversity of cultural expression. Social inclusion entails ‘an inclusive environment where individuals from diverse cultural backgrounds are given an opportunity to participate in and contribute towards the socioeconomic development of society.

The arts can assist marginalised individuals, such as low-income earners, older people and individuals with ill health and from diverse cultural backgrounds, through integrating them into business processes. Increased participation from marginalised groups improves self-esteem and confidence, leading to improved employment opportunities, higher income and better health.

Hence, the arts bring people together in a professional capacity to create art, rehearse, and take part in performances, contributing towards a collective sense of identity and place.

Source: Regional Arts Australia Stats and Stories: The Impact of the Arts in Regional Australia
3.1.6.1 The importance of connections and inclusion

In a socially inclusive community, residents have opportunities to participate fully in the social, economic and cultural life of their community. Such major infrastructure projects further result in a sense of community pride and positivity in seeing improvements made to a home town.

Due to the size of the Tanunda Township and its relationship to the outlying smaller village settlements, almost all residents in the Barossa LGA will have a direct interest in this project.

Connection and inclusion are critical in small communities like Tununda. It has been described as safe and relaxed, quiet, and a family and elderly friendly place to live and when the community is asked to say what makes their life meaningful, they refer to their relationships.

Tununda residents have a strong community focus with multiple clubs and volunteer groups, strong family and friendship groups and good general community interactions. People have the opportunities to meet lots of different people in their communities and build support networks. Towns with larger population would not have as many opportunities for social inclusion and enabling people to participate fully in the social and economic life of the community.

As shown by the partnership letters, by building the Culture Hub works, we are not only building the economy but providing for connection between different industries or arts, events, wine and tourism. We are providing venues for sharing, for community grow as a place to be. As an established socially inclusive community, new residents will have a rare opportunity to immediately participate fully in the social, economic and cultural life of the Tununda community. These socially inclusive community groups provide community connections with opportunities to build support networks allowing new residents and families to participate fully in the social, economic, cultural and sporting life of our community.

By providing a place to meet and to tell stories, we are providing a place for connection.

3.1.7 Make the region more attractive to residents and investors

Arts and culture also contribute directly to the ‘liveability’ of a region, in particular through vibrant and diverse activities such as cultural events and celebrations. The arts, and public artwork, also contribute to well-designed public spaces, creating attractive, accessible places where people want to meet and create new social connections.

This project will result in new galleries and artists studios which will tell the visual story and increase economic output in the region whilst encouraging participation in the arts, which will attract many including those interested in expanding their artistic creativity.

Council is aiming to create liveability benefits for the entire community, in addition to the tourists and visitors. The Barossa Regional Culture Hub will be a place for residents to hold and attend events and provide for everything from art, craft, song, food and wine.

A new events space will tell the story of Barossa in theatre, dance and song and the audience will be both tourists and local residents.

This project will ultimately make the Barossa region a more attractive region in which to live, invest and visit.

3.1.7.1 Support regional population growth

Data sourced from the Australian Bureau of Statistics Census Population and Housing Surveys has been used to identify population movements since 1991 until 2016. Population trends and current understanding of movements have been used to forecast population growth, noting these forecasts are an estimate only as policy settings, economic and other factors can impact on growth estimates.
From 2016 to 2051 (the minimum 35 year horizon of this investment), population in the Council area being the whole catchment for this investment is estimated to grow by 15,784 (66.9%) people based on a weighted average of the four growth scenarios. Four growth scenarios are utilised so as to present a reasonably balanced estimate over the whole community where some area are growing greater than the current trend and some less so. There is sufficient evidence in the data that The Barossa Council area is growing faster than the State average and this is anticipated to continue. The growth scenarios are:

1. 1% lower than current trend weighted at 10%.
2. Current trend weighted at 60%.
3. 2% higher than current trend weighted at 20%.
4. 3% higher than current trend weighted at 10%.
This methodology was accurate when applied to 1991-2011 data and forecasting to 2016. The following graphs highlight current and forecast changes.

### Historical and Current Population

![Population Graph](Source: Barossa Culture Hub Feasibility Study)

### Forecast Population Growth

![Population Forecast Graph](Source: Barossa Culture Hub Feasibility Study)
### 3.2 Strategic alignment

This section assesses the alignment of the Project with current Federal and State Government and Council policies, strategies and initiatives.

<table>
<thead>
<tr>
<th>Strategic Policy</th>
<th>Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Australian Government: Regions 2030</strong></td>
<td>Culture hub is using a unique story telling approach to contribute to national growth, attract more investment, create and maintain jobs and unlock their economic potential.</td>
</tr>
<tr>
<td><strong>Tourism Australia</strong></td>
<td>The Barossa Culture Hub is a project that aligns with Tourism Australia policy to make Australia the most desirable destination on earth. The project is part of the broader objective to influence people to travel to Australia and influence people travelling to Australia to travel throughout Australia. The additional alignment is that we are meeting the need for Tourism 2020 to have projects and locations that focus on improving the industry’s performance and competitiveness with new opportunities for growth and addressing supply-side factors</td>
</tr>
</tbody>
</table>
| **South Australian Tourism Plan 2014** | - Work collaboratively with partners to use experiences to drive conversion  
- Develop innovative partnerships across sectors and different industries that deliver outcomes for tourism, such as food and wine and the arts  
- Further strengthen the delivery of high quality experiences to ensure strong satisfaction, repeat visitation and word of mouth marketing  
- Encourage visitors to disperse around South Australia through regional events and festivals |
| **Tourism Barossa Strategic Plan 2017-18** | - Support the development of a broad portfolio of trade-ready, commissionable product  
- Deepen the focus on events to grow visitation, reinforce Barossa brand values and promote the region  
- Develop the culinary and cultural tourism potential of the region with emphasis on the Barossa’s unique heritage legacy, authenticity and excellence in product and service  
- Amplify unique Barossa stories and experiences through media, trade and partners |
| **RDA Regional Roadmap 2014-17** | - Interactive art spaces, music recording and performance facilities |
| **Regional Events Strategy 2014-16** | - Annual events calendar which is consumer focused and uses key underlying themes of food, wine and heritage  
- Barossa Vintage Festival is on its way to reclaim its lead in Australian Food and Wine Festivals, with three other events which have Hallmark capability  
- Consumer intimacy and connecting with them through events will provide a point of difference for our region  
- Strategic alliances developed outside the region including with Adelaide based events  
- A growth in business events by maximising this opportunity |
| **South Australian International Wine Tourism Strategy 2018** | - Drive awareness and appeal of South Australian wine tourism products which in turn results in increased visitor numbers and expenditure in our wine regions  
- Drive collaboration across key partners and work with wine regions and wineries that deliver high quality experiences to increase visitation and expenditure from international markets  
- Ensure key events drive appeal for, and visitation to, South Australian wine regions  
- Drive awareness of regional wine festivals to international audiences |
| **Country Arts SA Strategic Plan 2016-2020** | - Produce and present new work  
- Enable regional artists to raise their profile  
- Make more art in our spaces  
- Increase average audiences/participants per activity  
- Embed digital engagement, communication and presentation across all programs  
- Seek new opportunities to upgrade and refresh our arts centres, infrastructure and technologies |
<table>
<thead>
<tr>
<th>Document Title</th>
<th>Key Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>The South Australian Music Industry Strategy</td>
<td>• Overcome challenges of:</td>
</tr>
<tr>
<td>(Music Development Office) 2018</td>
<td>• Small population</td>
</tr>
<tr>
<td></td>
<td>• Touring difficulties due to geographical remoteness</td>
</tr>
<tr>
<td></td>
<td>• Lack of major labels and publishers</td>
</tr>
<tr>
<td></td>
<td>• Culture of slow ticket sales</td>
</tr>
<tr>
<td></td>
<td>• Reduction of street press and business</td>
</tr>
<tr>
<td></td>
<td>• Social media presence and websites</td>
</tr>
<tr>
<td>Regional Heritage Strategy 2014-2020</td>
<td>• Maintain a strong, knowledgeable and collaborative community heritage</td>
</tr>
<tr>
<td></td>
<td>sector for the region</td>
</tr>
<tr>
<td></td>
<td>• Establish a strong presence in the cultural tourism sector and establish</td>
</tr>
<tr>
<td></td>
<td>heritage experiences which contribute to the social, environmental,</td>
</tr>
<tr>
<td></td>
<td>cultural and economic status of the community</td>
</tr>
<tr>
<td></td>
<td>• Ensure the community are informed about issues and concerns related to</td>
</tr>
<tr>
<td></td>
<td>the community heritage sector and they have access to opportunities</td>
</tr>
<tr>
<td></td>
<td>where they can engage with heritage experiences, organisations and issues</td>
</tr>
<tr>
<td>Barossa Community Plan 2016-2036</td>
<td>• Support the development of activities that celebrate the history and</td>
</tr>
<tr>
<td></td>
<td>culture of the Barossa and its people</td>
</tr>
<tr>
<td></td>
<td>• Support a vibrant and growing arts, cultural, heritage and events sector</td>
</tr>
<tr>
<td></td>
<td>• Invest in, and advocate for, community facilities that support cultural</td>
</tr>
<tr>
<td></td>
<td>and community participation</td>
</tr>
<tr>
<td></td>
<td>• Work closely with State Government, Federal Government and stakeholders</td>
</tr>
<tr>
<td></td>
<td>to support economic growth, development and job creation</td>
</tr>
<tr>
<td>Council's Strategic Management Plans 2016</td>
<td>• Move from Annual Budgeting to Long Term Financial Planning for all asset</td>
</tr>
<tr>
<td></td>
<td>classes</td>
</tr>
<tr>
<td></td>
<td>• Annually review Asset Management Plans</td>
</tr>
<tr>
<td></td>
<td>• Refine Long Term Financial Plan covering 10 years</td>
</tr>
<tr>
<td></td>
<td>• Continue to incorporate Year 1 of Long Term Financial Plan revenue and</td>
</tr>
<tr>
<td></td>
<td>expenditure projections into annual budgets.</td>
</tr>
<tr>
<td></td>
<td>• Review and update asset management plans and long term financial plans</td>
</tr>
<tr>
<td></td>
<td>after adoption of annual budgets. Communicate any consequence of</td>
</tr>
<tr>
<td></td>
<td>funding decisions on service levels and service risks.</td>
</tr>
<tr>
<td></td>
<td>• Report Council’s financial position at Fair Value in accordance with Aus-</td>
</tr>
<tr>
<td></td>
<td>tralian Accounting Standards, financial sustainability and performance</td>
</tr>
<tr>
<td></td>
<td>against strategic objectives in Annual Reports.</td>
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<tr>
<td></td>
<td>• Ensure Council’s decisions are made from accurate and current information</td>
</tr>
<tr>
<td></td>
<td>in asset registers, on service level performance and costs and ‘whole of</td>
</tr>
<tr>
<td></td>
<td>life’ costs.</td>
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<tr>
<td></td>
<td>• Report on Council’s resources and operational capability to deliver the</td>
</tr>
<tr>
<td></td>
<td>services needed by the community in the Annual Report.</td>
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<tr>
<td></td>
<td>• Ensure responsibilities for asset management are identified and incorpo-</td>
</tr>
<tr>
<td></td>
<td>rated into staff position descriptions.</td>
</tr>
<tr>
<td></td>
<td>• Implement an Improvement Plan to realise ‘core’ maturity for the financial</td>
</tr>
<tr>
<td></td>
<td>and asset management competencies</td>
</tr>
<tr>
<td></td>
<td>• Report to Council, Audit Committee and CEO on development and implemen-</td>
</tr>
<tr>
<td></td>
<td>tation of Asset Management Strategy, AM Plans and Long Term Financial</td>
</tr>
<tr>
<td></td>
<td>Plans</td>
</tr>
</tbody>
</table>
3.3 Stakeholder consultation and community support

The Barossa Culture Hub Master plan developed by a large community stakeholder group (including representatives from regional tourism, wine and food bodies and RDA). Smaller working groups went out for community consultation in June of this year including circa 7,000 social media hits from Council’s online posts and video content. Initiatives to engage with relevant stakeholders also include:

- Stakeholder meetings
- Stakeholder emails
- Partner enewsletters – RDA Barossa, Tourism Barossa, Art Music Design Barossa, Barossa Visitor Centre, BGWA
- Visual displays – Nuriootpa administration centre, Barossa Regional Gallery, branch libraries
- Triple Bfm radio interview (15 March, 2018)
- Community liaison – Tanunda Kindergarten, Tanunda Club, Triple Bfm

A Barossa Culture Hub COMMUNITY ENGAGEMENT SUMMARY DOCUMENT 30 APRIL-21 MAY, was developed to summarise all the engagement activities undertaken.

Community support for the project is demonstrated by the participation and feedback acquired during the community consultation process. It is also demonstrated by the letters of support received which are supplied separately.
An economic appraisal has been undertaken to determine the magnitude of benefits generated relative to the expenditure required to develop the ‘Barossa Regional Culture Hub Project’.

4.1 Objectives, options and scope

The objective of this economic appraisal is to assess whether undertaking the Barossa Regional Culture Hub Project would be more beneficial for the community as a whole than a ‘without project’ case scenario.

This economic appraisal uses a cost benefit framework (CBA) to assess the desirability of each option. The appraisal focuses on the benefits and costs accrued by users (Barossa LGA, visitors to the region and the community as a whole), which include savings in business growth constraints, social costs and encouraging further investment and increased tourism. Benefits arising from each option are based on net decreases in user costs relative to the ‘without project’ case.

There are a number of social and environmental impacts that cannot be valued due to limited information about the valuations of social and environmental benefits and costs associated with certain elements of the project.

To compensate for this, this study separately identifies, in a qualitative way, the full range of program outcomes, including economic, social and environmental costs and benefits. This approach is outlined in the Qualitative Assessment.

4.1.1 Scope Assessment

Scenario 1 – ‘status quo’ It is assumed that development in the project area would remain largely unchanged, resulting in a number of detrimental situations including:

• increased youth unemployment
• less competitive than other wine regions resulting in a decline in tourist numbers
• less access to arts and culture
• fewer employment opportunities
• less community cohesion
• less CBD and regional activation
• no catalyst for attracting additional private investment into the region
• no additional jobs being created within the local community
• less community infrastructure
• less attractive to current and future residents
• lost opportunities to develop the character of the Barossa

Scenario 2 – with the Barossa Regional Culture Hub Project, It is assumed that each action is completed in the next 2-10 years resulting in:

• improved destination image, competitiveness and sustainability
• creation of a central place for storytelling
• greater social cohesion and sense of belonging
• improved liveability of the region
• population growth as the region becomes more attractive to residents
• greater volunteer opportunities
• workshops assisting people into new employment roles
• reduction in youth unemployment
• new training opportunities
• support a generation of new entrepreneurs in the creative industries
• the region has an additional drawcard to compliment its already renowned reputation as global wine city
• local employment opportunities created
• more business opportunities
• induced/leveraged development
• induced visitor numbers and expenditure (increased length of stay)
• induced local expenditure (retention of local expenditure)
• increased output for a number of growth industry sectors including tourism
• greater access to the arts and culture
• reduction in seasonality of tourism

4.2 Quantitative assessment of benefits

Modeling for the economic appraisal has been carried out according to Treasury Guidelines.

Costs and benefits that can be directly expressed in economic terms are referred to as ‘quantitative’. Costs or benefits that cannot be quantified in economic terms are referred to as ‘qualitative costs’ and ‘qualitative benefits’. It is important here to understand that ‘quantitative’ in this sense means quantified in monetary terms. Even though something can be expressed numerically, it may not necessarily be able to be quantified in the economic sense by the assignment of a monetary value.

4.2.1 General parameter values

The following general parameter values have been used for the ‘Barossa Regional Culture Hub Project’ user cost benefit analysis.

• Base Year - The base year considered for discounting purposes is 2018.
• Discount Rates - A discount rate of 7% has been used to discount future capital costs and user costs to the base year. Discount rates of 3% and 10% have also been used for the purpose of sensitivity analysis.
• Evaluation Period - An evaluation period of 30 years has been used for the economic analysis.
• Dollar values - All dollar values are based on the Australian dollar using estimated 2018/19 figures.
• Construction of the ‘Barossa Regional Culture Hub Project’ is proposed to begin in 2020.

4.2.2 Monetised benefits

The benefits of the ‘Barossa Regional Culture Hub Project’ are further detailed below and have been estimated as the sum of:

• increase in visitor numbers and subsequent spend:
  • International Overnight Visitors
  • Domestic Overnight Visitors
  • Daytrip Visitors
• various revenue streams from workshops in the hub and leases
• increased volunteer activities

In order to quantify these impacts, unit values for each parameter are required. These have been derived
by referencing other reports and surveys and through discussions with local agents and businesses. Where dollar values were not available, this has been highlighted. In order to quantify these impacts, unit values for each parameter are required. These have been derived by referencing other reports and surveys and through discussions with local agents and businesses. All calculations are considered to be conservative.

A summary of the monetised benefits and their characterisitcs have been provided in table 4.2.2.

<table>
<thead>
<tr>
<th>Benefit type</th>
<th>Benefit $ value first year post development only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase in visitor numbers and subsequent spend:</td>
<td></td>
</tr>
<tr>
<td>• 2.5% inc. International Overnight Visitors (staying 1 night only)</td>
<td>$21,000</td>
</tr>
<tr>
<td>• 2.5% inc. Domestic Overnight Visitors (staying 1 night only)</td>
<td>$1,076,950</td>
</tr>
<tr>
<td>• 2.5% inc. Daytrip Visitors</td>
<td>$1,911,600</td>
</tr>
<tr>
<td>various revenue streams from workshops in the hub and leases</td>
<td>$203,011</td>
</tr>
<tr>
<td>increased volunteer activities</td>
<td>$210,280.26</td>
</tr>
</tbody>
</table>

### 4.2.2.1 increase in visitor numbers and subsequent spend

Using the Tourism metrics for Barossa LGA - 2018 from Tourism Research Australia 2018 (SEE APPENDIX A), it has been estimated that post development tourism numbers will increase by (a conservative) 2.5% per annum.

As a result the following conservative increase in tourist numbers, the following increase in expenditure is estimated:

<table>
<thead>
<tr>
<th>2018 visitors</th>
<th>% increase</th>
<th>Av. spend per night/day</th>
<th>Total $ First year</th>
</tr>
</thead>
<tbody>
<tr>
<td>International</td>
<td>12,000</td>
<td>2.5% increase = 300</td>
<td>$70</td>
</tr>
<tr>
<td>Domestic overnight</td>
<td>181,000</td>
<td>2.5% increase = 4,525</td>
<td>$238</td>
</tr>
<tr>
<td>Domestic day</td>
<td>708,000</td>
<td>2.5% increase = 17,700</td>
<td>$108</td>
</tr>
</tbody>
</table>

**Increased tourism expenditure total** $3,009,550

Source: TRA 2018 LGA Profile; A.P. SHEERE CONSULTING

### 4.2.2.4 Revenue streams from the new Hub

A number of revenue streams will provide income on an annual basis post development. The table below provides a summary of these income streams.

<table>
<thead>
<tr>
<th>Revenue stream</th>
<th>Note</th>
<th>First year of income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artist Studio Tenancy</td>
<td>Based on full capacity of five studio spaces leased for $95 per week over 48 weeks. And one emerging artist studio leased for $40 per week. Year 3 and Year 4 at 60% and 80% of capacity</td>
<td>24,720</td>
</tr>
<tr>
<td>Triple B Lease</td>
<td>Leasing Payment which includes Utilities</td>
<td>4,244</td>
</tr>
<tr>
<td>Liedertafel Lease</td>
<td>at existing levels</td>
<td>1,750</td>
</tr>
<tr>
<td>Music Incubator Lease</td>
<td>First two years will be at minimal cost given as a subsidy to nurture the new creative business – this could vary depending on the size of the space allocated to the Music Incubator. Their lease fee would also allow them to use other spaces for music-based activities for free or reduced cost in exchange for some broader facility support in terms of supervision of the black box space and tech support.</td>
<td>10,000</td>
</tr>
<tr>
<td>Barossa Players Lease</td>
<td>This is based on what commission they currently provide to BACC for ticket sales.</td>
<td>3,713</td>
</tr>
<tr>
<td>Concert Income</td>
<td>Shared with the Friends of the Hill and Son Organ 25% of ticket income</td>
<td>8,434</td>
</tr>
</tbody>
</table>
### 4.2.2.5 Increased volunteer activities

“Volunteers are the lifeblood of so many facets of our society, including aged care, emergency services, environmental management, health care, sport and tourism – all of which simply could not operate effectively without them.” Minister for Citizenship and Communities NSW.

In 2014 research by Dr Lisel O’Dwyer from Flinders University calculated that volunteering contributes $290 billion to the Australian economy each year – almost 50 percent more than the $200 billion estimated in 2012. The Economic Value of Volunteering in South Australia report showed that South Australia’s volunteers’ contribution, based on 2006 data, was valued at more than $4.89 billion annually.

This equates to $6,329,240,616.82 in 2018 (using the RBA inflation calculator). According to the 2016 ABS Census, there were 1,383,650 volunteers in South Australia making a contribution of over $6 billion to the SA and National economy. *This equates to approximately $4,574.31 per volunteer per annum.*

It is estimated that an additional 35 volunteers will be engaged in activities at the Barossa Regional Culture Hub post development. Plus an additional 11 volunteers working for the Triple B radio station.

Using this average figure of $2,570 per volunteer, if we estimate that these **additional 46 volunteers** are recruited, then this would equate to an estimated **$210,280.26 (46 x $4,574.31) in value per annum** to the local economy per annum. For the purposes of this CBA the number of volunteers has been conservatively increased by 2 volunteers per annum.

### 4.3 Cost Benefit Analysis Summary

To provide the total present value of benefits for undertaking the Barossa Regional Culture Hub Project the resultant time-stream of cost savings (or increases) were discounted and summed over the 30 year evaluation period from opening the new facility.

A similar process of discounting and addition was carried out for the capital and maintenance costs previously identified, to provide the equivalent present value of costs for each option. A summary of the results for the economic analysis in terms of Net Present Value (NPV) and Benefit Cost Ratio (BCR) are provided below. These were calculated from the estimates of Present Value Benefits and Present Value Costs assessed in accordance with the method outlined above. See Figure 4.4 for calculations at a 7% discount rate.

A Benefit Cost Ratio greater than 1 means that the benefits outweigh the costs and the investment should be considered. If the ratio is less than 1, the costs outweigh the benefits. If the BCR is equal to 1, the benefits equal the costs. Using a real discount rate of 7 per cent, the total project generates a net present value of over **$31.5 million with a benefit cost ratio of 2.35.**
A benefit-cost ratio of 2.35 means that policymakers can expect $2.35 in benefits for every $1 in costs. A summary is provided below:

- **Discount rate - 7%**
- **Present value of costs - $23,346,629.41**
- **Present value of benefits - $54,910,024.67**
- **Net present value - $31,563,395.26**
- **Benefit cost ratio - 2.35**
- **Internal rate of return - 21%**

Figure 4.3 BCR at 7% discount rate

### 4.4 Sensitivity Analysis

The sensitivity analysis was carried out using a Discount Rate of 3% and 10%. The results of the sensitivity analysis are summarised here:

- **NPV with 3% discount rate - $61,545,909.16**
- **Benefit cost ratio - 2.95**
- **NPV with 10% discount rate - $19,746,447.02**
- **Benefit cost ratio - 1.98**
4.5 Qualitative Assessment

A qualitative assessment has been undertaken to support the Cost Benefit Analysis to highlight a range of potential costs and benefits associated with the project that cannot be assigned a value or easily costed.

Improved livability
The contribution of an arts/cultural program to liveability may be evidenced by:
- improved residents’ perceptions of the place where they live
- increased social capital – the norms and networks that enable collective action
- greater participation and contribution by volunteers
- stronger public/private/voluntary sector partnerships

Valuing Diversity
With one quarter of Australians born overseas many regional areas are linguistically and culturally diverse. This creates potential benefits for production, innovation and creativity.

Participation in multicultural arts activities leads to the promotion of trust and acceptance. The positive recognition and expression of diversity through a range of art forms is important in creating a cohesive society. In 2014 the Australia Council for the Arts found that 92% of people surveyed agreed that Indigenous arts are an important part of Australian culture. Indigenous artists practicing traditional and contemporary art are supporting better understanding and reconciliation across the regions.

Feeling Part of Society
Problems such as unemployment or family breakdown are alleviated when people feel included in society. Social inclusion is a determinant of mental health and well-being. The arts play a vital role in reaching and engaging people. They provide social opportunities and entertainment alongside other activities such as sports or gaming. Volunteering is a key activity that brings people together and creates social capital. Most arts organisations in regional areas rely on volunteers, and provide the opportunity for people to engage and connect. Volunteering builds networks, skills and professional experience and has positive effects on people’s physical and mental vitality.

The Value of Civic Pride
Civic pride in a community can improve social behaviour and encourage people to care for the neighbourhood and the environment. A community which prides itself can generate a feeling of well-being for residents, which in turn boosts internal and external perceptions of a region.

The arts provide many opportunities for individuals and groups to generate civic pride. Public celebrations and local festivals engage people and enable community self-determination. Festivals and arts events give regional communities an opportunity to communicate the vision and values of a place and help a regional community to form a strong and distinct shared identity.

Public art projects engage people. They often create a physical expression of local cultural values.

The Value of Local Groups
Many regional arts activities and organisations are small, local and community-focussed. Local community choirs, small theatre or dance groups, a gallery society or a group of artists all serve the local community, creating a sense of community identity.

The critical importance of the role of these community associations involved in visual arts and crafts, music, theatre, dance and other arts is widely recognised by community development, health and academic institutions.
Arts Projects Can Re-Define Locations

Rural, regional and remote locations are unique, complex and a significant part of Australian identity, defined in part by history and landscape. Many are now adversely affected by shifts in local economies and populations. Arts activities and projects can re-define such locations in new and positive ways, providing both residents and visitors with a strong sense of a community’s unique identity. The First Coat mural festival and project in Toowoomba has been credited with reducing vandalism from tagging and graffiti, changing the nature of the CBD, attracting tourists and bringing the region to national and international attention.

4.6 Other economic impacts

4.6.1 Direct jobs

It is estimated that 3.6FTE jobs will be created post development at the Barossa Regional Culture Hub. A summary of the roles are as follows:

- Manager, Barossa Regional Culture Hub - The primary objective of this position is to plan, lead and manage the Barossa Regional Culture Hub to deliver a unique cultural and creative space that activates cultural activity and supports creative industries across the region.
- Programs Officer - To support the effective operation of the Barossa Regional Culture Hub through the development and co-ordination of a range of program activities providing a premiere cultural experience for the local community and visitors to the region and promoting creative industries.
- Heritage Officer - To support the effective operation of the Barossa Regional Culture Hub through management of the heritage collection, program development and implementation as well as providing high level customer service to deliver a premium cultural experience for the local community and visitors to the region.
- Admin Officer - To ensure the effective operation of the Barossa Regional Culture Hub through providing general administration support as well as a friendly, effective and comprehensive information and booking service for visitors and the general community to deliver a unique arts and cultural experience.

It is estimated that 3 FTE jobs will be created post development at the Barossa Community Club. A summary of the roles are as follows:

- Artisan Guest Suites – Receptionist - This position is responsible for providing professional, friendly and comprehensive information and booking services for hotel guests.
- Artisan Guest Suites - Service Attendant - This position is responsible for providing high quality, efficient and professional food and beverage services to hotel guests and customers.
- Artisan Guest Suites – Cleaner - This position is responsible for providing professional and comprehensive cleaning services to hotel facilities, amenities and guest accommodation.

There is also the potential to leverage further jobs if the occupancy projections for the accommodation are realised and to support increased demand for related restaurant, bar and catering services generated by patronage of the expanded and new cultural hub facilities (potentially up to 5 further positions during the subsequent 5-year period).

4.6.1 Multiplier impacts - construction jobs

This project will have a significant economic impact on a number of business sectors and the local community in general.

ABS National Accounts: Inputs-Outputs data show that for every $1 million spent on construction work gives rise to 9 FTEs in the construction industry (the initial employment effect). The construction of this project is a $11.7 million investment. Based on this approach this would lead to potentially over 105 FTE construction job years during the construction period.
The 1996-1997 ANA Input-Output Tables identified Employment Multipliers for first round industrial support and consumption induced effect of 0.33, 0.45 and 2.33 respectively for every job year in direct construction. Therefore, for the $11.7 million in construction costs, a total of 432 full time FTE jobs could be generated in the economy including the 105 FTE jobs generated during construction (Table 4.6 below).

The jobs created by the project arise as a result of increased demand for construction materials and derived demand for associated goods and services. Construction workers, consultants, contractors and engineers will spend a portion of their salaries on food, accommodation and recreation in the vicinity of the construction area. There are a number of social and environmental impacts that cannot be valued due to limited information about the valuations of social and environmental benefits and costs associated with certain elements of the project.

Note that the multiplier effects are national, and not necessarily local. The ABS states that:

“Care is needed in interpreting multiplier effects; their theoretical basis produces estimates which somewhat overstate the actual impacts in terms of output and employment. Nevertheless, the estimates illustrate the high flow-on effects of construction activity to the rest of the economy. Clearly, through its multipliers, construction activity has a high impact on the economy.”

Table 4.6 Employment multipliers

<table>
<thead>
<tr>
<th></th>
<th>Initial effects (1)</th>
<th>Firstround effects (2)</th>
<th>Industrial support effects (3)</th>
<th>Production induced effects (4=2+3)</th>
<th>Consumption induced effects (5)</th>
<th>Total multiplier (6=1+4+5) FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction-total job years generated</td>
<td>105</td>
<td>34.65</td>
<td>47.25</td>
<td>81.90</td>
<td>244.65</td>
<td>431.55</td>
</tr>
</tbody>
</table>

Direct allocation of imports method, ABS ANA Input-Output Tables
LOCAL GOVERNMENT AREA PROFILES, 2018*
BAROSSA (DC), SOUTH AUSTRALIA
AREA POPULATION*: 24,808

TOURISM BUSINESSES\(^*\)

<table>
<thead>
<tr>
<th>Type of Employment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-employing</td>
<td>106</td>
</tr>
<tr>
<td>1 to 4 employees</td>
<td>76</td>
</tr>
<tr>
<td>5 to 19 employees</td>
<td>52</td>
</tr>
<tr>
<td>20 or more employees</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td>250</td>
</tr>
</tbody>
</table>

TOP INTERNATIONAL MARKETS

<table>
<thead>
<tr>
<th>Country of Residence</th>
<th>Visitors ('000)</th>
<th>Nights ('000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>United Kingdom</td>
<td>2</td>
<td>19</td>
</tr>
<tr>
<td>United States of America</td>
<td>np</td>
<td>np</td>
</tr>
<tr>
<td>New Zealand</td>
<td>np</td>
<td>np</td>
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</table>

KEY TOURISM METRICS FOR BAROSSA (DC)

<table>
<thead>
<tr>
<th>Metric</th>
<th>International</th>
<th>Domestic Overnight</th>
<th>Domestic Day</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitors ('000)</td>
<td>12</td>
<td>181</td>
<td>708</td>
<td>901</td>
</tr>
<tr>
<td>Nights ('000)</td>
<td>172</td>
<td>438</td>
<td>-</td>
<td>611</td>
</tr>
<tr>
<td>Average stay (nights)</td>
<td>14</td>
<td>2</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Spend ($m)</td>
<td>12</td>
<td>104</td>
<td>77</td>
<td>193</td>
</tr>
<tr>
<td>Average spend per trip ($)</td>
<td>1,010</td>
<td>576</td>
<td>108</td>
<td>215</td>
</tr>
<tr>
<td>Average spend per night ($)</td>
<td>70</td>
<td>238</td>
<td>-</td>
<td>191</td>
</tr>
<tr>
<td>Average spend (commercial accommodation) per night ($)</td>
<td>80</td>
<td>257</td>
<td>-</td>
<td>209</td>
</tr>
</tbody>
</table>
7.2.1. CHIEF EXECUTIVE OFFICER - DEBATE

7.2.1.4  NEW INITIATIVE - DISABLED CAR PARKING – THE REX
B9794

PURPOSE
For Council to consider a new initiative which was initially assessed as being able to be funded from 2018/19 maintenance funding. As a result of final design and costing and the time the matter now needs to be considered as full new initiative under the Budget and Business Plan and Review Policy.

RECOMMENDATION
That Council endorses the proposal to proceed with additional Disabled Car Parking at The Rex as a priority and consistent with the Disability Action and Inclusion Plan, thereby complimenting recent investment at The Rex, funded from available surplus capital funds the result of improved project outcomes and authorise the Chief Executive Officer to amend the 2019/20 budget to support the project by the amount of $60,000.

REPORT

Background
The Rex facility when constructed had to be undertaken within available funding. As part of the work to deliver the facility various non-critical specifications were removed as part of the usual project value management processes so as to deliver the core outcomes. One of those matters removed from the preferred scope was additional disabled car parking close to the entrance, originally designed within a “kiss and drop” style access lane across the front of the Centre.

Discussion
General access including disabled car parking at The Rex has long been a discussion with users, centre management and internally through the Disability Access and Inclusion Advisory Group. Indeed recent investment in improvements to access have included an automated door and pool access equipment.

The Rex does meet disabled car parking requirements under the prevailing building code and Disability Discrimination Act requirements by way of the disabled parking spaces in the main car park. Due to customer and community feedback since the facility was opened, 3 further dedicated disabled car parks were added along the section of Magnolia Road adjacent to the pool hall a few years ago. The road car parks are not considered to be an a sustainable long term solution due to the risk of people with mobility challenges trying to move safely immediately on the side of the road and increased traffic movements through that area due to the busy nature of...
Magnolia road; the ever increasing school traffic as well as the high patronage and vehicle movements achieved as a result of the sustained success of The Rex.

The Regional Disability Access and Inclusion Plan adopted by Council highlights its vision as “a commitment to our community, embracing a culture of mutual respect, inclusion, safety and security”. The proposal to install five purpose engineered disability parking spaces a short distance and direct access to The Rex entrance clearly aligns with this vision and primarily around respect, dignity and safety. Further the plan strives to achieve strategies under our Community Plan theme of infrastructure being access to Council facilities through the target to “prioritise access issues that meet legislative requirements and community health and wellbeing objectives”. Improved access to council most used facility, The Rex, will strongly support this deliverable through improved access allowing connectivity to the recreational facility, thereby improving opportunities for physical health activities and personal interaction for all.

This project was originally designated as a new initiative for the 2019/20 budget, but at the time of assessing projects CMT considered that it could be delivered from maintenance funds in the 2018/19 financial year as a priority and therefore proceed without going through the new initiatives process. This was reported to Council as part of the new initiatives summary. Once designs had been developed, consultation undertaken with the Disability Access and Inclusion Advisory Group and costs estimated this was not able to be achieved and timeframes had extended to late 2019.

At Attachment 1 and 2 is the project design, due diligence report and bid analysis tool outcomes. The score of 57 for the bid analysis would have placed the project towards the top of the new initiatives assessment and been considered for funding as part of the top six projects, see Attachment 3.

The estimated cost with contingency is $60,000 ex GST.

As part of the second quarter budget adjustments which will come to Council in February there are significant savings (without any reduction to deliverables) in the order of $572,000 in various capital projects (the larger ones are Springton roads and footpaths and Williamstown Oval bridge) that have concluded now that final payments and defects liability period has concluded from the 2018/19 budget activities, primarily as a result of three key factors:

1. Vastly improved project management over the past 12-18 months since the introduction of improved project management systems, training and skills;
2. Vastly improved design, specification and procurement systems resulting in less variations and therefore less call on contingencies, and better and more competitive tendering outcomes;
3. Market forces in our favour recently.

At the report 7.4.1.1 a component ($153,000) of these savings is recommended to fund Councils component of the successful Regional Growth Fund application for the extension of the Barossa Trail. However, remaining surplus funds are not currently recommended for any further projects.
It is recommended Council allocate the funding required to undertake this project which can be delivered in this financial year as it is shovel ready.

Summary and Conclusion
The installation of improved disabled car parking at The Rex is aligned with Council’s Community Plan and Disability and Access Inclusion Plan. It would have been strongly considered for funding as part of the 2019/20 budget through the new initiatives process being within the top six project scores. The project is recommended to proceed.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Project Designs
Attachment 2: Level 1 Due Diligence Report and Bid Analysis Tool

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan

- Community and Culture
- Infrastructure
- Health and Wellbeing

2.1 Initiate and support activities which encourage participation and pride in the Barossa Council area.
2.12 Contribute to a safer community.
3.6 Invest in, and advocate for, community facilities that support cultural and community participation.
3.7 Ensure infrastructure meets the needs of people with and provides for all abilities access.
4.2 Create opportunities for people of all ages and abilities to participate in the community.
4.5 Advocate for and encourage services and resources that ensure equity and support for disadvantaged, disabled and at risk members of the community.

Legislative Requirements
Local Government Act 1999
Development Act 1993
Disability Inclusion Act 2018

Disability Access and Inclusion Plan 2018-2023

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
This request is not budgeted for but as outlined in the body of the report would have been strongly considered for funding as part of the 2019/20 budget. The costs can be funded from surplus capital budget outcomes. The ongoing maintenance cost and depreciation is minor and resealing would only need occur every 25-30 years.
The project can be delivered within existing project management resources and is advanced.

The risks of not proceeding are public perception risks, and risk of having disabled parking for the vulnerable on the road increases the risk of personal injury. There are no legislative risks given that the centre is compliant in terms of required levels of disability parking, however, the community perception that this is insufficient does expose Council to some reputational risk.

**COMMUNITY CONSULTATION**

Engagement with the Disability Access and Inclusion Advisory Group and centre management on the design has been undertaken and they support the project.


**THE BAROSSA COUNCIL**

**DUE DILIGENCE REPORT - LEVEL 1 - BASIC**

<table>
<thead>
<tr>
<th>Related Policy/Process</th>
<th>Document Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBCPOC4400 Budget &amp; Business Plan and Review Policy</td>
<td>TBCFOR4410</td>
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<table>
<thead>
<tr>
<th>Register Owner:</th>
<th>Last Revised Date:</th>
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</thead>
<tbody>
<tr>
<td>Director Corporate and Community Services</td>
<td>New Form</td>
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<table>
<thead>
<tr>
<th>Document Control:</th>
<th>TRIM Reference:</th>
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</thead>
<tbody>
<tr>
<td>Manager Financial Services</td>
<td>14/36060</td>
</tr>
</tbody>
</table>

Project: Capital

Project Name: Additional Disability Car Parking - The Rex

**Analysis of the need or demand**

Current car parking is compliant however there is a demonstrated need for additional carparks closer to entranceway. Need has expanded as utilisation of facility. Aligns with a priority of the Disability Group and Disability Action and Inclusion Plan.

**Identification and quantification of the expected financial and other benefits**

**Tangible**

No financial savings, increased level of service.

**Intangible**

Increased level of service to those most vulnerable in the community. Strong linkages to prior investment in improved door access and facilities in The Rex for those with disability. Partially delivers on the original design for the centre (full kiss and drop solution).

**Identification and quantification of the whole of life financial and other costs, including staffing and project management costs**

**WOL if greater than $50,000** - Attach WOL assessment if applicable otherwise summarised in table below

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Forward Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Starting Year</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

139
<table>
<thead>
<tr>
<th>Materials, Contractors - maintenance</th>
<th>0</th>
<th>1,000</th>
<th>1,000</th>
<th>1,000</th>
<th>1,000</th>
<th>1,000</th>
<th>1,000</th>
<th>1,000</th>
<th>1,000</th>
<th>Normal annual allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials, Contractors - construction</td>
<td>60,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Depreciation</td>
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<td>1,200</td>
<td>1,200</td>
<td>1,200</td>
<td>1,200</td>
<td>1,200</td>
<td>1,200</td>
<td>1,200</td>
<td>1,200</td>
<td>50 year average useful life - reseal at 30 years</td>
</tr>
<tr>
<td>Interests</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Total</td>
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<td>2,200</td>
<td>2,200</td>
<td>2,200</td>
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<td>2,200</td>
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**Financial Risk Assessment as per Table**

<table>
<thead>
<tr>
<th>Financial Risk Table</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Serious</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&lt;$10,000</td>
<td>$10,001 to $75,000</td>
<td>$75,001 to $250,000</td>
<td>$250,001 to $1,000,000</td>
<td>&gt;$1M</td>
</tr>
<tr>
<td>Almost Certain</td>
<td>Low</td>
<td>Moderate</td>
<td>High</td>
<td>High</td>
<td>Extreme</td>
</tr>
<tr>
<td>Likely</td>
<td>Low</td>
<td>Moderate</td>
<td>Moderate</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Possible</td>
<td>Low</td>
<td>Low</td>
<td>Moderate</td>
<td>Moderate</td>
<td>High</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Very Low</td>
<td>Low</td>
<td>Low</td>
<td>Moderate</td>
<td>Moderate</td>
</tr>
<tr>
<td>Rare</td>
<td>Very Low</td>
<td>Very Low</td>
<td>Low</td>
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<td>Low</td>
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</tbody>
</table>

**Whole of Life Costs**

<table>
<thead>
<tr>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Serious</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&lt;50,000</td>
<td>$50,001 to $150,000</td>
<td>$150,001 to $500,000</td>
<td>$500,001 to $1,000,000</td>
</tr>
</tbody>
</table>

Note if in extreme or high must undertake project feasibility study as required by the Prudent Management Policy other levels will be determined by Director or CMT on a case by case basis for further studies and or additional risk management strategies presented before proceeding.

Financial risk assessment - Minor and unlikely - **LOW risk**.

WOLC - **Minor**

No further assessment required.
Bid Analysis Tool

**Project Name:**

**Additional Disability Car Parking - The Rex**

Not achieving targeted programs supported and needed by the vulnerable in the Barossa. Ongoing reputational risk to Council that it is not meeting the needs of people with mobility issues accessing the Centre notwithstanding that the minimum DDA requirements have already been exceeded. This is a good practice solution and goes some way to implementing the initial design outcome value managed out of the original construction due to budget constraints.

### RISK Priority Number calculated as L x I x W x P (If the Project does not proceed)

<table>
<thead>
<tr>
<th>RPN</th>
<th>Likelihood of Risk Occurring</th>
<th>Impact if Risk Occur</th>
<th>Who Controls Risk</th>
<th>Political Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Almost Certain</td>
<td>Catastrophic</td>
<td>TBC</td>
<td>Extreme Impact</td>
</tr>
<tr>
<td>4</td>
<td>Likely</td>
<td>Major</td>
<td>Both</td>
<td>Major Impact</td>
</tr>
<tr>
<td>3</td>
<td>Possible</td>
<td>Moderate</td>
<td>Both</td>
<td>Moderate Impact</td>
</tr>
<tr>
<td>2</td>
<td>Unlikely</td>
<td>Minor</td>
<td>Both</td>
<td>Minor Impact</td>
</tr>
<tr>
<td>1</td>
<td>Rare</td>
<td>Insignificant</td>
<td>Both</td>
<td>Insignificant</td>
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</table>

### COST Priority Number calculated as A + C + F + P

<table>
<thead>
<tr>
<th>CPN</th>
<th>Additional Staff Resources Required</th>
<th>Cash Required (non sal) - Current Year</th>
<th>Future Project Financial Commitments</th>
<th>Period of Future Financial Commitments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>No additional FTE</td>
<td>$0</td>
<td>No</td>
<td>4 out of 10 years</td>
</tr>
<tr>
<td>4</td>
<td>Under 1 FTE or additional salary funding</td>
<td>3 less than $20,000</td>
<td>3 positive</td>
<td>3 - 5 out of 10 years</td>
</tr>
<tr>
<td>3</td>
<td>1-2 FTE</td>
<td>3 more than $20,000</td>
<td>3 positive</td>
<td>5 - 10 out of 10 years</td>
</tr>
<tr>
<td>1</td>
<td>2 FTE</td>
<td>4 more than $20,000</td>
<td>4 positive</td>
<td>On-going &gt;10 years</td>
</tr>
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</table>

### IMPACT Priority Number calculated as H + E + S + B

<table>
<thead>
<tr>
<th>HEN</th>
<th>Health &amp; Safety Impact</th>
<th>Environmental Impact</th>
<th>Social/Comm Wellbeing Impact</th>
<th>Business &amp; Economic Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Public at large threat</td>
<td>Significant positive</td>
<td>Net positive</td>
<td>Net positive</td>
</tr>
<tr>
<td>3</td>
<td>Section of the community/council employee at threat</td>
<td>Positive</td>
<td>3 Positive Impact</td>
<td>3 Positive Impact</td>
</tr>
<tr>
<td>1</td>
<td>Neutral Impact</td>
<td>1 Neutral Impact</td>
<td>1 Neutral Impact</td>
<td>1 Neutral Impact</td>
</tr>
<tr>
<td>0</td>
<td>Negative Impact</td>
<td>0 Negative Impact</td>
<td>0 Negative Impact</td>
<td>0 Negative Impact</td>
</tr>
</tbody>
</table>

### BENEFITS Priority Number calculated as E + S + B + S

<table>
<thead>
<tr>
<th>BEN</th>
<th>Funding (External) Sources</th>
<th>Savings</th>
<th>Beneficiaries</th>
<th>Service Levels Outcome (to Community)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Fully Funded via External Sources</td>
<td>Generates Savings immediately</td>
<td>TBC - Region Wide &amp; Beyond</td>
<td>Industry Best Practice</td>
</tr>
<tr>
<td>4</td>
<td>Part Funded External &gt;50% of Total Cost</td>
<td>4 less than 12 months</td>
<td>TBC - Region Wide</td>
<td>Achieving contemporary standards</td>
</tr>
<tr>
<td>3</td>
<td>Part Funded External &lt;50% of Total Cost</td>
<td>3 - 5 years</td>
<td>TBC - Section of Community/Key Stakeholders</td>
<td>Improvement/Increase in Services Level</td>
</tr>
<tr>
<td>2</td>
<td>Potential for funding</td>
<td>2 &gt; 5 years</td>
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### FINANCIAL SUSTAINABILITY Priority Number calculated as O + C + J

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<tr>
<td>Medium</td>
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<tr>
<td>Low</td>
<td>Yes to a limited extent at local level only</td>
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<td>New Initiatives included in base budget by CMT</td>
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<td>Talunga and Williamstown Depots Upgrades</td>
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<td>No DDR completed</td>
<td>Capital</td>
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<td>MacDonnell Street, Tanunda - upgrade, surface, kerbing, removal of dead trees etc.</td>
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<td>Amount</td>
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<td>CoolergreenerBarossa</td>
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<td>Angaston Football Club - Behind Goal Nets</td>
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<td>Town Entrance Signage</td>
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<td>Capital</td>
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<td>Upgrade Murray Street, Tanunda</td>
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<td>Capital</td>
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<td>Estimate $75,000</td>
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<td>Estimate $5,000</td>
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<td>Capital</td>
<td>TBD</td>
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<td>TBD</td>
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<td>Cromer School House</td>
<td>CCS</td>
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<td>Track Counters for Jack Bobridge Track</td>
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<td>WES</td>
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7.2.1 CHIEF EXECUTIVE OFFICER - DEBATE

7.2.1.5 SUBMISSION TO THE LOCAL GOVERNMENT ASSOCIATION ON THE PROPOSED FREEDOM OF INFORMATION LAWS

Author: Governance Advisor

PURPOSE
Council is asked to receive, consider and approve officer comments on the proposed Freedom of Information (Miscellaneous) Amendment Bill 2019, which seeks to amend the Freedom of Information Act 1991.

RECOMMENDATION
(1) That Council receive, consider and approve the officer comments on the proposed Freedom of Information (Miscellaneous) Amendment Bill 2019 (the “Bill”), which seeks to amend the Freedom of Information Act 1991, at Attachment 1.

(2) That officers provide Council’s submission on the proposed Bill to the Local Government Association (the “LGA”) for inclusion in the LGA’s final submission on behalf of the sector.

REPORT

Background
The Freedom of Information Act 1991 (“FOI Act”) gives individuals the right to access information and documents that are held by an agency. Council is an agency to which the FOI Act applies.

Introduction
The proposed Freedom of Information (Miscellaneous) Amendment Bill 2019 (the “Bill”) is currently undergoing consultation, and is attached at Attachment 2. The Bill proposes a raft of amendments to the Act. A copy of the information sheet published on the SA government’s consultation platform, the YourSAy website, by the Attorney-General’s Department is attached at Attachment 3 of this report for Elected Members’ information.

Discussion
Officers have reviewed the Bill and provided comments on the proposed reform at Attachment 1. Following Council’s consideration of the comments, they will be provided to the Local Government Association (the “LGA”) for inclusion in the LGA’s submission on behalf of the sector.
Summary and Conclusion
Council now is asked to receive, consider and approve the officer comments on the proposed Bill, which will be provided to the LGA for consideration and inclusion in the LGA’s submission on behalf of the sector.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1 - Officer comments on the proposed Freedom of Information (Miscellaneous) Amendment Bill 2019 (Ref: 20/2225)
Attachment 2 - The proposed Freedom of Information (Miscellaneous) Amendment Bill 2019 (Ref: 20/2449)
Attachment 3 - ‘Freedom of Information Act reform’ factsheet published on the YourSAy website by the Attorney-General’s Department (Ref: 20/2439)

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan
How We Work – Good Governance

Corporate Plan
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

Legislative Requirements
Freedom of Information Act 1991
Freedom of Information (Miscellaneous) Amendment Bill 2019

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Financial and resource implications that might result from the proposals in the Bill are addressed in the officer comments at Attachment 1.

Risk is minimised by ensuring that Council provides input to the submission made by the LGA on behalf of the sector.

COMMUNITY CONSULTATION
Community consultation is currently being undertaken by the SA Government, and Council’s submissions are a response to the consultation process.
### ATTACHMENT 1

**DRAFT COMMENTS ON THE FREEDOM OF INFORMATION (MISCELLANEOUS) AMENDMENT BILL 2019**

**FOR COUNCIL’S CONSIDERATION**

<table>
<thead>
<tr>
<th>#</th>
<th>SA Government Proposal</th>
<th>Officer comments for consideration by Council</th>
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</table>
| 1  | If a council is small, the CEO may enter into an agreement with another ‘agency’ (including another council) whereby the other agency would provide the FOI officer.  
(Proposed clause 6 (inserting new section 4B(2))).                                                                                                                                                                                                                           | Supported. However, it is unclear what constitutes a small agency.  
Unlikely to impact/apply to TBC. TBC receives relatively low numbers of FOI applications – 3 in the 2018/19 financial year; 2 in the 2017/18 financial year; 3 in the 2016/17 financial year.  
Whilst TBC may not qualify as a "small" agency, even if it does, there is unlikely to be any need for such arrangements if the number of FOI applications continue to be low, unless TBC enters into an arrangement with neighbouring councils to provide such services. |
| 2  | The Accredited FOI Officer must be  
“employed in a position that usually reports to the principal officer of the agency or to the deputy or immediate delegate of the principal officer”  
(Proposed clause 6 (inserting new section 4B(3)(iii)))                                                                                                                                                                                                                     | Supported.  
This clause is not a new proposal – see section 4(1)(b)(iii)(C) of the current FOI Act – definition of **accredited FOI officer**.  
Minimal impact on TBC, as the designated FOI officer has, historically and currently, been the Governance Advisor position, which reports directly to the CEO (principal officer).                                                                                                                                                          |
| 3  | The Bill requires the Premier to, in accordance with the proactive disclosure principles contained in the Bill, issue a Proactive Disclosure Policy, instructing agencies specified in the Policy to publish certain types of information relating to that agency.  
The Policy sets out which agencies it applies to, and currently, the Policy does not apply to councils.                                                                                                                                                                                                                       | More information is needed to provide a submission on this proposal. If the proactive disclosure requirement is extended to councils then this proposal is not supported.  
The proactive disclosure principles stipulated in the proposed Bill does not factor in the information that is already required to be published under the Local Government Act 1999 (“LG Act”). The LG Act requires councils to |
Currently, the Policy requires agencies that are subject to the Policy (excluding councils), to proactively disclose:

1. Details of credit card expenditure.
2. Details of overseas travel arrangements including the number of travellers, the destination, copies of itineraries, the reason for travel, the outcome of travel, the cost (excluding salary) of travel paid for out of the budgets and copies of all travel receipts.
3. Details of domestic (including regional) travel arrangements where costs are incurred. Publication should include the number of travellers, the destination, the reason for travel, copies of itineraries (where available), the total cost (excluding salary and vehicles included within employment package arrangements) paid for out of budgets and copies of all travel receipts.
4. Expenditure relating to mobile phone usage.
5. Expenditure on functions or events including a description, the location and associated costs.
6. Details of consultants engaged and the cost to agencies.
7. Gift registers of agencies.
8. Details of procurement practices of agencies.
9. Expenditure relating to the capital works projects. (Proposed clause 8).

(Proposed clause 8).

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<tr>
<th>Currently, the Policy requires agencies that are subject to the Policy (excludes councils), to proactively disclose:</th>
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<tbody>
<tr>
<td><strong>1.</strong> Details of credit card expenditure.</td>
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<tr>
<td><strong>2.</strong> Details of overseas travel arrangements including the number of travellers, the destination, copies of itineraries, the reason for travel, the outcome of travel, the cost (excluding salary) of travel paid for out of the budgets and copies of all travel receipts.</td>
</tr>
<tr>
<td><strong>3.</strong> Details of domestic (including regional) travel arrangements where costs are incurred. Publication should include the number of travellers, the destination, the reason for travel, copies of itineraries (where available), the total cost (excluding salary and vehicles included within employment package arrangements) paid for out of budgets and copies of all travel receipts.</td>
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<tr>
<td><strong>4.</strong> Expenditure relating to mobile phone usage.</td>
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<tr>
<td><strong>5.</strong> Expenditure on functions or events including a description, the location and associated costs.</td>
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<td><strong>7.</strong> Gift registers of agencies.</td>
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<td><strong>8.</strong> Details of procurement practices of agencies.</td>
</tr>
<tr>
<td><strong>9.</strong> Expenditure relating to the capital works projects. (Proposed clause 8).</td>
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</table>

The types of information included in the left-hand column are taken from the current Proactive Disclosure of Regularly Requested Information Policy published by the Premier, which does not currently apply to councils.

1. Credit Card expenditure: not specifically required to be disclosed under the LG Act, but the Elected Members’ Allowances and Benefits Register is published on Council’s website, and captures generally, expenditure on the Mayor’s credit card (but not specifically stated as expenses made by credit card).
2. Overseas travel arrangements: not specifically required to be disclosed under the LG Act, but any EM expenses would be included in the EM Allowances and Benefits Register.
3. Domestic travel arrangements: not specifically required to be disclosed under the LG Act, but any EM expenses would be included in the EM Allowances and Benefits Register.
4. Mobile phone usage expenditure: expenditure related to mobile phone usage for Elected Members is included in the Elected Members’ Allowances and Benefits Register, which is published on Council’s website.
5. Functions and events expenditure: not specifically required to be disclosed under the LG Act but any EM expenses would be included in the EM Allowances and Benefits Register.
6. Consultants engaged and associated costs: not required to be disclosed under the LG Act.
7. Gifts register: EM and employee gift registers are already required by the LG Act, and available on Council’s website.
8. Procurement practices: It is a requirement under the LG Act that Council have a procurement policy and are available on Council’s
website. However, it is unclear whether 'procurement practices' will extend to internal procurement processes.

9. Capital works projects expenditure: Council’s annual report, annual budget and financial statements include details of capital works expenditure (as required by the LG Act) and these reports are available on Council’s website. Council is also required to keep and make publicly available Asset Management Plans.

Council is also required to carry out extensive financial reporting pursuant to the LG Act.

None of the FOI applications in the past two financial years have requested the information included in the Premier’s current Policy. It is unclear whether proactive disclosure of this information will achieve the objectives of the FOI Act – i.e. ensuring that the community is provided with information that it frequently requests.

Further, given the extensive reporting requirements under the LG Act, additional disclosure requirements under the FOI Act may create an increased resource cost to council.

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<td>4</td>
<td>Each council will be required to produce and maintain a ‘Disclosure Log’ of previous FOI requests and determinations, if the council considers that information may be of interest to other members of the public. (Proposed clause 24 (inserting new section 28A))</td>
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<tr>
<th></th>
<th>Not supported.</th>
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<tr>
<td></td>
<td>TBC does not currently publish a Disclosure Log of previous FOI requests, as there is no requirement for councils to do so.</td>
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<tr>
<td></td>
<td>Council is already required to report on FOI applications, on the FOI Management System operated by State Records (however not publicly available), as well as in the FOI Statement, which is published in the annual report.</td>
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<td></td>
<td>The Bill also proposes further notifications and appeal periods specifically for applicants and third parties who object to information being included in the disclosure log (see clause 28C of the FOI Bill).</td>
</tr>
<tr>
<td></td>
<td>Given the current reporting requirements under the FOI Act, additional reporting requirements, and notification/appeal processes may create an increased resource cost to council.</td>
</tr>
<tr>
<td>5</td>
<td>The Ombudsman will have stronger powers to obtain documents. It will also allow the Ombudsman to send deemed refusals or inadequate determinations back to the agency for consideration after an external review. (Proposed clause 34)</td>
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<td></td>
<td>Supported.</td>
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<tr>
<th>6</th>
<th>A new provision requiring an agency to explain to the Ombudsman in an external review what searches were undertaken to locate documents, and to then be directed to conduct further searches. (Proposed clause 34)</th>
</tr>
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<tbody>
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<td></td>
<td>Supported.</td>
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| 7 | The Ombudsman can also declare an applicant vexatious, where their applications amount to an ‘abuse’.  
A council can apply to the Ombudsman to declare a person vexatious.  
In making a decision, the Ombudsman must take into account the person’s written or oral submission. (Proposed clause 16) |
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<td></td>
<td>Supported.</td>
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| 8 | A review for a deemed determinations (which is when the agency has failed to deal with the application within the prescribed time and the application is automatically refused) can be lodged at any time unless the agency has given notice of a deemed determination. An agency can make a determination after the timeframe for dealing with a review has lapsed, but only if the determination is to provide access. The agency can extend the timeframe required to deal with a review by up to 14 days in certain circumstances. (Proposed clause 25(1)-(4))  
The refusal by a council to conduct an internal review because the request was lodged out of time is also |
|---|---|
|   | With respect to clause 25(1) – (4): supported.  
With respect to clause 25(5): not supported.  
It is unclear what the provisions proposed by clause 25(5) of the Bill, proposing a new section 29(7) of the Act, are trying to achieve. In the event that a person wishes to make an application for internal review on the agency’s refusal to extend the period of time to submit an internal review on the determination, the person is required to make the extension of time internal review within 30 days of the determination. If the agency further refuses to extend the time period following the internal review, the person can then take the matter to the Ombudsman for external review. This essentially extends the FOI process for the applicant and the agency, and may be particularly challenging if the internal review is made by a third party who was consulted during the FOI process. |
<table>
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<tr>
<th>Proposed</th>
<th>In the event that the internal review on the extension of time is appealed to the way to the Ombudsman, and is refused, the person aggrieved may not be able to make an application for internal review on the actual determination within the required period i.e. 30 days from the date of the FOI determination. In these circumstances, the person aggrieved would be better off, in the first instance, making an internal review on the determination rather than on the refusal to extend the time to make an internal review on the determination.</th>
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<tr>
<td><strong>9</strong> External review applications must first be made to the Ombudsman, and only then to SACAT with permission. External review by SACAT will only be on issues relating to the application of exemptions. Agencies will no longer be limited to reviews on errors of law. The Ombudsman will be entitled to make written submissions to SACAT on review. (Proposed clause 35)</td>
<td>Neutral. The proposal allows a broader scope for Council or the applicant to appeal an external review determination made by the Ombudsman.</td>
</tr>
<tr>
<td><strong>10</strong> Proposals to set limits on unreasonable requests, include:</td>
<td>Supported.</td>
</tr>
<tr>
<td>* When deciding whether an application would unreasonably divert an agency’s resources, the agency can consider two or more related applications as one application. * Applications for all of an agency’s documents received or produced during a specified period - without including any other information about the nature of the documents sought - will be deemed invalid on the basis that the application does not sufficiently identify the documents.</td>
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- An agency may refuse to deal with an application if the document requested has been the subject of a subpoena (or other court order) and is available to the applicant as a result of being produced in compliance with that request.

- An agency may refuse to continue dealing with an application if they have already finalised a previous application for the documents concerned (or for documents that contain the same information) made by the applicant and there are no reasonable grounds for believing the agency would make a different decision.

- An agency may refuse to deal with an application if they determine more than 40 hours of work will be entailed (and this would substantially and unreasonably divert the agency’s resources) or refuse to continue to deal with an application after spending a total of 40 hours dealing with the application.

(Proposed clause 15)

| 11 | Increase the time agencies have to deal with an application from 30 days to 45 days. (Proposed clause 17) | Supported. |
| 12 | An agency can refuse access if:  
- a document is published on the internet or otherwise publicly available.  
- documents cannot be found or do not exist – but this is subject to review.  
(Proposed clause 19) | Supported. |
<p>| 13 | The draft Bill proposes to exempt: | Supported. |</p>
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<th>Number</th>
<th>Description</th>
<th>Support</th>
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<tr>
<td>14</td>
<td>The draft Bill clarifies that an application is taken to apply to documents that are in existence as at the day of the application. It will also legislate that agencies must promptly acknowledge their receipt of an FOI application (including for an internal review) and inform the applicant of their relevant review rights and timelines. (Proposed clause 24 (inserting new section 28C))</td>
<td>Supported. TBC’s current practices are to acknowledge receipt of FOI applications and internal review applications in writing, in line with State Records guidelines.</td>
</tr>
<tr>
<td>15</td>
<td>When an applicant needs to amend their application, the Bill also clarifies that the ‘clock stops’ (i.e. time that does not count towards the legislated timeframe to assess applications) during this time. (Proposed clause 15)</td>
<td>Supported.</td>
</tr>
<tr>
<td>16</td>
<td>Agencies can refuse to deal with applications after a reasonable period of time has elapsed without the application being satisfactorily amended. It also addresses the need for applicants to provide proof of identity and authorisation to act as an agent for another person when requesting personal information. (Proposed clause 15)</td>
<td>Supported.</td>
</tr>
<tr>
<td>17</td>
<td>Currently, FOI determinations must include the name of the person making the determination. Due to concerns with personal safety, the Bill proposes</td>
<td>Supported, however, there is little benefit to TBC with respect to this proposal, as the accredited FOI officer is the Governance Advisor, and there is only one Governance Advisor at TBC. Applicants can easily</td>
</tr>
</tbody>
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changing this to only require the position title or designation and listing the contact details for the agency in case of follow-up questions. (Proposed clause 21)

ascertain the name of the officer by contacting Council, asking for the officer at the front desk, etc.

Further, in most cases, correspondence to the applicant is sent directly from the officer’s email address, allowing the applicant to see the name of the officer, either in the email address or in the email signature.

The draft Bill will also legislate that FOI determinations must identify the documents held by the agency that are within the scope of the application. The draft Bill also clarifies that a copy of a document can be provided that deletes information that is irrelevant to the information requested to facilitate access to the requested information. (Proposed clauses 20 and 21(2))

With respect to clause 20: Supported

It should be noted that the proposed clause is a discretionary clause, and does not require all irrelevant material to be deleted from a document.

With respect to clause 21(2): Neutral – need more information

It is unclear whether the proposed clause requires that the agency list all the documents that were searched, or just those that were identified as related to the application.

TBC’s current practices are that in the determination letter, TBC lists the documents that are part of the FOI application, i.e. that the applicant has asked for, and a determination as to whether to release or not release the document and why. If the clause proposes the current TBC practice, it is supported, as applicants should, for transparency, completeness and convenience, be provided with a list of the documents to which the application relates.

Agencies may charge a fee for finding, retrieving, sorting, compiling and copying documents and removing exempt matter (including de-identifying CCTV and similar footage) as well as for finding, sorting, compiling and copying documents.

Fees are fixed by Regulation.  
(Proposed clause 39)

Supported.

The Bill clarifies that a decision to require payment of a deposit to process an application is reviewable, and that this information be provided to the applicant. (Proposed clause 14(2))

Not supported.

It is unclear what the purpose of this proposed clause is, as pursuant to section 53(4) of the Act, the applicant already has the right to apply to
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| 21 | For documents including personal information, consultation provisions will be amended to provide:  
  - The requirements to give notice and defer giving access does not apply where the agency has taken reasonable steps to obtain the views of the person concerned but has been unable to locate the person  
  - If the person being consulted is under a minimum age, the consultation may be sent to a parent or guardian instead  
  - In relation to giving access to the applicant's registered medical practitioner, the agency must have a 'reasonable expectation' that disclosing this information will have an adverse effect, rather than simply 'be of this opinion'.  
  (Proposed clause 23) | Council to review the fee or charge, with further option of review to the Ombudsman. |
|   | Supported. |   |
| 22 | Currently, the FOI Act requires councils to take reasonable steps to consult with other councils or State Government where documents might affect them. The requirement for an agency (including councils) to consult in relation to documents affecting 'intergovernmental' relationships is extended by the draft Bill to include documents that contain matters concerning the affairs of any government (including governments of other countries). (Proposed clause 22) | Supported.  
  There are reasonable provisions for extensions of time pursuant to section 14A of the Act (see also clause 12 of the Bill) in the event that foreign governments need to be consulted. |
| 23 | The Bill replaces the term 'personal affairs' with 'personal information' to bring the FOI Act in line with the SA Information Privacy Principles. (Proposed | Supported.  
  There is minimal impact as a result of the change to terminology. |
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<tr>
<th>Clause</th>
<th>Text</th>
<th>Comment</th>
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<tr>
<td>24</td>
<td>A new offence for improperly directing or influencing the making of a decision or determination made under the Act. Max penalty: $5,000. (Proposed clause 37)</td>
<td>Supported. Further clarification is needed on what it means to ‘improperly influence’ a decision or determination.</td>
</tr>
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<td>25</td>
<td>Civil liability for council officers. The current FOI Act, Civil Liability Act and Public Sector Act contain exemptions from civil liability for state public sector workers acting in good faith. Some exemptions from liability are contained in the current Act and Bill. The LGA has indicated that it may seek formal assurances from the Attorney-General that local government officers will have the same level of protection as State officers.</td>
<td>It is unclear whether “assurances” would be enough in the event that liability is tested in the courts.</td>
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<tr>
<td>26</td>
<td>Guidance and rules around when a document is deemed to be held by an agency: - If the agency made or receives the document in exercise of its functions/conduct of its business - If the agency has a right of access to the document - But not if the document is held/in possession of an exempt agency for which the agency is responsible</td>
<td>Electronic backup documents are deemed as held by the agency if the document was originally deleted in contravention of the State Records Act or the agency’s record management procedures. (Proposed clause 6 of the FOI Bill inserting new section 4C to the Act) Supported – however, more information is needed on how the proposal will interact with centralised systems such as the SA Planning Portal, where councils have a right of access to documents on the Portal, but the actual document is held on another agency’s system.</td>
</tr>
</tbody>
</table>
| 27 | FOI applications are required to include sufficient information to identify the documents that it relates to. The proposal includes provisions around what sufficient information means, and requires that if the application relates to information about the applicant, that the applicant must provide proof of ID – and if an agent acting on the applicant’s behalf then authorization to act and proof of ID.  
(Proposed clause 10 of the FOI Bill; see also clause 27 of the Bill) | Supported. |
| 28 | An agency is only required to provide access to documents that are held by the agency when the application is received. Further clarification around how the agency should go about conducting searches.  
(Proposed clause 13 of the FOI Bill inserting section 14B to the Act) | Supported - takes into account document disposal procedures under the State Records Act. |
| 29 | Provides further clarity on how to determine whether the disclosure is contrary to public interest.  
(Proposed clause 18 inserting section 19A) | Supported – currently such determination is based on case law and further statutory guidance would be helpful. |
| 30 | Extends the time period to deal with the application from 30 days to 45 days  
(Proposed clauses 28 and 29 of the Bill) | Supported. |
South Australia

Freedom of Information (Miscellaneous) Amendment Bill 2019

A BILL FOR

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Part 1A—Proactive disclosure
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14 Searches for documents held by agency
14B Amendment of section 17—Agencies may require advance deposits
15 Amendment of section 18—Agencies may refuse to deal with certain applications
16 Insertion of section 18A
18A Vexatious applicants
17 Amendment of section 19—Determination of applications
18 Insertion of section 19A
19 Determining when disclosure is contrary to public interest
19A Amendment of section 20—Refusal of access
20 Amendment of section 22—Forms of access
21 Amendment of section 23—Notices of determination
The Parliament of South Australia enacts as follows:

Part 1—Preliminary

1—Short title

This Act may be cited as the Freedom of Information (Miscellaneous) Amendment Act 2019.

2—Commencement

This Act will come into operation on a day to be fixed by proclamation.

3—Amendment provisions

In this Act, a provision under a heading referring to the amendment of a specified Act amends the Act so specified.
Part 2—Amendment of **Freedom of Information Act 1991**

4—Substitution of sections 3 and 3A

Sections 3 and 3A—delete the sections and substitute:

### 3—Principles and objects of Act

(1) This Act is based on the following principles:

   (a) that representative democratic government is supported and enhanced by ensuring that proper public scrutiny of government activities occurs;

   (b) that documents and information held by government agencies are a public resource;

   (c) that, consistently with the above principles, members of the public should have an enforceable, presumptive right to access such documents and information, subject only to such restrictions as are consistent with the public interest (including maintenance of the effective conduct of public affairs through the free and frank expression of opinions) and the preservation of personal privacy.

(2) The objects of this Act are—

   (a) to authorise and encourage the proactive public release of government information by agencies; and

   (b) to enable community scrutiny and review of government activities and otherwise promote openness in government; and

   (c) to promote and enhance the accountability of government agencies; and

   (d) to further the good government of the State.

(3) It is the intention of Parliament—

   (a) that this Act be interpreted and applied so as to further the principles and objects of this Act; and

   (b) that the discretions conferred by this Act be exercised, as far as possible, so as to facilitate and encourage, promptly and at the lowest reasonable cost, access to government documents and information.

5—Amendment of section 4—Interpretation

(1) Section 4(1), definition of **accredited FOI officer**—delete the definition and substitute:

   **accredited FOI officer**—see section 4B;

(2) Section 4(1), definition of **agency**—delete "but does not include an exempt agency";

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(3) Section 4(1)—after the definition of court insert:

*disclosure log*—see section 28A;

*disclosure log policy*—see section 28A;

(4) Section 4(1), definition of document—delete the definition and substitute:

*document* includes—

(a) anything in which information is stored or from which information may be reproduced; and

(b) information stored in an electronic form by means of a digital data storage device;

*electronic backup system* includes any electronic system that copies and archives data as a form of secondary storage of the data;

(5) Section 4(1), definition of exempt agency—delete the definition and substitute:

*exempt agency*—see section 4A;

(6) Section 4(1), definition of personal affairs—delete the definition and substitute:

*personal information*—of a person, means information or an opinion about the person, where the person is reasonably identifiable (whether the information or opinion is true or not);

(7) Section 4(3), (4), (5) and (6)—delete subsections (3), (4), (5) and (6)

6—Insertion of sections 4A, 4B and 4C

After section 4 insert:

4A—Exempt agencies

(1) The agencies listed in Schedule 2 are exempt agencies to the extent described in that Schedule.

(2) The regulations may declare that an agency is an exempt agency, or is an exempt agency in respect of functions or classes of information specified in the regulation.

(3) If an agency takes over functions of, or receives information of, another agency that has ceased to exist but that was an exempt agency in respect of those functions or that class of information, the agency that takes over those functions or that receives that information will be taken to be an exempt agency in respect of those functions or classes of information.

(4) Subject to subsection (5), if an agency—

(a) is an exempt agency, this Act does not apply to the agency; or

(b) is an exempt agency in respect of particular functions or classes of information, this Act does not apply to the agency with respect to those functions or classes of information.
4B—Accredited FOI officers

(1) A person is an accredited FOI officer of an agency for the purposes of an application under this Act if the person—

(a) is the principal officer of the agency; or

(b) subject to subsection (2), is an officer of the agency who has been designated as an accredited FOI officer of the agency by the principal officer of the agency for the purposes of such applications in accordance with this section.

(2) If the principal officer of an agency (agency 1) is satisfied that, due to the small size of the agency, it is not practicable for any officer of the agency to be the accredited FOI officer, the principal officer of agency 1 may enter into an agreement or arrangement with another agency (agency 2) whereby the principal officer of agency 2 would designate an officer of agency 2 as the accredited FOI officer of agency 1.

(3) The principal officer of an agency may only designate a person as an accredited FOI officer if—

(a) the person has completed training of a type approved by the Minister for an accredited FOI officer; and

(b) subject to subsection (4), the person—

(i) in the case of an agency that is an administrative unit of the Public Service—is an executive employee or an employee who usually reports to an executive employee; or

(ii) in the case of South Australia Police—is an officer in South Australia Police or is an employee who usually reports to an officer in South Australia Police; or

(iii) in the case of any other agency—is employed in a position that usually reports to the principal officer of the agency or to the deputy or immediate delegate of the principal officer.

(4) The principal officer of an agency may designate a person as an accredited FOI officer for the purposes of applications under Part 4 despite the fact that the person is not a person described in subsection (3)(b).
4C—When document is held by an agency

(1) A reference in this Act to documents held by or in the possession of an agency extends only to documents made or received by the agency in the exercise of its functions or in the conduct of its business.

(2) A reference in this Act to documents held by or in the possession of an agency is, where the agency is a Minister, a reference only to such of those documents as relate to agencies for which the Minister is responsible.

(3) An agency is to be taken to hold a document at a particular time if the agency has a right of access to the document at that time.

(4) An agency is not to be taken to hold a document while the document is held by or in the possession of an exempt agency for which the agency is responsible.

(5) An agency will only be taken to hold a document stored in an electronic backup system if the document has otherwise been lost to the agency as a result of having been destroyed, transferred, or otherwise dealt with, in contravention of the *State Records Act 1997* or contrary to the agency’s established record management procedures.

(6) An agency that maintains an electronic backup system on behalf of other agencies is taken not to hold documents stored in the electronic backup system on behalf of those other agencies.

7—Amendment of section 8—Defunct and restructured agencies

Section 8—before subsection (1) insert:

(a1) Where an agency takes over some, but not all, of the functions of another agency, the responsibilities under this Act in respect of documents at any given time will lie with the agency that holds the documents at that time.

8—Insertion of Part 1A

After Part 1 insert:

**Part 1A—Proactive disclosure**

**8A—Proactive disclosure principles**

For the purposes of this Part, the *proactive disclosure principles* are as follows:

(a) documents and information held by government agencies are a public resource;

(b) government agencies are committed to being open and accountable, engaging with the community and encouraging public participation in the making of decisions, policies and laws;
(c) government agencies are committed to enhancing the flow of information from government agencies by releasing information, unless there is good reason not to, without the need for an access application under this Act;

(d) proactive publication of documents and information held by government agencies—

(i) puts information into the community faster and at lower cost; and

(ii) reduces agency time and resources spent processing individual access applications; and

(iii) demonstrates a commitment to openness, accountability and transparency, which in turn may increase confidence in government.

8B—Proactive disclosure policy

(1) The Premier must, consistently with the proactive disclosure principles, issue a proactive disclosure policy directing agencies specified in the policy to publish information relating to the agency or held by the agency (other than personal information of a person).

(2) The proactive disclosure policy must be published in the Gazette and on a website.

(3) An agency to which the proactive disclosure policy applies must ensure that information is published in compliance with that policy.

9—Amendment of section 9—Publication of information concerning agencies

(1) Section 9(2)—delete "personal affairs" wherever occurring and substitute in each case: personal information

(2) Section 9(2)(f)(i)—delete "designation of the officer or officers to whom" and substitute: manner in which

(3) Section 9(2)(f)(ii)—delete "address or addresses at" and substitute: manner in

(4) Section 9(3)(c)—delete "designation of the officer or officers to whom" and substitute: manner in which

(5) Section 9(3)(d)—delete "address or addresses at which, and the times during which," and substitute: manner in which
10—Substitution of section 13

Section 13—delete the section and substitute:

13—Applications for access to agencies' documents

(1) An application for access to an agency's document under this Act—

(a) must be in writing and contain such information as is reasonably necessary to enable the document to be identified; and

(b) must specify a postal address in Australia, or an email address, to which notices under this Act should be sent; and

(c) must be accompanied by such application fee as may be prescribed; and

(d) may request that access to the document be given in a particular way; and

(e) must be lodged in a manner determined by the agency.

(2) If an application—

(a) is for access to documents received or produced by an agency, or part of an agency, during a specified period of time; and

(b) does not provide further identifying information about the documents,

the application will not be taken to contain sufficient information for the purposes of subsection (1)(a).

(3) If the application is for access to a document that contains personal information of the applicant, the application must indicate that fact and the applicant must provide with the application, or within 14 days after receipt of the application by the agency—

(a) evidence of identity for the applicant; and

(b) if an agent is acting for the applicant—evidence of the agent's authorisation to so act and evidence of identity for the agent.

11—Amendment of section 14—Dealing with applications

(1) Section 14(1)—after "the agency" insert:

and all determinations required to be made by the agency under this Act in relation to the application must be made by an accredited FOI officer of the agency

(2) Section 14(2)—delete "30 days" and substitute:

45 days
(3) Section 14—after subsection (2) insert:

(3) An application is not taken to be received by an agency for the purposes of subsection (2) unless it complies with the requirements of section 13(1).

(4) An accredited FOI officer dealing with an application made after the commencement of this subsection must ensure that the applicant is given a written notice specifying the date on which the application was received by the agency and providing the applicant with information about the time within which the application is required to be dealt with under this Act, the applicant's rights of review under this Act and the information required under section 28B.

12—Amendment of section 14A—Extension of time limit

(1) Section 14A(1)—after "section 14 if" insert:

the applicant consents to an extension or if

(2) Section 14A(1)—after paragraph (b) insert:

or

(c) the agency is dealing with an unusually high number of applications under this Act and does not have sufficient resources to deal with the application within that period; or

(d) the agency is dealing with a number of related applications under this Act (whether involving the same applicant or applicants who are acting in concert in connection with those applications) and dealing with all of the related applications within that period would unreasonably divert the agency's resources from their use by the agency in the exercise of its functions.

13—Insertion of section 14B

After section 14A insert:

14B—Searches for documents held by agency

(1) The obligation of an agency to provide access to documents in response to an application is limited to documents held by the agency when the application is received.

(2) An agency must undertake such reasonable searches as may be necessary to find any of the documents applied for that were held by the agency when the application was received.

(3) The agency's searches must be conducted using the most efficient means reasonably available to the agency.

(4) The obligation of an agency to undertake reasonable searches extends to searches using any resources reasonably available to the agency including resources that facilitate the retrieval of documents and information stored electronically.
(5) An agency is not required to search for documents in an electronic backup system unless the agency is taken to hold the documents in that system by virtue of section 4C(5).

(6) An agency is not required to undertake any search for documents in the circumstances set out in section 18(1).

14—Amendment of section 17—Agencies may require advance deposits

(1) Section 17(4)—delete subsection (4) and substitute:

(4) A request for an advance deposit must be accompanied by a notice that specifies—

(a) the basis on which the amount of the deposit has been calculated; and
(b) the day on which the determination to request the advance deposit was made; and
(c) the designation of the officer by whom the determination was made; and
(d) contact details for the agency; and
(e) the rights of review conferred by this Act; and
(f) the procedures to be followed for the purpose of exercising those rights.

(2) Section 17—after subsection (6) insert:

(7) A request for an advance deposit (or for a further advance deposit) under this section is a determination for the purposes of this Act.

15—Amendment of section 18—Agencies may refuse to deal with certain applications

(1) Section 18(2)—after "its functions" insert:

(and the period within which the application is required to be decided stops running while the applicant is being given an opportunity to amend the application).

(2) Section 18—after subsection (2) insert:

(2aa) For the avoidance of doubt, an agency will be taken to have endeavoured to assist an applicant in compliance with subsection (2) if the agency has contacted or attempted to contact the applicant for that purpose but the applicant has not responded or has not satisfactorily amended their application within 21 days or such longer period as the agency may allow in the circumstances.
(2ab) In deciding whether dealing with an application would substantially and unreasonably divert an agency’s resources for the purposes of subsection (1), the agency is entitled to consider 2 or more applications (including any previous application) as the 1 application if the agency determines that the applications are related and are made by the same applicant or by applicants who are acting in concert in connection with those applications.

(2ac) If an agency determines that more than 40 hours of work is likely to be required in dealing with an application, it will be taken to be the case that the work involved in dealing with that application would substantially and unreasonably divert the agency's resources for the purposes of subsection (1).

(3) Section 18(2a)—after "the application is" insert:
frivolous or vexatious or is otherwise

(4) Section 18—after subsection (2a) insert:

(2b) An agency may refuse to deal with an application if the document to which the application relates is or has been the subject of a subpoena or other order of a court or tribunal for the production of documents and is available to the applicant as a result of having been produced in compliance with the subpoena or other order.

(2c) An agency may refuse to continue dealing with an application if the applicant is prevented from making the application by a declaration of the Ombudsman under section 18A.

(2d) An agency may refuse to deal with, or to continue dealing with, an application if the agency has already decided a previous application for the documents concerned (or for documents that contain substantially the same information) made by the same applicant or by other applicants who are acting in concert with the applicant and there are no reasonable grounds for believing that the agency would make a different decision on the application.

(2e) An agency may refuse to continue dealing with an application if the agency has spent a total of 40 hours undertaking activities in dealing with the application.

16—Insertion of section 18A

After section 18 insert:

18A—Vexatious applicants

(1) The Ombudsman may, on the Ombudsman's own initiative or on the application of 1 or more agencies, declare in writing that a person is a vexatious applicant.

(2) The Ombudsman may make the declaration in relation to a person only if the Ombudsman is satisfied that—

(a) the person has repeatedly made applications under this Part or Part 5 (or both); and
(b) the repeatedly made applications are an abuse of the right of access or made for a purpose other than to obtain access to information.

(3) An applicant may be found to have repeatedly made applications for the purposes of subsection (2) whether the applications were made to the same agency or to different agencies.

(4) The Ombudsman must not make the declaration in relation to a person without giving the person an opportunity to make written or oral submissions.

(5) A declaration has effect subject to the terms and conditions, if any, stated in the declaration.

(6) Without limiting the conditions that may be stated, a declaration may include a condition that the vexatious applicant may make an application under this Part or Part 5 only with the written permission of the Ombudsman.

(7) The Ombudsman may publish—
   
   (a) a declaration and the reasons for making the declaration; and
   
   (b) a decision not to make a declaration and the reasons for the decision.

(8) The Ombudsman may publish the name of a person the subject of a declaration under this section when publishing the declaration and the reasons for making it.

17—Amendment of section 19—Determination of applications

Section 19(2)(b)—delete "30 days" and substitute:

45 days

18—Insertion of section 19A

After section 19 insert:

19A—Determining when disclosure is contrary to public interest

For the purposes of Schedule 1, disclosure of a document would, on balance, be contrary to the public interest if (and only if) there are public interest considerations against disclosure and, on balance, those considerations outweigh the public interest considerations in favour of disclosure.

Note—

The following are examples of public interest considerations in favour of disclosure:

(a) disclosure of the document could reasonably be expected to promote open discussion of public affairs, enhance Government accountability or contribute to positive and informed debate on issues of public importance;
disclosure of the document could reasonably be expected to inform the public about the operations of agencies and, in particular, their policies and practices for dealing with members of the public;

disclosure of the document could reasonably be expected to ensure effective oversight of the expenditure of public funds;

the document is personal information of the person to whom it is to be disclosed;

disclosure of the document could reasonably be expected to reveal or substantiate that an agency (or an officer of an agency) has engaged in corruption, misconduct or maladministration.

19—Amendment of section 20—Refusal of access

Section 20(1) and (2)—delete subsections (1) and (2) and substitute:

(1) An agency may refuse access to a document—

(a) if it is otherwise publicly available (whether or not availability of the document is by inspection only and whether or not availability is subject to a charge); or

(b) if access to the document has previously been given to the applicant; or

(c) if it is a document that—

(i) was not created or collated by the agency itself; and

(ii) genuinely forms part of library material held by the agency; or

(d) if, having taken all reasonable steps to find the document, the agency is satisfied that it is not possible to give access to the document because the document cannot be found or does not exist.

(2) An agency must refuse access to an exempt document referred to in Schedule 1 Part 1 and may refuse access to any other exempt document.

20—Amendment of section 22—Forms of access

Section 22—after subsection (3) insert:

(3a) If giving access to a document in accordance with an application will disclose to the applicant information that the agency reasonably considers is not relevant to the application, the agency may delete the irrelevant information from a copy of the document and give access to the document by giving access to a copy of the document with the irrelevant information deleted.

(3b) For the purposes of subsection (3a), information that is relevant to an application includes information that gives context to, or otherwise aids in the interpretation of, other information that is directly relevant to the application.
21—Amendment of section 23—Notices of determination

(1) Section 23(2)(b)(i)—delete subparagraph (i) and substitute:

(i) the designation of the officer by whom the determination was made; and

(ia) contact details for the agency; and

(2) Section 23(2)—after paragraph (b) insert:

(ba) the documents (identified in accordance with any requirements prescribed by the regulations) to which the application relates that are held by the agency; and

22—Amendment of section 25—Documents affecting inter-governmental or local governmental relations

(1) Section 25(1)—delete subsection (1) and substitute:

(1) This section applies to a document that contains matter concerning the affairs of a council (including a council constituted under a law of another State) or any government (whether of Australia or elsewhere).

(2) Section 25—delete "Government" wherever occurring and substitute in each case: government

(3) Section 25(2a)—delete subsection (2a)

23—Amendment of section 26—Documents containing personal information

(1) Section 26(1)—delete subsection (1) and substitute:

(1) This section applies to a document if—

(a) it contains personal information of any person (whether living or dead); and

(b) the nature of the personal information is such that it might be an exempt document by virtue of Schedule 1 clause 6.

(2) Section 26—after subsection (3) insert:

(3a) The requirement to give notice and defer giving access to the document in accordance with subsection (3)(c) and (d) does not apply where the agency has taken reasonable steps to obtain the views of the person concerned but has been unable to locate the person.

(3) Section 26(4)(c)—delete "is of the opinion that disclosure of the information to the applicant may" and substitute:

has a reasonable expectation that disclosure of the information to the applicant will
Section 26(5)—delete subsection (5) and substitute:

A reference in this section to the person concerned is—

(a) in the case of a deceased person—a reference to the personal representative of that person or, if there is no personal representative, the closest relative of that person of or above the age of 18 years; or

(b) in the case of a child under the age of 16—a reference to a guardian of the child.

24—Insertion of Part 3 Division 2A

Part 3—after Division 2 insert:

Division 2A—Disclosure logs

28A—Requirement for disclosure log

(1) An agency must keep a record (a disclosure log) of information about applications made to the agency under this Part that the agency determines by deciding to provide access (to some or all of the documents applied for), if the agency considers that such information may be of interest to other members of the public.

(2) A disclosure log must be kept and made available to the public in accordance with any directions issued by the Premier in a disclosure log policy.

(3) A disclosure log policy must be published in the Gazette and on a website.

(4) A disclosure log policy may deal with any matter relating to disclosure logs including, without limitation, record keeping requirements in relation to a disclosure log (and the making of decisions as to what information is to be included in a disclosure log), the period during which information is to be retained on a disclosure log, requirements as to the destruction of information and fees for access to a disclosure log in specified circumstances.

(5) A disclosure log policy may provide that a matter or thing is to be determined, dispensed with, regulated or prohibited according to the discretion of the principal officer of the agency or an accredited FOI officer.

28B—Required information about applications

(1) The information about an application that is required to be recorded in an agency’s disclosure log is as follows:

(a) the date the application was decided;

(b) a description of all documents to which access was provided in response to the application;
(c) a statement as to whether any of the documents are now available from the agency to other members of the public and (if so) how they can be accessed;

(d) any other information required to be kept in the disclosure log in accordance with the disclosure log policy.

(2) No details are required to be recorded in the agency’s disclosure log—

(a) if no objection is made under section 28C to the inclusion of information in the log before the application for access to the documents is decided—until the application is decided; or

(b) if an objection is made under section 28C to the inclusion of information in the log before the application for access is decided—until the agency is entitled, under that section, to include the information in the log.

(3) An agency is not required to include in its disclosure log information about any application for a document—

(a) containing personal information about the applicant (the applicant being a natural person) or any other natural person; or

(b) in respect of which any factors particular to the applicant were otherwise a consideration in the agency’s determination of the public interest in connection with the disclosure of the document to the applicant.

(4) An agency is not required to include in its disclosure log information about an application if the application has been determined to be exempt in accordance with any provisions in the disclosure log policy.

28C—Objections

(1) Each of the following persons (an authorised objector) can object to the inclusion in the agency’s disclosure log of all or specified information concerning an application:

(a) the applicant;

(b) any other person with whom the agency has consulted (or is required to consult) under this Act before providing access to any document sought in the application.

(2) An objection can include reasons for the objection and, in the case of an objection by an applicant, can be made as part of the application or separately.
The grounds on which an authorised objector is entitled to object to
the inclusion of information in an agency’s disclosure log are limited
to any 1 or more of the following:

(a) the information includes personal information about the
authorised objector (or a deceased person for whom the
authorised objector is the personal representative);

(b) the information concerns the authorised objector’s business,
commercial, professional or financial interests;

(c) the information concerns research that has been, is being, or
is intended to be, carried out by or on behalf of the
authorised objector;

(d) the information concerns the affairs of a government or a
council (and the authorised objector is that government or
council).

An agency’s notice under section 14(3) (acknowledging receipt of an
application) is to include the following statements about the
inclusion of information in the agency’s disclosure log (unless the
agency considers it unlikely that information about the application
will be included in the disclosure log):

(a) a statement that information concerning the application will
be included in the agency’s disclosure log and that the
applicant can object to this;

(b) a statement about the rights of review under this Act of a
determination by the agency to include information in its
disclosure log despite the applicant’s objection.

If an applicant for access to a document has objected to the inclusion
of information in the agency’s disclosure log, the agency’s notice of
determination under section 23 must indicate—

(a) the agency’s determination about whether the applicant was
entitled to object; and

(b) if the agency has determined that the applicant was entitled
to object—the agency’s determination on whether to include
the information in its disclosure log.

If a person referred to in subsection (1)(b) has objected to the
inclusion of information in the agency’s disclosure log, the agency
must, as soon as is reasonably practicable after the determination
concerned is made (and in any event within 7 days after the
determination is made), give the person a written notice that
indicates—

(a) the agency’s determination about whether the person was
entitled to object; and

(b) if the agency has determined that the person was entitled to
object—the agency’s determination on whether to include
the information in its disclosure log.
(7) An agency that determines that an authorised objector was not entitled to object to the inclusion of information in the agency’s disclosure log is entitled to immediately include the information in the disclosure log.

(8) An agency that determines that an authorised objector was entitled to object to the inclusion of information in the agency’s disclosure log but determines to include the information despite the objection must not include the information while the objector is entitled to apply for a review of the agency’s determination (ignoring any period that may be available by way of extension of time to apply for review), or while any review duly applied for is pending.

25—Amendment of section 29—Internal review

(1) Section 29(2)(e)—delete "at an office of the agency" and substitute:

with the agency

(2) Section 29—after subsection (2) insert:

(2a) For the avoidance of doubt, where the determination the subject of the review is a deemed determination under section 19(2), the application for review may be lodged at any time after the agency is to be taken to have determined the application in accordance with that provision (whether or not the applicant has been given notice of the deemed determination) and the time limitation specified in subsection (2)(e) only applies if the applicant is given notice of the deemed determination.

(2b) The principal officer of the agency must ensure that an applicant for review is given a written notice specifying the date on which the application was received by the agency and providing the applicant with information about the operation of subsection (5) and the applicant's further rights of review under this Act.

(3) Section 29(5)—delete "14 days" and substitute:

20 days (or within any extension of that period granted under subsection (5b))

(4) Section 29—after subsection (5) insert:

(5a) However, nothing prevents an agency from making a determination to give access to a document the subject of an application for review under this section after the period within which it was required to deal with the application for review (and any such determination is to be taken to have been made under this Act).

(5b) The principal officer of an agency that is dealing with an application for review may extend the period within which the application would otherwise have to be dealt with under subsection (5) (the usual period)—

(a) by a further period of up to 14 days if satisfied that—
(i) the application relates to a large number of documents or necessitates additional searches through a large quantity of information and dealing with the application for review within the usual period would unreasonably divert the agency's resources from their use by the agency in the exercise of its functions; or

(ii) the application relates to a document in relation to which consultation is required under Division 2 and it will not be reasonably practicable to comply with Division 2 within the usual period; or

(iii) the agency is dealing with an unusually high number of applications under this section and does not have sufficient resources to deal with the application within the usual period; or

(iv) the agency is dealing with a number of related applications under this section (involving the same applicant or applicants who are acting in concert in connection with those applications) and dealing with all of the related applications within the usual period would unreasonably divert the agency's resources from their use by the agency in the exercise of its functions; or

(b) by a further period agreed with the applicant.

(5) Section 29—after subsection (6) insert:

(7) A refusal to allow further time within which to lodge an application for review (under subsection (2)(e)) is subject to review as if it were a determination made by an agency under any other provision of this Part.

26—Amendment of section 30—Right to apply for amendment of agencies' records

Section 30(a)—delete "information concerning the person's personal affairs" and substitute:

personal information of the person

27—Substitution of section 31

Section 31—delete the section and substitute:

31—Applications for amendment of agencies' records

(1) An application for the amendment of an agency's records under this Act—

(a) must be in writing and contain such information as is reasonably necessary to enable the agency's document to which the applicant has been given access to be identified; and
(b) must specify the respects in which the applicant claims the
information contained in the document to be incomplete,
incorrect, out-of-date or misleading; and

c) if the applicant claims that the information contained in the
document is incomplete or out-of-date—must be
accompanied by such information as is necessary to
to complete the agency's records or to bring them up-to-date; and

d) must specify a postal address in Australia, or an email
address, to which notices under this Act should be sent; and

e) must be lodged in a manner determined by the agency.

(2) The applicant must also provide with the application, or within
14 days after receipt of the application by the agency—

(a) evidence of identity for the applicant; and

(b) if an agent is acting for the applicant—evidence of the
agent's authorisation to so act and evidence of identity for
the agent.

28—Amendment of section 32—Dealing with applications

(1) Section 32(1)—after "the agency" insert:

and all determinations required to be made by the agency under this Act in
relation to the application must be made by an accredited FOI officer of the
agency

(2) Section 32(2)—delete "30 days" and substitute:

45 days

(3) Section 32—after subsection (2) insert:

(3) An accredited FOI officer dealing with an application must ensure
that the applicant is given a written notice specifying the date on
which the application was received by the agency and providing the
applicant with information about the time within which the
application is required to be dealt with under this Act and the
applicant's rights of review under this Act.

29—Amendment of section 34—Determination of applications

Section 34(2)—delete "30 days" and substitute:

45 days

30—Amendment of section 35—Refusal to amend records

(1) Section 35(a) and (b)—delete "it is satisfied that" wherever occurring

(2) Section 35—after paragraph (e) insert:

or

(d) if the application is frivolous or vexatious or is not made in good
faith; or
(e) if the agency has already decided a previous application made by the applicant that was substantially the same.

31—Amendment of section 36—Notices of determination

(1) Section 36(2)—delete "must specify"

(2) Section 36(2)(a)—before "the day" insert:

must specify

(3) Section 36(2)—after paragraph (a) insert:

(ab) must include a list of all of the documents (identified in accordance with any requirements prescribed by the regulations) to which the application relates that are held by the agency; and

(4) Section 36(2)(b)—after "is refused" insert:

, must specify

(5) Section 36(2)(b)(i)—delete subparagraph (i) and substitute:

(i) the designation of the officer by whom the determination was made; and

(ii) contact details for the agency; and

32—Amendment of section 37—Notations to be added to records

Section 37(1)—delete "at an office of" and substitute:

with

33—Amendment of section 38—Internal review

(1) Section 38(2)(d)—delete "at an office of the agency" and substitute:

with the agency

(2) Section 38—after subsection (2) insert:

(2a) For the avoidance of doubt, where the determination the subject of the review is a deemed determination under section 34(2), the application for review may be lodged at any time after the agency is to be taken to have determined the application in accordance with that provision (whether or not the applicant has been given notice of the deemed determination) and the time limitation specified in subsection (2)(d) only applies if the applicant is given notice of the deemed determination.

(2b) The principal officer of the agency must ensure that an applicant for review is given a written notice specifying the date on which the application was received by the agency and providing the applicant with information about the operation of subsection (4) and the applicant's further rights of review under this Act.

(3) Section 38(4)—delete "14 days" and substitute:

20 days
Section 38—after subsection (5) insert:

(6) A refusal to allow further time within which to lodge an application for review (under subsection (2)(d)) is subject to review as if it were a determination made by an agency under Division 1.

34—Amendment of section 39—External review

(1) Section 39(1), definition of relevant review authority—delete the definition

(2) Section 39—delete "the relevant review authority" wherever occurring and substitute in each case:

the Ombudsman

(3) Section 39(4)—delete "The relevant review authority may, in its" and substitute:

The Ombudsman may, in the Ombudsman's

(4) Section 39(5)(b)—delete paragraph (b) and substitute:

(b) may, if it appears to the Ombudsman that the agency has failed to properly search for, sort or compile documents relevant to the review or to undertake consultations relevant to the review that should have been undertaken by the agency—

(i) require the agency to provide information relating to the manner in which it searched for, sorted or compiled the documents or undertook the consultations; or

(ii) require the agency to search for, sort or compile the documents or undertake the consultations; or

(ii) require officers of the agency to attend at a time and place specified by the Ombudsman for the purpose of sorting and compiling the documents or undertaking the consultations; and

(5) Section 39(8)—delete subsection (8) and substitute:

(8) If the Ombudsman has reason to believe that an agency or the applicant has a document relevant to the review, the Ombudsman may give to the agency or the applicant a written notice requiring them to produce the document to the Ombudsman in a manner specified in the notice and within a reasonable period specified in the notice.

(8a) No obligation to maintain secrecy or other restriction on the disclosure of information applies for the purposes of an investigation under this section, except an obligation or restriction designed to keep the identity of an informant secret.

(6) Section 39(10) and (15)—delete "A relevant review authority" wherever occurring and substitute in each case:

The Ombudsman
(7) Section 39(11)—delete subsection (11) and substitute:

(11) On an application under this section, the Ombudsman may (based on the circumstances existing at the time of the review)—

(a) if the determination the subject of the review arose by operation of section 19(2) or 34(2) or the Ombudsman is satisfied that the determination was not properly made—refer the matter back to the agency for the making of a new determination; or

(b) in any case—confirm, vary or reverse the determination the subject of the review.

(8) Section 39(12)—delete "it thinks fit, offer, together with its reasons for its" and substitute:

the Ombudsman thinks fit, offer, together with the reasons for the

(9) Section 39(15)—delete "its reasons" and substitute:

the reasons

(10) Section 39(16) and (17)—delete "a relevant review authority" wherever occurring and substitute in each case:

the Ombudsman

(11) Section 39—after subsection (16) insert:

(16a) The Ombudsman may dismiss an application if the Ombudsman considers that the applicant has failed to comply with subsection (7) or with a notice under subsection (8).

35—Amendment of section 40—Reviews by SACAT

(1) Section 40(1a) and (2)—delete subsections (1a) and (2) and substitute:

(1a) However, a review by SACAT under subsection (1) may only relate to—

(a) a determination that a document was not an exempt document; or

(b) a question of law (in which case the application for review must be referred to a Presidential member of the Tribunal under section 26 of the South Australian Civil and Administrative Tribunal Act 2013).

(2) A person (other than an agency) who is aggrieved by a determination made on a review under Division 1 (other than a determination relating to the sufficiency of the agency's searches for documents) may apply for a review under section 34 of the South Australian Civil and Administrative Tribunal Act 2013 of the determination by SACAT

(2) Section 40(4)—delete subsection (4)

(3) Section 40(5)(b) and (c)—delete paragraphs (b) and (c) and substitute:

(b) the applicant for the review under Division 1.
(4) Section 40(6)—after "section" insert:

but is entitled to be notified of the proceedings and to make written submissions to SACAT in relation to the proceedings.

36—Substitution of section 47

Section 47—delete the section and substitute:

47—Service

A notice, determination or other document required or authorised to be given or served under this Act may be given or served personally, by post or by transmitting it by email to an email address provided by the intended recipient for that purpose (in which case the notice, determination or document will be taken to have been given or served at the time of transmission).

37—Insertion of section 49A

After section 49 insert:

49A—Improper direction or influence

A person must not—

(a) direct an accredited FOI officer to make a decision or determination for the purposes of this Act that the person knows, or ought reasonably to know, is not a decision or determination that the officer should, in the circumstances, make; or

(b) improperly influence (whether directly or indirectly) the making of a decision or determination for the purposes of this Act by an accredited FOI officer.

Maximum penalty: $5 000.

38—Substitution of sections 50 and 51

Sections 50 and 51—delete the sections and substitute:

50—Protection in respect of liability

This section applies to the following acts:

(a) the publishing of information relating to an agency or held by an agency (other than personal information of a person) if the person publishing the information honestly believes that a proactive disclosure policy under Part 1A permits or requires the information to be published;

(b) the making of a determination if the person making the determination honestly believes that this Act permits or requires the determination to be made;

(c) the giving of access to a document pursuant to a determination referred to in paragraph (b);
(d) the publishing of any information in accordance with section 18A;

(e) the disclosure of information in a disclosure log if the person disclosing the information honestly believes that this Act permits or requires the disclosure to be made.

(2) If this section applies to an act—

(a) no action for defamation or breach of confidence lies against the Crown, an agency or an officer of an agency, by reason of the act; and

(b) no action for defamation or breach of confidence in respect of any publication involved in, or resulting from, the act lies against the author of the information or document or any other person by reason of the author or other person having supplied the information or document to an agency or Minister; and

(c) the act does not constitute, for the purposes of the law relating to defamation or breach of confidence, an authorisation or approval of the publication of the information or document by another person; and

(d) no offence is committed by an agency or an officer of an agency merely by reason of the act.

39—Amendment of section 53—Fees and charges

(1) Section 53(2aa)—delete subsection (2aa) and substitute:

(2aa) A fee or charge (other than an application fee prescribed under section 13(1)(c)) can only be required by an agency under this Act in respect of the costs to the agency of finding, retrieving, sorting, compiling and copying documents, and removing exempt matter from documents, as may be necessary for the proper exercise of a function under this Act and undertaking any consultations required by this Act in relation to the exercise of that function.

(2) Section 53—after subsection (4) insert:

(4a) If section 19(2) applies in relation to an application, the agency is, in respect of the application, entitled to any application fee prescribed under section 13(1)(c) but may not require the payment of any other fee or charge for dealing with the application.

40—Amendment of section 55—Regulations

Section 55—after its present contents (now to be designated as subsection (1)) insert:

(2) The regulations may—

(a) be of general or limited application; and

(b) make different provision according to the persons, things or circumstances to which they are expressed to apply; and
(c) provide that any matter or thing is to be determined, dispensed with, regulated or prohibited according to the discretion of the Minister or another person.

41—Amendment of Schedule 1—Exempt documents

(1) Schedule 1, clauses 1 and 2—delete clauses 1 and 2 and substitute:

1—Cabinet and Executive Council documents

(1) A document is an exempt document—

(a) if it is a document that has been specifically prepared for submission to Cabinet or Executive Council (whether or not it has been so submitted); or

(b) if it is a preliminary draft of a document referred to in paragraph (a); or

(c) if it is a document that is a copy of or part of, or contains an extract from, a document referred to in paragraph (a) or (b); or

(d) if it contains matter the disclosure of which would disclose information concerning any deliberation or decision of Cabinet or Executive Council; or

(e) if it is a briefing paper specifically prepared for the use of a Minister in relation to a matter submitted, or proposed to be submitted to Cabinet or Executive Council.

(2) A document is not an exempt document by virtue of this clause—

(a) if it merely consists of—

(i) matter that appears in an instrument that has been made or approved by the Governor and that has been officially published (either in the Gazette or elsewhere); or

(ii) factual or statistical material (including public opinion polling) that does not disclose information concerning any deliberation or advice of Cabinet or Executive Council or relate directly to a contract or other commercial transaction that is still being negotiated; or

(b) merely because it was attached to a document described in subclause (1); or

(c) if 20 years have passed since the end of the calendar year in which the document came into existence.

(3) A document is not an exempt document by virtue of this clause if—

(a) the document has been submitted to Cabinet or Executive Council by a Minister; and
(b) a Minister has certified that Cabinet or Executive Council have approved the document as a document to which access may be given under this Act.

(4) In this clause, a reference to Cabinet includes a reference to a committee of Cabinet and to a subcommittee of a committee of Cabinet.

(2) Schedule 1, clause 4(2)(a)—after subparagraph (vi) insert:

(vii) to put at risk—

(a) any endangered, vulnerable or rare species (within the meaning of the National Parks and Wildlife Act 1972 or any threatened species or threatened ecological community (within the meaning of the Environment Protection and Biodiversity Conservation Act 1999 of the Commonwealth); or

(b) rare items of cultural or scientific importance; and

(3) Schedule 1, clause 4(3)—delete "has been created or is held by the State Intelligence Section of South Australia Police" and substitute:

the former State Intelligence Section of South Australia Police or has been created or is held by the State Intelligence Branch of South Australia Police

(4) Schedule 1, clause 6, heading—delete "affecting personal affairs" and substitute:

containing personal information

(5) Schedule 1, clause 6(1)—delete "information concerning the personal affairs" and substitute:

personal information

(6) Schedule 1, clause 6(2)—delete subclause (2)

(7) Schedule 1, clause 13(6)—delete ", as soon as practicable, notify the Minister administering this Act, in writing, of that fact" and substitute:

notify the Minister administering this Act, in writing, of that fact within the period determined by that Minister

(8) Schedule 1, clause 16—after subclause (1) insert:

(1a) A document is an exempt document if it was prepared for the purposes of an audit, examination or other statutory function required to be undertaken by the Auditor-General.

(1b) A document is not an exempt document by virtue of subclause (1a) if—

(a) the document is identified by the Auditor-General as a Management letter or an agency's response to a Management letter; and

(b) the Auditor-General has reported to the Parliament in respect of the period to which the Management letter or response relates.
(9) Schedule 1, clause 16(2)—delete subclause (2)

42—Amendment of Schedule 2—Exempt agencies

(1) Schedule 2—after paragraph (k) insert:

(kaa) the Office of Parliamentary Counsel in relation to information that would be privileged from production in legal proceedings on the ground of legal professional privilege;

(2) Schedule 2, paragraph (n)—delete "South Australian Superannuation Fund Investment Trust" and substitute:

Superannuation Funds Management Corporation of South Australia

(3) Schedule 2, paragraph (p)(iii)—delete subparagraph (iii) and substitute:

(iii) the former Operations Intelligence Section; or

(iiiia) the State Protective Security Branch (or a body substituted for the State Protective Security Branch); or

Schedule 1—Transitional provisions

1—Application of amendments

(1) Subject to subclause (2), an amendment to the Freedom of Information Act 1991 (the principal Act) effected by a provision of this Act applies in relation to an application under the principal Act, or review proceedings relating to an application under the principal Act, if the application or proceedings are determined after the commencement of that provision (whether the application was lodged before or after that commencement).

(2) Part 3 Division 2A of the principal Act (as amended by this Act) only applies to an application made after the commencement of section 11(3) of this Act.
Freedom of Information Act reform

The South Australian Government has reviewed the state’s current FOI laws and is proposing to update them in line with legislative developments interstate and changes in technology.

The draft Freedom of Information (Miscellaneous) Amendment Bill 2019 will amend the current FOI Act, while maintaining the balance between enhanced transparency and accountability and the logistics of administering the legislation.

What are the changes?

The draft Bill seeks to strengthen the objectives of the Act – namely, enhanced transparency and open government.

Updates to the Act aim to better reflect electronic communications and information management and storage – including establishing limits around what an agency is expected to do in producing a document from data stored electronically.

It will also create an offence for improperly directing or influencing a decision or determination made under the Act.

Legislating current requirements

The draft Bill will give legislative backing to a number of FOI requirements currently operating through government policies, namely:

- Proactive disclosure requirements – these are currently outlined in the Premier’s Circular PC035 ‘Proactive disclosure of regularly requested information’ and include things like credit card statements, travel expenditure and gift registers that must be published regularly on agency websites.

- Disclosure logs – this is currently outlined in the Premier’s Circular PC 045 ‘Disclosure logs for non-personal information released through FOI’ and requires an agency to make available a list of previous FOI requests and determinations that may be of interest to other members of the public.

Stronger Ombudsman powers

These reforms will increase the Ombudsman’s powers as external reviewer. Under the proposed changes, the Ombudsman will have stronger powers to obtain documents. It will also allow the Ombudsman to send deemed refusals or inadequate determinations back to the agency for consideration after an external review.

There is also a new provision requiring an agency to explain to the Ombudsman in an external review what searches were undertaken to locate documents, and to then be directed to conduct further searches.

The Ombudsman can also declare an applicant vexatious and refuse to continue dealing with the application (or a further application) by the person – but they must first give the person an opportunity to make written or oral submissions.

The refusal to conduct an internal review because the request was lodged out of time is also proposed to be a reviewable decision.

Changes are also proposed to the external review process to streamline reviews by SACAT:
• External review applications must first be made to the Ombudsman, and only then to SACAT with permission.

• External review by SACAT will only be on issues relating to the application of exemptions.

• Agencies will no longer be limited to reviews on errors of law.

• The Ombudsman will be entitled to make written submissions to SACAT on review.

Setting clearer limits around ‘unreasonable requests’

The draft Bill sets clearer limits around ‘unreasonable requests’ for access to documents:

• When deciding whether an application would unreasonably divert an agency’s resources, the agency can consider two or more related applications as one application.

• Applications for all of an agency’s documents received or produced during a specified period - without including any other information about the nature of the documents sought - will be deemed invalid on the basis that the application does not sufficiently identify the documents.

• An agency may refuse to deal with an application if the document requested has been the subject of a subpoena (or other court order) and is available to the applicant as a result of being produced in compliance with that request.

• An agency may refuse to continue dealing with an application if they have already finalised a previous application for the documents concerned (or for documents that contain the same information) made by the applicant and there are no reasonable grounds for believing the agency would make a different decision.

• An agency may refuse to deal with an application if they determine more than 40 hours of work will be entailed (and this would substantially and unreasonably divert the agency’s resources) or refuse to continue to deal with an application after spending a total of 40 hours dealing with the application.

Increasing time limits

The current time limit of 30 days has meant a high number of applications have been refused, because it is not feasible to resolve them within this timeframe. These reforms will increase the time agencies have to deal with an application from 30 days to 45 days.

The time limit to conduct an internal review would be increased from 14 calendar days to 20 calendar days. As well, agencies would be able to extend the time limit by up to 14 days (or longer by agreement with the applicant) when:

• consultation with third parties is required

• the application is a second or subsequent related internal review application by the same person

• the internal review determines documents cannot be found or do not exist and the reviewer believes additional searches are required.

The time limit to make an internal review application would only start running from the time a notice of deemed refusal has been provided.
Refusing access to documents and exemptions

The draft Bill further clarifies the circumstances where an agency can refuse access to documents.

An agency can refuse access if:

- a document is published on the internet or otherwise publicly available
- documents cannot be found or do not exist – but this is subject to review.

The draft Bill proposes to exempt:

- Information and correspondence prepared by agencies for the purposes of an audit by the Auditor-General.
- Documents containing information about the location of threatened or endangered flora or fauna, or other rare items of cultural or scientific importance as this could endanger their safety.

The Bill also proposes to exempt the Office of Parliamentary Counsel in relation to documents it holds that are subject to legal professional privilege.

Applications

The draft Bill clarifies that an application is taken to apply to documents that are in existence as at the day of the application. It will also legislate that agencies must promptly acknowledge their receipt of an FOI application (including for an internal review) and inform the applicant of their relevant review rights and timelines.

When an applicant needs to amend their application, the Bill also clarifies that the ‘clock stops’ (ie time that does not count towards the legislated timeframe to assess applications) during this time. Agencies can refuse to deal with applications after a reasonable period of time has elapsed without the application being satisfactorily amended. It also addresses the need for applicants to provide proof of identity and authorisation to act as an agent for another person when requesting personal information.

Determinations

Currently, FOI determinations must include the name or the person making the determination. Due to concerns with personal safety, the Bill proposes changing this to only require the position title or designation and listing the contact details for the agency in case of follow-up questions.

The draft Bill will also legislate that FOI determinations must identify the documents held by the agency that are within the scope of the application. It is also clarified that a copy of a document can be provided that deletes information that is irrelevant to the information requested to facilitate access to the requested information.

Fees and charges

Agencies may charge a fee for retrieval and redacting of documents (including de-identifying CCTV and similar footage) as well as for finding, sorting, compiling and copying documents. If agencies exceed the statutory time limit, they will not be allowed to charge processing fees and any charges already paid by the applicant must be refunded. The Bill also clarifies that a decision to require payment of a deposit to process an application is reviewable, and that this information be provided to the applicant.
Consultation provisions
For documents including personal information, consultation provisions will be amended to provide:

- The requirements to give notice and defer giving access does not apply where the agency has taken reasonable steps to obtain the views of the person concerned but has been unable to locate the person
- If the person being consulted is under a minimum age, the consultation may be sent to a parent or guardian instead
- In relation to giving access to the applicant’s registered medical practitioner, the agency must have a ‘reasonable expectation’ that disclosing this information will have an adverse effect, rather than simply ‘be of this opinion’.

As the FOI Act also applies to local government, the draft Bill proposes that local government authorities take reasonable steps to consult with State Government where documents might affect them. The requirement to consult in regard to documents affecting ‘intergovernmental’ relationship is extended to include the relationship between the State Government and the governments of other countries.

Documents of defunct agencies
The draft Bill amends current provisions dealing with documents of defunct agencies to:

- Extend to the situation where an agency has not become defunct, but some of its functions have moved to another agency – in this situation, the responsibility for determining the application lies with the agency that has possession of the relevant documents
- Address an existing gap in relation to documents of now-defunct agencies that were exempt agencies – in this situation, an agency that holds the documents of the defunct agency (eg a former royal commission) is considered an exempt agency in relation to those documents.

Greater flexibility in staff
The proposed changes will provide greater flexibility around who can deal with certain FOI applications.

For FOI applications relating to amending records, the Bill removes current seniority requirements. It also provides for FOI officers in larger departments to undertake the role on behalf of smaller agencies and attached offices.

Clarifying definitions
The draft Bill will update inconsistent definitions and outdated terminology throughout the FOI Act, as well as:

- Clarify the definition of a document (for the purposes of the FOI Act) applies only to documents made or received by an agency in the conduct of their functions or business. This is based on the definition of ‘official record’ in the State Records Act 1997.
- Replace the term ‘personal affairs’ with ‘personal information’ to bring the FOI Act in line with the SA Information Privacy Principles.
- Remove certain subcategories of document exemptions as they are already covered in other Schedules.
7.2.2 DEBATE AGENDA – FINANCE

7.2.2.1 MONTHLY FINANCE REPORT (AS AT 31 DECEMBER 2019)

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 31 December 2019 be received and noted.

REPORT
Discussion
The Monthly Finance Report (as at 31 December 2019) is attached. The report has been prepared comparing actuals to the Original adopted budget 2019/20 and incorporating the Revised Budget for September.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Monthly Finance Report 31 December 2019

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
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 2019, as per legislation. This report is advising Council of the monthly finance position compared to that budget.
MONTHLY FINANCE REPORT
AS AT 31 DECEMBER 2019
FOR YEAR ENDING 30 JUNE 2020

<table>
<thead>
<tr>
<th>Notes</th>
<th>% Actual Expenditure to Original Budget</th>
<th>Original Budget (Full-Year) $’000</th>
<th>Revised Budget (Q1) (Full-Year) $’000</th>
<th>Actual Result (Year-to-Date) $’000</th>
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<td>Operating</td>
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<td>Operating Income</td>
<td>38,457</td>
<td>38,844</td>
<td>35,141</td>
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<td>Less Operating Expenses</td>
<td>46.89%</td>
<td>(37,737)</td>
<td>(38,570)</td>
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<td>Operating Surplus / (Deficit)</td>
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<td>OPERATING ACTIVITIES:</td>
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<td>34.32%</td>
<td>(6,139)</td>
<td>(6,706)</td>
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<td>Net Outlays on Existing Assets</td>
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<td>1,850</td>
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<td>Capital Expenditure on New and Upgraded Assets</td>
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<td>Net Lending/(Borrowing) for the Financial Year</td>
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<td>(12,637)</td>
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<td>Carried Forward Budget Adjustments: Report on Financial Results. Funds were held for these projects in cash and investments at 30 June 2019.</td>
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<td>(691)</td>
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<td>September 2019 Budget Review: Funds required for these items will decrease Council’s cash and investments. This amount includes amendments approved at the Council meetings held in July and November 2019.</td>
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<td>(12,637)</td>
<td>19,303</td>
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NOTES

1) 2019/20 Capital Expenditure spent to end of December includes:
   - Angaston Hall Flooring $13k
   - Barossa Visitor Centre Interpretative Display/Video Wall $1k, Car Park Sealing - Design Only $7k
   - Barossa Bushgardens Quad Bike $11k
   - Bridges $105k
   - CWMS $27k
   - Depot Upgrades $1k
   - Drainage $309k
   - Footpaths $47k
   - Lyndoch Recreation Park Interim Lighting Upgrade $7k
   - Mt Pleasant Main Street $2k
   - Nuriootpa Centennial Park Authority Change Rooms $21k
   - Nuriootpa Dog Park $37k
   - Nuriootpa Office/Desk Alterations $10k, Air Conditioning $44k, LED Lighting Replacement $3k
   - Nuriootpa Cricket Nets $103k
   - Nuriootpa Swimming Pool $50k
   - Road Resheeting $284k
   - Reserves Irrigation $29k
   - Sealed Roads $1,385k
   - Talunga Recreation Park Oval Irrigation $77k
   - Talunga Tennis Courts Reseal/Drainage $10k
   - The Big Project - Angaston Railway Precinct $716k
   - The Big Project - Angaston Recreation Park $15k
   - The Big Project - Barossa Culture Hub $42k
   - The Big Project - Lyndoch Recreation Park $16k
   - The Big Project - Tanunda Recreation Park - Oval $7k, Show Hall Upgrade $521k, Electrical Upgrade/Lighting $432k
   - The Rex Solar Panels $4k
   - Tolley Reserve Skate Park Half Pipe $103k
   - Williamstown QVJP Bridge Entrance Landscaping $18k
7.2.2 DEBATE AGENDA – FINANCE

7.2.2.2 CONSIDERATION AND ADOPTION OF AUDIT COMMITTEE RESOLUTIONS
B9085

PURPOSE
The Minutes of the Audit Committee meeting held 16 December 2019 are presented for the consideration and adoption of Council.

RECOMMENDATION
That Council, having reviewed the Minutes of the Audit Committee meeting held 16 December 2019, 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: Minutes of the Audit Committee meeting held 16 December 2019

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.

6.9 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
The consideration and adoption of recommendations of Council committees is a risk management tool.

COMMUNITY CONSULTATION
Not required under legislation or Council’s Public Consultation Policy.
1. **WELCOME**
Mr Brass declared the meeting open at 4.07pm and welcomed all in attendance.

2. **MEMBERS PRESENT**
Mr Peter Brass, Mr Ian Swan, Ms Ellen Ewing, Cr Russell Johnstone

*Invited Staff Members*
Mr Martin McCarthy, Chief Executive Officer
Mr Mark Lague, Manager Financial Services
Ms Annette Randall, Executive Assistant (Minute Secretary)

3. **APOLOGIES**
Cr John Angas

4. **CONFLICT OF INTEREST DECLARATIONS**
Nil

5. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

MOVED Cr Johnstone that the Minutes of the Audit Committee Meeting held 29 October 2019 be confirmed as a true and correct record of the proceedings of that meeting.
Seconded Mr Swan
CARRIED 2019-20/13

6. **BUSINESS ARISING FROM PREVIOUS MINUTES**
Nil

7. **CONSENSUS AGENDA**

7.1 **ITEMS FOR EXCLUSION FROM THE CONSENSUS AGENDA**
Nil

8. **RECEIPT OF CONSENSUS AGENDA**

MOVED Ms Ewing that Reports for Information items 7.1.1 to 7.1.8 be received.
Seconded Cr Johnstone
CARRIED 2019-20/14
9. **DEBATE AGENDA**

9.1.1 **THE BAROSSA COUNCIL QUARTER 1 – 2019/20 PERFORMANCE & ACTIVITY REPORT**

19/66143

Author: Manager Executive Services

Mr McCarthy spoke to the report and answered questions from the Members

**MOVED** Mr Swan that the Audit Committee receives and notes The Barossa Council Quarter 1 – 2019/20 Performance & Activity Report.

**Seconded** Ms Ewing

**CARRIED 2019-20/15**

**PURPOSE**


**REPORT**

**Background**

Since November 2016, Council and the Audit Committee have been presented with Quarterly Performance Reports on measures adopted within the Corporate Plan.

**Introduction**

The Barossa Council Quarter 1 – 2019/20 Performance & Activity Report provides performance results against Corporate Plan measures as at 30 September 2019. 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**

As part of ongoing continuous improvement activity 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.

**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.
**CODMIN: COMMUNITY CONSULTATION**
Community consultation is not required under the Act or Council’s Public Consultation Policy.

**9.1.2 UPDATE – RISK MANAGEMENT PROGRAMS AND PROJECTS**

**B7531**

**Author:** Risk Advisor

Mr McCarthy spoke to the report and answered questions from the Members.

**MOVED** Cr Johnstone that the Audit Committee receives and notes report 9.1.2 Update – Risk Management Programs and Projects.

**Seconded** Ms Ewing

**CARRIED 2019-20/16**

**PURPOSE**
To present a report on the progress of Risk Management programs and projects.

**REPORT**

**Local Government Association Mutual Liability Scheme (LGAMLS)**

Between 1 October 2019 and 9 December 2019, the following claims were submitted:

**Motor Vehicle Claims:**
1. Depot Vehicle collided with a deer near Springton - Repaired.
2. Community Transport Vehicle collided with a Kangaroo - Repaired.
3. Director Vehicle collided with a Kangaroo - Repaired.
5. Community Transport Vehicle struck from behind, shunted into vehicle in front – financial write off; to be replaced.
6. Grader collided with 3rd Party Vehicle, no damage to Grader; dispute over liability.
7. Depot Vehicle – Damage to under body sliding toolbox, not appropriately latched before operating vehicle - Repaired.

Due to the large number of vehicle incidents involving Animals, the Risk Team has distributed advice to staff to raise awareness about the large number of kangaroos currently traversing our local road network and cautioning drivers to take care and drive to the conditions.

**Mutual Liability Claims:**
1. Damaged Fence, storm damage when tree branch snapped off and landed on front boundary fence; claim denied under Local Government Act
2. Damaged Fence and retaining wall – tree roots (planted by developer) lifted and cracked retaining wall bricks and twisted 2 fence panels. 1 fence panel damaged in the removal of the tree. Negotiating outcome with Director Works and Engineering, likely to deny claim for damages caused by tree root under Local Government Act.
4. Damage to SA Water infrastructure – damaged domestic water supply while cleaning drains. Less than excess, release and indemnity form completed, amount to be paid out of Works and Engineering budget.

**Historic Mutual Liability Claim**

Received communications from Duncan Basheer Hannon, representing a Claimant for injuries sustained on 22 November 2011 while riding on a Council managed cycle path. LGA Mutual Liability Scheme and The Barossa Council are represented by Wallmans Lawyers. The Claimant was a minor at the time of the injury providing him the opportunity to claim from 18 to 21 years of age; claim totals $105,348.75.

**Risk Management Activities**

- Drug and Alcohol Management Policy and Process drafted and out for consultation.
• Smarter Ways of Working Safely Project
  o Hazard Management Policy and Process – significant review and redrafting of documents based on One System model and alignment with simplified electronic reporting and monitoring.
  o Skytrust – Organisational structure, security and user access requirements reviewed and reconfigured to allow development of workflows/system setup for electronic submission of hazard and incident reports, WHS inspections and corrective and preventative action monitoring.
• Risk Management Policy and Process – significant review and redrafting of documents based on One System model and alignment with enterprise level risk assessment methodology. It is anticipated a revised enterprise level risk management framework will be presented to the Audit Committee during Quarter 3 2019/20.
• Emergency Management
  o Business Continuity Plan – currently reviewing critical function identification methodology and Sub Plan Templates.
  o Council Ready Program – The following are either drafted or being drafted from templates provided through the Council Ready Program:
    ▪ Action Plan for Council Ready
    ▪ Community Emergency Management Policy
    ▪ Incident Operations Arrangements
  o Internal Emergency Management
    ▪ Policy under review
    ▪ Emergency Planning Committee meeting regularly to progress training and internal exercises.
  o Zone Emergency Management Committee
    ▪ Joint Meeting with Barossa & Yorke and Mid North regions held on 3 December 2019.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Nil

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.

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. CONFIDENTIAL AGENDA
Nil

11. OTHER BUSINESS
11.1 PRESENTATION FROM CHIEF EXECUTIVE OFFICER ON STRATEGIC RISK REGISTER AND ACTIVITIES
  Mr McCarthy provided a Powerpoint presentation on Council’s Strategic Risk Register and Activities, in particular, those risks for which Executive
Services and the Chief Executive Officer are identified as owners, and answered questions from the Members.

**MOVED** Cr Johnstone that the Audit Committee receives the Chief Executive Officer’s Presentation on Council’s Strategic Risk Register and Activities.

**Seconded** Mr Swan

**CARRIED 2019-20/17**

Mr Brass commented that the existing Controls for Council’s financial risks were being tested satisfactorily, but suggested that consideration be given to engaging a consultant to test non-financial risks, particularly any categorised as Extreme or High. The matter will be included in the next meeting agenda.

10. **NEXT MEETING**
   February 2020 – Date to be advised

11. **CLOSURE OF MEETING**
   There being no further business, Mr Brass wished everyone a very Merry Christmas and closed the meeting at 5.37pm.

   Confirmed:

   **Chairman:** ..................................  **Date:** ..................................
7.3.1 DEBATE AGENDA

7.3.1.1 REVIEW TELEPHONE SWITCHBOARD OPERATING HOURS – PRINCIPAL OFFICE NURIOOTPA
Author: Coordinator Customer Support

PURPOSE
To consider a request to align the Customer Service telephone switchboard (ph: 08 85638444) operating hours with Council’s advertised Principal Office operating hours (i.e. 9.00am – 5.00pm)

RECOMMENDATION
That Council support the alignment of Customer Service telephone switchboard operating hours with Council’s Principal Office operating hours advertised on Council’s website, print media and building signage (i.e. 9.00am – 5.00pm).

REPORT
Current Arrangements
Council’s nominated opening hours for its Principal Office (Nuriootpa) have been determined as required under section 45 of the Local Government Act by Council as being 9am to 5pm Monday to Friday. These are the times advertised via the website, print media, building signage etc. While other offices such as the Visitor Centre and Libraries open to the public outside of these times, their telephone answering times during the weekdays are also 9am to 5pm.

At the present time, the main switchboard telephone answering hours and service provided by the Customer Support Team at the Nuriootpa Office from Monday to Friday are 8.30am to 5.15pm.

Prior to 8.30am and after 5.15pm the calls are switched over to be received by the out of hours service provided by Answering Adelaide. If callers have the direct line numbers for officers, their calls will go through to them, bypassing the switchboard and all phones have a voicemail option.

Normal working hours for Customer Support staff are 8.30am to 5.15pm. The Team need to be available to operate the switchboard during that whole period. The current arrangement does not provide any capacity for morning toolbox sessions for the Team to be conducted prior to calls coming through, as is possible at all other locations, nor does it allow for staff to discuss matters and prepare for their day, or undertake Team based training, as is possible for all other Teams.

The impacts of the misalignment of switchboard operating hours and Customer Service operating hours are significant. The Team’s capacity to conduct end of day tasks such as balancing monies, tidying up customer requests and managing...
administrative matters relating to both service delivery and their employment, is impacted due to last minute calls coming through, sometimes as late as 5.14pm, meaning staff are not always able to finish on time.

Customer Support Team meetings have had to take place after hours due to the switchboard operating hours. This frequently impacts the Team’s capacity to meet personal commitments and introduces disparity between the requirements set for staff providing customer support services at the Principal Office compared to those in similar roles at the Visitor Centre and Libraries. There is an impact on Team morale and Team members have indicated that they no longer wish to attend after hours staff meetings.

Discussion
Through the ongoing Council endorsed Change Program, the Customer Service Reboot Project Team has reviewed the current switchboard service and, based on analysis of the data and Team impacts, made a recommendation to the Corporate Management Team (CMT) to align telephone switchboard hours at Nuriootpa to the advertised service level for direct service delivery (9.00am to 5.00pm). CMT supported the recommendation, with a report to be taken to Council. This support was based on the premise that alignment would facilitate:

- Flexibility of staff rostering to cover peak times.
- Staff training, staff meetings, workshops and toolbox sessions to be carried out during core hours, eliminating the after-hours impact on the Customer Support Team members, the requirement to source alternate staff to cover for the Customer Support Team during core hours and the budgetary impact on paying staff to attend after hours meetings/training sessions or provide time off in lieu.
- Improved capacity to meet Council’s Customer Service Charter commitment to deliver a quality customer experience with staff having appropriate time to prepare for and conclude their working day.
- An improvement in Customer Support Team morale and sense of value to the organisation.
- The introduction of consistency of approach across all channels and outlets including the Visitor Information Centre and Libraries.

CMT acknowledged that in days when people did not routinely have mobile phones and the ability to call during the day, the capacity to call Council from a landline before leaving home or after returning from work was of greater significance. The current call data demonstrates that the vast majority of phone calls are made between the hours of 9am and 5pm. Calls taken at the switchboard between 8.30am and 9am are minimal, averaging 3 each day during the 3 months August to October. Calls taken between 5pm and 5.15pm are even less, averaging 1.8 each day.

Practice across other councils:
At a recent Local Government Customer Experience network meeting attended by approximately 15 Councils, the matter was raised regarding Council telephone answering hours.

The Barossa Council, was the only organisation that has Customer Service telephone operating hours from 8.30am to 5.15pm.

Light Regional, Victor Harbor, Marion, Tea Tree Gully, Gawler, Mid Murray and Mt Gambier answer calls between 9.00am and 5.00pm. Unley, Charles Sturt, Mitcham,
Adelaide City and Holdfast (which have dedicated call centres) operate 8.30am – 5.00pm.

Summary and Conclusion
The Customer Service Reboot Project Team presented this matter to the Corporate Management Team who approved the recommendation to align the Customer Service telephone switchboard operating hours to the operating hours advertised for Customer Services on Council website, print media and building signage to 9.00am – 5.00pm.

The impact to Customers is considered minimal, as calls received before 9.00am and after 5.00pm would be answered by Council’s after-hours service and directed to the appropriate Officer and staff who have provided their direct extension numbers to Customers would not be affected by the change ie they would still receive calls before 9.00am and after 5.00pm.

The productivity benefits for Customer Support Officers in terms of preparation, Team training and building opportunities and morale are considered significant to justify the change to service level.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Corporate Plan

How We Work – Good Governance

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 considerations
The additional service which would be provided by Answering Adelaide (45 minutes each day) is not budgeted for; however, is considered minimal. Officers estimate a monthly increase from $1.25 upwards. This would be offset by savings in staff wages to attend after hours meetings/training sessions.

Resource considerations
The alignment of telephone switchboard hours to the advertised service level for direct service delivery (9.00am to 5.00pm) would allow:

- Flexibility of staff rostering to cover peak times.
- Staff training, staff meetings, workshops and toolbox sessions to be carried out during core hours, eliminating the after-hours impact on the Team members
- Reduced need for alternate staff to provide cover for the Customer Support Team during core hours.

COMMUNITY CONSULTATION
No formal community consultation has taken place or is required under the Local Government Act or Council’s Public Consultation Policy.
7.4.1 DEBATE AGENDA – DIRECTOR WORKS AND ENGINEERING SERVICES

7.4.1.1 THE BAROSSA TRAIL - CONNECTION TO TOWN OF GAWLER
B1930 – 19/69068

PURPOSE
The Barossa Council, jointly with Town of Gawler, has been successful in obtaining a Regional Growth Fund Grant for the *Adelaide Cycleway, Barossa, Light and Lower North Cycle Tourism Project* for extension of the Barossa Trail shared use path to the Town of Gawler and linkage to the Stuart O’Grady Trail.

As previously outlined to Council it is now is required to consider and approve final budget allocations, in the forward years, and for officers to negotiate and enter into an infrastructure deed with the Town of Gawler.

RECOMMENDATION
That Council
1. Supports the project to construct a shared use path from west of Ann Milroy Lane following the rail corridor to Sunnydale Avenue and provide a budget allocation of $840,661 for the 2020/21 and 2021/22 financial years funded from the Regional Growth Fund grant, unallocated Road Reseal budget and surplus budget from the completed Williamstown QVJP project, and
2. Authorises the Director Works and Engineering Services to negotiate and execute an infrastructure deed with the Town of Gawler.

REPORT

Background
Excerpt from the Minutes of 17 September 2019,

MOVED Mayor Lange that
(1) Council responds to Mayor Karen Redman, Town of Gawler, confirming Council’s commitment to support a joint application (2021/2022) to the State Government’s Regional Growth Fund Competitive Pool for approximately $678,000 financial assistance towards the delivery of the Strategic Cycling Connections Project which will complete the Barossa Trail to the Town of Gawler.
(2) If and when the Grant application is successful, Council will consider any future final budget allocation at that time.
A further report be provided on other possible expenditure to utilise the Unallocated Road Reseal Budget 2019/2020 ($351,470) and any other possible capital project savings, taking into consideration the sealing of Neldner Road and remaining section of Bushman Street, Tanunda.

Seconded Cr Miller  CARRIED 2018-22/319

Introduction
Council together with the Town of Gawler submitted a joint application to the State Government’s Regional Growth Fund Competitive Pool for $678,000 financial assistance to deliver the Adelaide Cycleway, Barossa Light and Lower North Cycle Tourism Project. PIRSA has informed Council officers that the submission was successful. Refer Attachment 1. Funding is expected to be as shown in Table 1.

<table>
<thead>
<tr>
<th></th>
<th>ToG (60% of ToG costs)</th>
<th>TBC (60% of TBC costs)</th>
<th>PIRSA Contribution</th>
<th>Project Total</th>
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<tbody>
<tr>
<td>Town of Gawler path</td>
<td>513,006.60</td>
<td>342,004.40</td>
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<td>855,011.00</td>
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<tr>
<td>Barossa Council path</td>
<td>504,396.60</td>
<td>336,264.40</td>
<td></td>
<td>840,661.00</td>
</tr>
<tr>
<td>Total</td>
<td>1,017,403.20</td>
<td>678,268.80</td>
<td></td>
<td>1,695,672.00</td>
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</table>

Table 1 Funding contribution

Discussion
Council committed to the extension of the Barossa Trail project through its resolution of September 2019. Subject to Council supporting the recommendation officers will continue to work towards securing the required funding for its completion recognising the potential economic benefits, predominantly from tourism, that a safe and continuous connection from metropolitan Adelaide to the Barossa can bring.

The broader project is the construction of cycling connections that will link two existing cycle paths, the Stuart O’Grady Trail (Gawler to Adelaide through the Adelaide Plains) and the Barossa Trail (Gawler to Tanunda) via the Rail Corridor. Refer Attachment 2 and Attachment 3.

Construction and delivery of the Barossa Trail connection will be undertaken independently, but in collaboration with the Town of Gawler who will concurrently be responsible for the Stuart O’Grady connection. Town of Gawler will enter into a funding agreement with the State and it is proposed that The Barossa Council will enter into an agreement with the Town of Gawler mirroring the head contract obligations.

The project is not fully funded within the 2019/20 budget, there is an amount of $351,470 currently in this years’ unallocated road reseal budget that has been carried over from FY2018/19 Barossa Trail connection budget.

It is proposed to fund the project in the FY2020/21 and FY2021/22 budget years, if necessary, from the unallocated carry over funds, the PIRSA contribution and savings from the recently completed Williamstown QVJP Bridge Construction as shown in Table 2.
### Funding

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount $</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIRSA Contribution</td>
<td>336,264</td>
</tr>
<tr>
<td>Transfer funds from unallocated road reseal budget (601260) and carry forward to The Barossa Trail FY2020/21</td>
<td>351,470</td>
</tr>
<tr>
<td>Transfer funds from project savings (WQVJP- 601196 $175,645 budget surplus) and carry forward to The Barossa Trail FY2020/21</td>
<td>152,927</td>
</tr>
<tr>
<td>Barossa Trail Project cost estimate</td>
<td>840,661</td>
</tr>
</tbody>
</table>

Table 2 Budget Transfers

### Summary and Conclusion

Recognising the importance in delivering a long term community commitment it is recommended to fund the project and enter into an agreement with Town of Gawler.

### ATTACHMENTS OR OTHER SUPPORTING REFERENCES

- Attachment 1 – PIRSA – Notification
- Attachment 2 – Barossa Trail – completion drawing
- Attachment 3 – Town of Gawler – Concept design

### COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

Identify Theme/s (utilising the icons)

- Natural Environment and Built Heritage
- Infrastructure
- Business and Employment

### FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

There is a commercial risk around access to the rail corridor, The Barossa Council has negotiated and signed a License Agreement with Genesee & Wyoming Australia, expiry 31 March 2023 to construct and use the rail corridor as a bike path.

There is also a risk costs could exceed the estimated project budget, this has been mitigated by obtaining professional cost estimates based on concept sketches with appropriate contingencies and annual cost escalations.

The Williamstown QVJP bridge project was completed under budget without conceding any deliverables so there is no financial or reputational risk in transferring the surplus budget to the Barossa Trail Project.

### COMMUNITY CONSULTATION

The community will be advised when construction is scheduled to commence.
11 November 2019

Mr Sam Dilena
Manager, Infrastructure & Engineering Services
Town of Gawler
43 High Street
GAWLER EAST SA 5118
Email: Sam.Dilena@gawler.sa.gov.au

Dear Mr Dilena

REGIONAL GROWTH FUND - COMPETITIVE POOL 2019-20

The Minister for Primary Industries and Regional Development has considered your request for assistance from the Regional Growth Fund (RGF) for your project Greater Adelaide Cycleway: Barossa, Light and Lower North Cycle Tourism Project.

The Minister is willing to offer a grant of up to $678,269 for the purposes of the project.

The provision of grant funding by the South Australian Government is subject to execution of a Grant Deed on terms acceptable to the Government. Please find attached a Grant Deed which sets out standard terms and conditions attaching to grants from the RGF for your information.

Please note that requests for retrospective funding, where projects have been completed or have commenced prior to the application being approved by the Minister are not eligible.

Subject to any requirement at law, you must not, without the prior written approval of the Minister, issue or participate in any media release or publicity in relation to the amount of the funding or the terms and conditions on which the funding is advanced.

I seek your written response within five business days confirming that you are willing to proceed on the basis outlined above. On receipt of your response an officer of the South Australian Government Financing Authority (SAFA) will contact you to finalise the terms for the Grant Deed.

If no agreement is reached on the terms and conditions of the Grant Deed, including the Schedule, the offer of a grant may be withdrawn at the Minister’s discretion.

Please direct all correspondence and queries in relation to this letter to 8429 0487, or email: PIRSA.RegionsSA@sa.gov.au.

Yours sincerely

Ann Barclay
DIRECTOR
REGIONS SA
COUNCIL
WORKS AND ENGINEERING SERVICES
DIRECTOR’S REPORT
28 JANUARY 2020

7.4.1 DEBATE AGENDA – DIRECTOR WORKS AND ENGINEERING SERVICES

7.4.1.2 NAMING OF STREETS – REDEEMER HEIGHTS LAND DIVISION - NURIOOTPA
B7407 20/67

Author: Manager Engineering Services

PURPOSE
A request has been received from the developer of a residential land division at 139 Murray Street, Nuriootpa, for the naming of a newly created road.

RECOMMENDATION
That the new road created within the land division at 139 Murray Street, Nuriootpa, labelled “Road A”, be named Grenache Court.

REPORT

Background
The construction of a new land division by LAKA Earthmoving Contractors Pty Ltd at 139 Murray Street, Nuriootpa, is nearing completion. One new road is being created within the land division that is required to be named. Refer General locality plan attached and land division layout plan attached.

Discussion
Road names are selected in accordance with The Barossa Council “Property Identification Policy” and the associated “Selection of Road and Public Place Names Process”. In accordance with section 4.2.1 of the process, sources for road names, may include “thematic names such as flora and fauna etc.”

Existing roads in the near vicinity of the land division have been previously named with a grape variety theme, such as Chardonnay, Pinot, Cabernet, Riesling, Hermitage, Traminer and Merlot. The proposed road is part of the last land division development in the immediate precinct and it would be appropriate to name the new road with a consistently themed nomenclature.

Consultation with the land developer has suggested that the Grenache grape variety be used for the road name.

Grenache cuttings were brought from the south of France to South Australia in 1844. The ability of Grenache to produce high yields when given plenty of irrigation in warm climates made it the most popular Australian grape variety until the 1960s. It was the...
basis of most fortified wines, as well as a component of many dry red table wines. But only rarely did the word Grenache appear on a wine label.

Shiraz and Cabernet Sauvignon replaced many Grenache vineyards in Barossa in the 1960s and 1970s and the variety seemed destined for obscurity in the region, but in the late 1980s a visionary group of winemakers decided these old, dry-grown vines, which had contributed so much to the establishment of Barossa as a wine-growing area, deserved renewed respect. Fortunately, this means some plantings from the 1850s are still thriving today.

The significance and quality of Barossa Grenache far outweighs its small production figures. This versatile grape is used to produce single variety and expertly blended red table wines, as well as fortified and rosé wines.

**Summary and Conclusion**
The selection of a grape variety nomenclature completes the wine variety theme in this township locality. Within The Barossa Council region, there are no existing roads with the name Grenache.

In accordance with The Barossa Council “Selection of Road and Public Place Names Process”, it is proposed that the new road created within the land division at 139 Murray Street, Nuriootpa, be named Grenache Court.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**
Attachment 1 – General locality plan.
Attachment 2 – Land division layout plan.

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

**Infrastructure**

3.1 Develop and implement sound asset management which delivers sustainable services.

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**
Nil. All costs associated with the naming and sign posting of new roads within land developments are borne by the developer.

**COMMUNITY CONSULTATION**
No formal community consultation has been engaged, however reference has been made to The Barossa Council “Selection of Road and Public Place Names Process” and existing roads within the adjacent area.
LAND DIVISION LAYOUT PLAN
139 Murray St, Nuriootpa.
7.4.1 DEBATE AGENDA – DIRECTOR WORKS AND ENGINEERING SERVICES

7.4.1.3 SPECIAL LOCAL ROADS PROGRAM (SLRP) – GRANT APPLICATION – BASEDOW ROAD, TANUNDA
B10481 – 20/2720

Author: Manager Engineering Services

PURPOSE
The South Australian State Government Special Local Roads Program (SLRP) grant scheme is calling for eligible road upgrade project nominations from Councils for funding in the 2020-2021 financial year.

RECOMMENDATION
That Council approves submission of a State Government Special Local Roads Program (SLRP) grant fund application for the upgrade of Basedow Road, Tanunda.

REPORT
Background
The State Government Special Local Roads Program (SLRP) was established under the joint approvals of the South Australian, Commonwealth and Local Governments in 1985-86 and facilitates funding of significant and strategic works throughout the State.

Each year the Local Government Transport Advisory Panel (LGTAP) calls for submissions for SLRP funding from the Regional LGA’s (Eyre Peninsula, Limestone Coast, Legatus, Murraylands and Riverland, Southern & Hills, and Upper Spencer Gulf) and metropolitan Councils via the Greater Adelaide Region Organisation of Councils (GAROC) committee. The Barossa Council is a part of the Legatus area, previously known as the Central Region.

The LGTAP considers all funding applications submitted and proposes an annual program of works across South Australia for allocation of funding from the SLRP in accordance with the adopted LGTAP policy, which assures transparency and accountability in its decisions. LGTAP gives preference to those projects that have been developed through Local Government Regional Transport Plans and transparent planning processes, to ensure that proposed projects are strategic and have regional benefit.

Introduction
For a road upgrade proposal to receive SLRP funding, it must:
- be identified on the 2030 Regional Transport Plan (Legatus Group, December 2017)
- have an identified priority in terms of Freight, Tourism and Community Access importance;
- have a road deficiency priority to warrant listing on the “2030 Regional Transport Plan Road Deficiency Action Plan 1”
- be upgraded to a “fit for purpose” level of service, reducing the deficiency gap.

Councils can nominate up to three regional road upgrade projects, from the full list of possible projects which councils have already identified under the 2030 Regional Transport Plan Regional Road Deficiency Action Plan 1. The following Barossa Council roads are listed:

- Basedow Road – Murray Street to Menge Road
- Bethany Road – Menge Road to Thiele Road
- Calton Road - Lucks Road to Sunnydale Avenue
- Carrara Hill Road – Sturt Highway to Stockwell Road
- Hurns Road – Long Gully Road to Eden Valley Road
- Mengler Hill Road – Light Pass Road to Tanunda Creek Road
- Para Wirra Road – Yettie Road to Humbug Scrub Road
- Stockwell Road – Penrice Road to Carrara Hill Road

The 2030 Regional Transport Plan is updated every three years by Legatus to reflect evolving road use priorities and road condition ratings.

Discussion
With reference to the above priority Action Plan 1 and other priority roads, the following brief commentary is provided:

- Council has previously prepared SLRP application information for the upgrade of Basedow Road, Tanunda, from Murray Street to Menge Road. Past feedback from the Legatus SLRP Database – Stage 1 Assessment matrix indicated a relatively high overall regional priority for upgrade of this road, due to the high freight / commercial vehicle use and community access importance of this section of road and the expected improved level of service. The road currently has a very dilapidated road surface and stormwater drainage issues due to the highly expansive soils in the locality.

- Bethany Road, from Menge Road to Thiele Road, has recently been re-sealed in recent years within Council’s road re-seal capital budget.

- Calton Road, Kalbeeba, is about to have developer funded upgraded works performed, including kerb and gutter drainage on the northern side, east of Sunnydale Avenue. Future developer funded upgrade works will include reconstruction of the Calton Road / Balmoral Road intersection and more kerb and gutter adjacent future stages of the Springwood development.

Whilst the SLRP is one source of funding for these projects, it is expected that other funding sources, e.g. the Heavy Vehicle Safety and Productivity Program (HVSPP) and Black Spot funding, would also be pursued to undertake some of these regional road upgrade projects.

- The Carrara Hill Road / Stockwell Road intersection has recently been upgraded with the assistance of the HVSPP fund.
- Hurns Road, Angaston, would likewise be a good candidate for upgrade with the assistance of the HVSPP fund due to the important connectivity of the Barossa Freight Route.

- Mengler Hill Road is an important tourist and community access road which has recently been re-sealed in part within Council’s road re-seal capital budget. Further safety guardrail reconstruction work is warranted.

- In 2016-2017, The Barossa Council was successful in obtaining SLRP funding for the upgrade and sealing of Para Wirra Road, from Yettie Road to Humbug Scrub Road, Williamstown.

- The upgrade of Stockwell Road is well placed for funding within the HSVPP guidelines due to the road being the most heavily trafficked section of the Barossa Freight Route, with a significant higher than 40% of the recorded traffic being commercial / freight vehicles. Additionally Council has recently applied for 2020-2021 State Government Black Spot funding for the upgrade of the Stockwell Road / Penrice Road intersection, due to its considerable accident history. The outcome of this grant application is expected to be known in the coming months.

In 2018-2019, The Barossa Council was successful in securing SLRP funding for a joint project with Light Regional Council for the upgrade and sealing of Lyndoch Road, from Goomersal Road to the Council boundary at the start of Hermann Thumm Drive, Lyndoch. This road is an extension of Hermann Thumm Drive and located entirely in the Light Regional Council area, demonstrating the importance of cross-Council regional connectivity within the SLRP priorities for funding.

Council has also previously prepared SLRP application information for the upgrade and widening of Moculta Road, from Angaston to Moculta, but this road is listed at the moment only on the 2030 Regional Transport Plan Road Deficiency Action Plan 2, hence will score a lesser overall regional priority for funding.

The SLRP grant funding assessment requires confirmation that Council has approved funding of its likely share of the project cost, and that sufficient design of the project has been undertaken (i.e. concept or preliminary design) to have reasonable confidence in the stated project capital cost estimate and level of grant funding sought in the application. The LGTAP policy requires Council to contribute to the cost of the project. In the past, it has been demonstrated that it is desirable for Council to propose a contribution of 50% of the road upgrade project costs, with 50% funding proposed from SLRP. An application can be received with a lesser proposed Council contribution, but this will incur a lower overall priority assessment score.

**Summary and Conclusion**

It is considered that the upgrade of Basedow Road, Tanunda, from Murray Street to Menge Road - Refer Attachment 1, is an appropriate road upgrade project to apply for SLRP funding in the current round.

The scope of work would focus on upgrade of the section from Walden Street to Menge Road due to the high priority score anticipated in the SLRP assessment matrix, mostly associated with high commercial / freight importance and significant economic and community advantages resulting from its reconstruction back to a “fit for purpose” level of service. The total upgrade cost is estimated to be $1,100,000.
ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1 – General Locality Plan – Basedow Road, Tanunda.

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan

Infrastructure

3.1 Develop and implement sound asset management which delivers sustainable services.

3.7 Ensure infrastructure meets the needs of people and provides for all abilities access.

Legislative Requirements
Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
The Long Term Financial Plan has an allocation of $666,000 over the next two years for replacement and renewal of road transport assets from which council’s 50% contribution could be funded from.

COMMUNITY CONSULTATION
Community consultation has previously taken place with the preparation of the LTFP. No other community consultation is planned for this proposed road upgrade project.
7.5.2 DEBATE AGENDA – ENVIRONMENTAL SERVICES REPORT

7.5.2.1

CONSIDERATION AND ADOPTION OF COMMITTEE RESOLUTIONS – BAROSSA BUSHGARDENS
B9068

Author: Director, Development and Environmental Services

PURPOSE
The Minutes of Council Section 41 Committees are presented for consideration and adoption of Council.

RECOMMENDATION
That:

(1) Council having reviewed the Minutes of the Barossa Bushgardens S41 Committee Meeting held on 11 December 2019 and 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 11 December 2019.

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 endorsed Council Budget.

**COMMUNITY CONSULTATION**
Not required by Council.
MINUTES OF THE MEETING OF  
THE BAROSSA BUSHGARDENS S41 COMMITTEE  
held in the Council Chambers on 11 December 2019 commencing at 1:00 pm

1. WELCOME

The Chair welcomed everyone, and opened the meeting at 1.00 pm.

2. PRESENT

Members
R Johnstone Chairperson
Cr K Schilling Member
B Lillecrapp Member
T Waldhuter Member
L Mason Member
A Fairney Member
E Morgan Member – Late Attendance

Staff
G Mavrinac Director Development and Environmental Services
K Thompson Team Leader Environmental Services – Late Attendance
N Rea NRC Coordinator – Late Attendance
M Thom Minute Secretary

3. APOLOGIES

Pam Payne Nursery Manager

4. GUESTS

James Maitland Friends of Barossa Bushgardens
Jeff Sparrow Friends of Barossa Bushgardens

5. DECLARATION OF INTEREST BY MEMBERS

Nil.

6. MINUTES FROM PREVIOUS MEETING

Recommendation
That the Committee:

1. Receive and note the minutes of the meeting held on 9 October 2019 be confirmed as a true and correct record of the proceedings of that meeting.
Decision

Moved: T Waldhuter
Seconded: A Fairney
That the recommendation be adopted.

CARRIED

7. MATTERS ARISING FROM PREVIOUS MINUTES

N Rea attended the meeting at 1.04 pm.

7.1 ACTION LIST

<table>
<thead>
<tr>
<th>Meeting date</th>
<th>Resolution/Action</th>
<th>Status</th>
<th>Actioning Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 October 2017</td>
<td>Seed collection site – contact owner for further information.</td>
<td>Letter to Native Vegetation Council to be prepared, seeking funding opportunities and support to purchase the allotment. To approach Gawler NRC – Ecologist for a Letter of support. Ongoing</td>
<td>Chairperson/Director DES</td>
</tr>
<tr>
<td>18 October 2017</td>
<td>Determine the requirements for disability access to the Bushgardens and Natural Resource Centre.</td>
<td>Master Plan is currently being developed and disability access will be incorporated. Item on the agenda for discussion.</td>
<td>Director DES</td>
</tr>
<tr>
<td>11 April 2018</td>
<td>Staff to investigate opportunity to expand seed collection from many isolated reserves in the region, instead of having reliance on the same Bushgardens for stock each year.</td>
<td>Don Helbig has giving the Bushgardens permission to seed collect at his bush site.</td>
<td>Nursery Manager</td>
</tr>
<tr>
<td>13 June 2018</td>
<td>A Work Plan taking the recommendations from T Bateman’s two audit reports to be prepared as a matter of priority.</td>
<td>Refer Agenda Item 13.2 – item deferred</td>
<td>Nursery Manager</td>
</tr>
<tr>
<td>Meeting date</td>
<td>Resolution/Action</td>
<td>Status</td>
<td>Actioning Officer</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>13 February 2019</td>
<td>Bush Play Group photos to be forwarded to Council’s Communication Officer for promotional use.</td>
<td>Photos collated and ready to TRIM</td>
<td>NRC Coordinator</td>
</tr>
<tr>
<td>13 February 2019</td>
<td>Review to be undertaken of Brochures and marketing material (hard copy and electronic format).</td>
<td>In Progress. ACTION: To establish and create a process for marketing at a future Management meeting.</td>
<td>NRC Coordinator Mgt Committee</td>
</tr>
<tr>
<td>13 February 2019</td>
<td>Water meters to be tamper-proofed and labelled accordingly (access to Labyrinth Group and Seeding Natives Inc.)</td>
<td>In Progress.</td>
<td>Nursery Manager</td>
</tr>
<tr>
<td>10 April 2019</td>
<td>Provision of assistance to drought affected landholders</td>
<td>The Drought Communities Program – Grants <a href="http://www.regional.gov.au">www.regional.gov.au</a> would be mainly for landholders north of Barossa Council (outside the BBG jurisdiction). Nevertheless, these landholders can still purchase plants from the BBG Nursery, which can also grow plants to meet the demand. This Action, ‘assistance for drought affected landholders’ is best met through an internal campaign as part of core duties to promote the use of drought tolerant plants to stabilize soils, reduce wind, for habitat and stock fodder. The campaign could be to increase orders from the Nursery, circulate fact sheets and guidelines, hold workshops or field days.</td>
<td>Ongoing. NRC Coordinator</td>
</tr>
<tr>
<td>Meeting date</td>
<td>Resolution/Action</td>
<td>Status</td>
<td>Actioning Officer</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>17 July 2019</td>
<td>ACTION: To consult with Northern and Yorke Region for drought assistance and what approach can be taken for The Barossa Council area to be prepared.</td>
<td>No action</td>
<td>Mgt Committee</td>
</tr>
<tr>
<td>14 August 2019</td>
<td>Discussion on marketing and future opportunities for sales at the Bushgardens</td>
<td>No action</td>
<td>Mgt Committee</td>
</tr>
<tr>
<td>9 October 2019</td>
<td>Prepare a draft Master Plan in consultation with Council’s Engineering Department, with considerations of pedestrian and disabled access, lighting, signage and the potential for a second building.</td>
<td>At the October meeting, members reviewed the list of assets and infrastructure associated with the 2011 Design Framework. This list to be updated and considered in the revised master plan. Refer to Agenda Item 12.2.</td>
<td>Director DES</td>
</tr>
<tr>
<td>9 October 2019</td>
<td>Request in writing that the Friends of Barossa Bushgardens provide a contribution of $6,500 + GST toward the signage component of the Open Space Grant Project.</td>
<td>Request has been sent but waiting on a response after the 19 December meeting.</td>
<td>Nursery Manager</td>
</tr>
<tr>
<td>9 October 2019</td>
<td>Weed Control practices will be reviewed and presented to the Management Committee for Decision</td>
<td>Most weeding is by brush-cutting, slashing &amp; mowing, hand chipping, heavy mulching or using competitive native plantings and mowing. Last meeting the S41 Committee confirmed Glyphosate use should be restricted. BBG OHS Officer and TBC Risk Team to identify weed control substances to remain in use, assess least level of potential harm/risk, register with ChemAlert, and develop risk assessments</td>
<td>Mgt Committee</td>
</tr>
</tbody>
</table>
for the tasks and equipment used and training and SWI for the specific people involved. Current position for chemical weed control is:
Site: undertaken by contractor (B160654).
Nursery: undertaken by Nursery Manager (only person trained).

Ongoing. Appropriate training to be provided to volunteers.

**Recommendation**
That the Committee:

1. Receive and note the progress of decisions from previous meetings.

**Decision**

Moved: B Lillecrapp  
Seconded: L Mason  
That the recommendation be adopted.  

CARRIED

K Thompson attended the meeting at 1.19 pm.

8. **CORRESPONDENCE**

**Recommendation**
That the Committee:

1. Receive and note incoming and outgoing correspondence.

E Morgan attended the meeting at 1.30 pm.

**ACTION:** The Management Committee to discuss options for advising community that spraying has occurred within the site with the placement of a sandwich board for advice or orange witches hats placed where weeding has occurred. Volunteers are reminded that they should be wearing gloves at all times when weeding.
Decision

Moved:  L Mason  Seconded:  E Morgan
That the recommendation be adopted.  CARRIED

9. RISK MANAGEMENT

9.1 Work Health and Safety

Recommendation
That the Committee:

1. Receive and note the report.

Decision

Moved:  B Lillecrapp  Seconded:  A Fairney
That the recommendation be adopted.  CARRIED

10. CONSENSUS AGENDA

10.4.1 Barossa Community Labyrinth

ACTION:  G Mavrinac to review the necessary approvals required for Crown Land Management in relation to signage.

10.4.2 Dementia Friendly Communities Group

E Morgan provided an update on movements and projects ahead for the Dementia Friendly Communities Group and Carers and Disability Group.

10.4.3 Seeding Natives

A Fairney provided an update on projects and advised that he has had limited time to service the Barossa Bushgardens and is hoping to have someone employed to help in the future.

11. ADOPTION OF CONSENSUS AGENDA

Recommendation
That the Committee:

1. Receive and note the information items contained in the Consensus Agenda and that any recommendations contained therein be adopted.
Decision

Moved: T Waldhuter Seconded: K Schilling
That the recommendation be adopted. CARRIED

12. FOCUS AGENDA

12.1. Friends of the Barossa Bushgardens

James Maitland, representative of Friends of Barossa Bushgardens, advised that there are no items to report due to their not being a meeting to date.

Adjournment of the meeting occurred at 1.51 pm.

The meeting resumed at 2.06 pm.

12.2. Barossa Bushgardens Masterplan

G Mavrinac provided an update to the committee on the draft Design Framework and sought feedback.

12.3. 2020-21 Budget – New Initiatives

G Mavrinac explained the process for any new initiatives to be presented for the 2020/2021 budget period and consideration should start to be given for any new proposals and any other budget considerations.

12.4. Northern and Yorke Landscape Region

An update on the passing of the Landscape SA Act was provided. At this stage, it is expected that The Barossa Council will be located within the Northern and Yorke Landscape Region.

13. DEBATE AGENDA

13.1. Finance

Recommendation
That the Committee:

1. Receive and note the report.
Decision

Moved: E Morgan  Seconded: A Fairney
That the recommendation be adopted.  CARRIED

13.2. Nursery Production and Maintenance

The Committee deferred the Nursery Reports due to P Payne being an apology for the meeting.

14. URGENT OTHER BUSINESS

N Rea
K Thompson acknowledged N Rea on her departure as the Barossa Bushgardens Natural Resources Centre Coordinator and thanked her for her tireless work.

Recommendation
That the Committee:

1. Receive and note the items raised under other business.
2. Accept the proposed Schedule of Meetings for 2020.

Decision

Moved: L Mason  Seconded: B Lillecrapp
That the recommendation be adopted.  CARRIED

15. NEXT MEETING

Wednesday, 12 February 2020 commencing at 1.00 pm.

16. CLOSURE OF MEETING

R Johnstone extended Christmas and New Years greetings to the Committee.

The Chair declared the meeting closed at 3.04 pm

Date: .................................  Chairman: .................................
7.5.5. DEBATE AGENDA – WASTE SERVICES REPORT

7.5.5.1 

GREEN INDUSTRIES FUNDING - REGIONAL TRANSPORT SUBSIDIES PROGRAM AND KERBSIDE PERFORMANCE PLUS INCENTIVES PROGRAM

Author: Waste Management Officer

PURPOSE

To seek Council’s endorsement apply to Green Industries SA for grant funding as part of the Regional Transport Subsidies Program and Kerbside Performance Plus Incentives program.

RECOMMENDATION

That Council:
(1) Authorise the Chief Executive Officer, or his delegate, to apply for funding as part of the Regional Transport Subsidies Program.
(2) Authorise the Chief Executive Officer, or his delegate, apply for funding in the Kerbside Performance Plus Incentives program as part of introducing a mandatory green organic service in the townships identified in the Waste Management Service Policy and the Sandy Creek area (where there is a number of existing organic services).

REPORT

Background

The Minister of Environment and Water had written to the Mayor 8 January 2020 advising of the release of three funding programs as part of the Waste and Resources Recovery Modernisation and Council transition package (Attachment 1).

The Application and Guidelines are provided in Attachment 2.

The Council Modernisation Grants Program encourages South Australia’s councils to improve waste management and recycling services through the introduction of innovative measures.

The modernisation measures should result in operational efficiencies, improved customer service and economic development benefits for the community.
The Regional Transport Subsidies Program is available to Regional councils who support continued recycling efforts and need assistance offsetting some of the extra costs associated with transporting collected recyclables.

The Kerbside Performance Incentives Program assists councils to implement sustainable and efficient food organics recycling systems. The level of financial incentives provided depends on the council’s approach towards introducing food organics recycling. It recognises that disposing food to landfill represents the loss of a potentially valuable resource.

**Discussion**

Kerbside Performance Incentives Program:

Under the Kerbside Performance Incentives Program, funding would be available to assist in rolling out a mandatory green organic service. The funding covers up to 50% of the cost of containers (Kitchen Caddies) and education material included with containers at the time of distribution, to a maximum of $10 per tenement.

If Council demonstrate a net reduction in the general waste (landfill) stream of 1.3 kilograms or greater associated with the introduction of the mandatory green organic roll out, financial support towards the system costs (up to $3 per tenement per annum) will also be available in each subsequent year (subject to a performance target being met) for up to five years.

The level of financial incentives provided will depend on the council’s approach towards introducing food organics recycling.

Following the recent Waste Audit, Council considered a report in December 2019 where it was suggested that the Administration further consider the introduction of a mandatory organic service. The funding is an opportunity to implement the mandatory service within townships.

Regional Transport Subsidies Program:

The Regional Transport Subsidies Program offers funding for the purpose of supporting the continuation of recycling services in regional areas. Eligible cost items include transport costs associated with a council’s provision of kerbside recycling.

The total amount available per council is capped at $12 (excluding GST) per tonne per 100 kilometres of transport costs associated with kerbside recycling for the period 1 July 2019 to 30 June 2020.

Council had received funding from this program in 2018-19. The amount being $17,264.28

**Summary and Conclusion**

Applications for both the Regional Transport Subsidies Program and Kerbside Performance Plus Incentives program close on February 7, 2020.
Community Plan

Natural Environment and Built Heritage

1.8 Implement and promote policy that reduces the consumption of our natural resources and reuses or recycles waste.

Corporate Plan

1.9 Participate in initiatives, or advocate for, improvement to recycling, re-use, and minimisation education initiatives to reduce waste disposed to landfill.

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.

Legislative Requirements

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial Management

To be eligible for the Kerbside Performance Incentives Program Council would be required to co-fund the amount received from the Program. The estimate amount of funding is $32,062 which could be taken from the Recyclables Collection Reserve which at 30 June 2019 totalled $120,913.

Risk Management

Nil

COMMUNITY CONSULTATION

Nil
Mayor Michael (Bim) Lange  
The Barossa Council  
Email: mayor.lange@barossa.sa.gov.au

Dear Mayor Lange

I write regarding the release of three funding programs as part of the Waste and Resources Recovery Modernisation and Council Transition Package.

The Marshall Liberal government announced earlier this year an overall package of $10 million of new funding dedicated to helping councils modernise their waste management practices and reduce the amount of rubbish sent to landfill. I am pleased to inform you that the second tranche of this funding is now being released.

The new Council Modernisation Grants Program has been developed to encourage local government to progress improvements in waste management and resource recovery through investment in technological and other innovation. This funding is available to all South Australian councils and subsidiaries that manage waste and recycling services, including organics, for residential and small business ratepayers.

The Regional Transport Subsidies Program is again available to regional councils that seek assistance offsetting some of the costs associated with processing and transporting collected recyclables.

The Local Government Program (Food Waste Incentives) will also again be opened. This program supports the rollout of food waste recycling systems by providing incentive funding to councils, which goes towards the cost of kitchen caddies and compostable bags and includes performance incentives to help maintain related food waste collection systems.

The guidelines to assist with applying for these programs and the related application forms are available on the Green Industries SA website, www.greenindustries.sa.gov.au/funding and I strongly encourage you to take up the opportunities available to your council. For further information regarding this matter, please contact Mr Justin Lang, Manager Local Government and Infrastructure, within Green Industries SA on justin.lang@sa.gov.au or 8204 2634.

Yours sincerely

[Signature]

DAVID SPEIRS MP  
Minister for Environment and Water

Date: 08/01/2020
REGIONAL TRANSPORT SUBSIDIES PROGRAM

GUIDELINES

2019-20

Waste and Resource Recovery Modernisation and Council Transition Package
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Guidelines

Submission of applications

Applications should be submitted on the application form provided and received by Green Industries SA by **5pm Adelaide time, 7 February 2020.**

Notification regarding funding approval is expected to be provided within four weeks of application closure, and is subject to the requirement for additional information (if any).

All application forms must be submitted, with a signed declaration, in one of the following formats:

- electronically with all supporting information scanned and sent by email to Han.Tran@sa.gov.au with subject line ‘Regional Transport Subsidies Program’
- signed hard copy by post to:
  
  Regional Transport Subsidies Program
  
  Green Industries SA
  
  GPO Box 1047
  
  Adelaide SA 5001

- signed hard copy by courier to:
  
  Regional Transport Subsidies Program
  
  Green Industries SA
  
  Level 4, 81-95 Waymouth Street
  
  Adelaide SA 5001

Further information

Han Tran
Project Officer
(08) 8204 9080
Han.Tran@sa.gov.au

About Green Industries SA

Green Industries SA is an enabler and driver of change, supporting the development of the circular economy through diverse collaborations which improve productivity, resilience, resource efficiency and the environment. It aims to transform how South Australians use and value resources. Its objectives under the Green Industries SA Act 2004 are to:

- promote waste management practices that, as far as possible, eliminate waste or its consignment to landfill; and
- promote innovation and business activity in the waste management, resource recovery and green industry sectors, recognising these areas present valuable opportunities to contribute to the state’s economic growth

For more information visit www.greenindustries.sa.gov.au.
South Australia’s Waste Strategy

The Regional Transport Subsidies Program supports *South Australia’s Waste Strategy 2015-2020* which has three objectives:

- a resource efficient economy where the best or full value is secured from products and materials produced, consumed and recovered across the State
- a stable and efficient market for investors through a clear policy framework providing a solid platform for investment decisions
- a culture enabling the South Australian community, businesses and institutions to continue and strengthen their role in implementing zero waste strategies and programs locally, nationally and internationally.

Green Industries SA is drafting a new waste strategy for South Australia for 2020-2025.

Waste and Resource Recovery Modernisation and Council Transition Package

The 2019-20 State Budget has provided $10 million of new funding over four years in a package of measures which aims to boost recycling and resource recovery through investment, infrastructure, education, assisting regional communities with transport costs and modernisation of council and industry collection services. A key focus of the package is to stimulate councils and industry to upgrade and standardise waste collection and recycling services as well as help local government implement new waste management strategies to divert food waste from landfill.

Regional Transport Subsidies Program

Transport costs and travel distances present a challenge for recycling in some regional areas. This Regional Transport Subsidies Program is part of the Waste and Resource Recovery Modernisation and Council Transition Package and will provide relief to South Australian local councils in rural and regional areas to support their continued recycling efforts and adapt to the challenging environment since China National Sword Policy. This program was previously called the Regional Transport Relief Fund.

Objectives

The objectives of the program are to:

- enable local councils to partially off-set some of the total costs associated with the provision of kerbside recycling services
- support ongoing, uninterrupted delivery of kerbside recycling services.

Who can apply?

All South Australian local councils that are located outside of metropolitan Adelaide and provide yellow bin kerbside recycling services to their residents can apply for this funding.

Available funding

The total amount available per council is capped at $12 (excluding GST) per tonne per 100 kilometres of transport costs associated with kerbside recycling for the period 1 July 2019 to 30 June 2020.
Transport costs associated with kerbside recycling after 30 June 2020 will NOT be funded. Advice regarding further support beyond 30 June 2020 will be provided at the appropriate time.

Kerbside recycling refers to the total recyclable materials received by eligible local regional councils through the yellow bin kerbside collection service. The material types may include paper, cardboard, glass, metal and plastic.

Targeted audits of documentation from selected funding recipients may be undertaken to validate actual tonnages and distances.

**What will be funded**

The fund will only be used for the purpose of supporting the continuation of recycling services in regional areas. Eligible cost items include transport costs associated with a council’s provision of kerbside recycling.

The funding request should provide:

- **actual** tonnages of recyclables and transport distances for the period 1 July 2019 to 31 December 2019,
- **forecast** tonnages of recyclables and transport distances for the period 1 January 2020 to 30 June 2020 – noting that the forecast tonnages and transport distance will be reconciled with the actual tonnages and transport distance reported for the final payment, and
- **insurance policy arrangements** – e.g. LGA Mutual Liability Scheme and Workers Compensation Scheme.

Successful applicants are required to report on actual tonnages collected and actual transport distance for the funding period with supporting evidence, as well as evidence of recyclables being recycled and/or lawful stockpiling.

**Eligibility**

To be eligible for funding, the following criteria must be met:

- eligible applicants are South Australian local councils that are located outside of metropolitan Adelaide
- eligible cost items are transport costs associated with kerbside recycling for the period 1 July 2019 to 30 June 2020.
- recyclable materials from kerbside collection must be transported for beneficial reuse
- recyclable materials cannot be unlawfully stockpiled
- eligible applicants must provide actual and forecast tonnages of kerbside recyclables collected and transport distances for the funding period with supporting evidence
- eligible applicants must agree to provide final reports on actual tonnages of kerbside recyclables collected and actual transport distance for the funding period with supporting evidence as well as evidence of recyclables being recycled and not unlawfully stockpiled
- Interstate transport will be considered on a case by case basis

Unsuccessful applicants will be eligible to reapply only once. Green Industries SA will provide assistance and feedback to help applicants lodge eligible applications.
Payment schedule
Payment will be made in two tranches:
- The first payment will be made based on the actual tonnes collected and transport distance for the period 1 July 2019 to 31 December 2019.
- The second, and final, payment amount will be made based on the reported actual tonnages collected and transport distances for the funding period 1 Jan 2020 to 30 June 2020 upon acceptance of final reports by Green Industries SA.

Privacy and commercial-in-confidence considerations
All applications will be treated as commercial-in-confidence. Green Industries SA reserves the right to include third party evaluations as part of the assessment process and has the ultimate discretion in relation to publicity for successful applications. Applicants are not permitted to publicise any announcements related to this funding without the written approval in the first instance of Green Industries SA.

Insurance
For the duration of the funding, the successful applicants must maintain workers compensation insurance, public liability insurance through Local Government Association Mutual Liability Scheme and Local Government Association Workers Compensation Scheme or any other insurance policy arrangements.

Successful applicants are encouraged to ensure that their transport company/business or service provider(s) has and maintains workers compensation insurance, public liability insurance for a minimum of $10 million per claim and personal accident insurance of $100,000 per participant.

Assessment process
- All applicants will be notified by the agency to confirm receipt of their applications.
- Applications will be assessed by a panel convened by Green Industries SA. The panel will assess applications based on the information provided in the application form and supporting documentation provided by the applicant with their application. The panel may consist of Green Industries SA personnel and/or external specialists. The panel will assess all eligible applications against the eligibility requirements included in this guideline.
- If required, additional written information and data may be requested from the applicant or others to assist with the assessment.

Funding agreement
The successful applicants will be required to enter into a funding agreement with Green Industries SA. This agreement will set out the terms of the funding, conditions, payment schedules, timing, reporting requirements and other matters.

Green Industries SA must be acknowledged in all media and promotional activities relating to the project. All publicity must be approved in the first instance by Green Industries SA. A copy of standard funding agreement can be provided on request.
The funding agreement must be signed within 30 days of receipt to guarantee the funding acceptance.

**Reporting**

Green Industries SA requires successful applicants to provide reporting on the project progress and outcomes. Requirements of reporting will be specified in funding agreements. The final report must be received no later than 31 August 2020. Supporting evidence should accompany the report on the actual tonnages collected and transport distances as well as evidence of recyclables being recycled and not unlawfully stockpiled.
REGIONAL TRANSPORT SUBSIDIES PROGRAM

APPLICATION FORM

2019-20

Waste and Resource Recovery Modernisation and Council Transition Package
Background

The Regional Transport Subsidies Program provides temporary relief to South Australian local councils in rural and regional areas to support their continued recycling efforts and adapt to a challenging environment. The program provides councils with the opportunity to partially offset increased total costs associated with China’s National Sword Policy and to investigate longer term measures that enable the continuation of kerbside recycling services into the future.

All South Australian local councils that are located outside of metropolitan Adelaide and provide yellow bin kerbside recycling services will have access to this temporary funding. The total amount available per council is capped at $12 per tonne per 100 kilometres (excluding GST) of transport costs associated with provision of kerbside recycling services for the period 1 July 2019 to 30 June 2020.

Submitting your application

Applications will be accepted until 5pm Adelaide time, 7 February 2020.

No late applications will be accepted.

Please email your completed application, including all supporting documents to: Han.Tran@sa.gov.au with subject line ‘Regional Transport Subsidies Program’. Emails should not exceed 10MB.

Checklist

Before submitting your application, please check you have completed all the following:

- Read the Regional Transport Subsidies Program Guidelines 2019-20 in detail.
- Completed the Application Form in full.
- Attached supporting evidence of the actual and forecast tonnage and transport distance
- Attached copies of a Certificate of Currency for insurance (as required) and all other supporting documents.

Need assistance?
Email Han.Tran@sa.gov.au or call (08) 8204 9080 for more information and/or to check your eligibility.
Section A: Applicant Information

<table>
<thead>
<tr>
<th>A1. Applicant name (local council) and ABN</th>
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<tbody>
<tr>
<td>Name: ABN:</td>
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<table>
<thead>
<tr>
<th>A2. Primary contact</th>
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<tbody>
<tr>
<td>Name: Position: Email:</td>
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<table>
<thead>
<tr>
<th>A3. Secondary contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Position: Email:</td>
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<table>
<thead>
<tr>
<th>A4. Collection point location (Address of depot or collection point for kerbside recyclables prior to transport for processing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>A5. Insurance (please attach copies of Certificates of Currency as required). Please tick</th>
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<tbody>
<tr>
<td>☐ LGA Mutual Liability Scheme</td>
</tr>
<tr>
<td>☐ LGA Workers Compensation Scheme</td>
</tr>
<tr>
<td>☐ Other – please specify</td>
</tr>
</tbody>
</table>

Section B: Kerbside Recycling Processing Information

<table>
<thead>
<tr>
<th>B1. Please tick where applicable and provide relevant information</th>
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</thead>
<tbody>
<tr>
<td>☐ Collection service provider Name:</td>
</tr>
<tr>
<td>☐ Recycling processor Name:</td>
</tr>
<tr>
<td>Contract term: [DD/MM/20YY – DD/MM/20YY]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B3: Recycling processing facility</th>
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</thead>
<tbody>
<tr>
<td>Name: Location:</td>
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<tr>
<td>Name: Location:</td>
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<table>
<thead>
<tr>
<th>B4: Waste transporter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
</tbody>
</table>

Section C: Kerbside recycling estimation and funding amount

Please provide **actual** tonnes of kerbside recycling for which you are requesting offset funds from the Regional Transport Subsidies Program and the associated transport distance factor for the period of 1 July 2019 to 31 December 2019, **AND**

Please provide **forecast** tonnes of kerbside recycling for which you are requesting offset funds from the Regional Transport Subsidies Program and the associated transport distance factor for the period of 1 January 2020 to 30 June 2020.
Kerbside recycling refers to total recyclable materials received by eligible local councils through a yellow bin kerbside collection service. The material types may include paper, cardboard, glass, metal and plastic.

The total amount available per council is capped at $12 (excluding GST) per tonne per 100 kilometres.

The total funding amount will be calculated as follows:

\[ \text{Total tonnes} \times \$12 \times \text{transport distance factor} = \text{funding amount} \]

Transport distance factors used for this funding program are as below. Please note that the transport distance is measured one way from the consolidation point to the recycling destination. Distance of collection rounds will NOT be funded.

<table>
<thead>
<tr>
<th>Allocated Transport Distance (km)</th>
<th>Transport Distance Factors</th>
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<tbody>
<tr>
<td>0-100</td>
<td>1</td>
</tr>
<tr>
<td>101-200</td>
<td>2</td>
</tr>
<tr>
<td>201-300</td>
<td>3</td>
</tr>
<tr>
<td>301-400</td>
<td>4</td>
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<td>401-500</td>
<td>5</td>
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<td>501-600</td>
<td>6</td>
</tr>
<tr>
<td>601-700</td>
<td>7</td>
</tr>
<tr>
<td>701-800</td>
<td>8</td>
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</tbody>
</table>

Please note that the Regional Transport Subsidies Program is generally intended to provide funding support for one way transport of kerbside recyclables from regional council area up to Metropolitan Adelaide, however interstate transport will be considered on a case by case basis.

**Kerbside recycling actual tonnage (tonnes)**

<table>
<thead>
<tr>
<th></th>
<th>Jul 19</th>
<th>Aug 19</th>
<th>Sep 19</th>
<th>Oct 19</th>
<th>Nov 19</th>
<th>Dec 19</th>
<th>Total</th>
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</tbody>
</table>

**Kerbside recycling forecast tonnage (tonnes)**

<table>
<thead>
<tr>
<th></th>
<th>Jan 20</th>
<th>Feb 20</th>
<th>Mar 20</th>
<th>Apr 20</th>
<th>May 20</th>
<th>Jun 20</th>
<th>Total</th>
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</tbody>
</table>

Please note that:
- applicants need to provide supporting evidence of the actual and forecast tonnage\(^1\) and transport distance\(^2\).
- the forecast tonnages and transport distance will be reconciled with the actual tonnages and transport distance reported for the final payment.

\(^1\) Examples of supporting evidence of the tonnage collected for recycling could be weighbridge dockets; invoices with quantities processed or collected; or emails/spreadsheets from collectors or processors with quantities of kerbside co-mingled recyclables processed.

\(^2\) Examples of supporting evidence of actual transport distance could be; - an email from your collector to confirm travel distance and/or final destination(s); or invoices from collectors or processors to confirm final destination of kerbside co-mingled recyclables.
Section D: Declaration and authorisation

Declaration

- I/we have read and understood the Guidelines and obtained clarification where needed.
- I/we declare that the information provided in this application including attachments is true and correct and discloses all required and relevant details. I/we understand that if information supplied as part of the application is false or misleading in a material particular, the application will not be considered OR, if the grant is made and it is discovered that information supplied was false or misleading in a material particular, the grant will be revoked and funds, plus interest, must be repaid. An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.
- I/we declare that I/we have complied with federal and state laws, regulations and the Environment Protection Authority licences (if any).
- I/we authorise Green Industries SA to seek any additional relevant information required to process this application, and I/we hereby request and authorise any parties to supply such information as requested.
- I/we understand that if this application is approved for funding, information about the project may be publicised by Green Industries SA or provided as required or permitted by law.
- I/We understand if this application is approved for funding, a final report with evidence on actual tonnage of kerbside recyclables collected and transport distance as well as evidence that the collected recyclables was recycled and not unlawfully stockpiled must be received by Green Industries SA no later than 31 August 2020.
- I/We understand that the information provided in this application and in any reports required may be subject to an audit as outlined in the Funding Agreement.

Signed
__________________________________________

Name
__________________________________________

Position
__________________________________________

Date
__________________________________________
The Chief Executive, or Chief Executive’s delegate of your organisation must sign the application form. It should not be signed by the contact person unless the contact person is the Chief Executive or delegate.

KERBSIDE PERFORMANCE PLUS

FOOD ORGANICS INCENTIVES PROGRAM

Waste and Resource Recovery Modernisation and Council Transition Package

GUIDELINES

2019-2020

Government of South Australia
Green Industries SA
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Submitting your application

All applications should be submitted on the application form attached to these Guidelines and received by Green Industries SA by **5pm, Friday 7 February 2020**. All application forms must be submitted with a signed declaration, **and be no more than 20 pages (including attachments) and no more than 10MB**, in one of the following options:

- **Email**
  Electronically (Microsoft Word file) and supporting information scanned and emailed to justin.lang@sa.gov.au with ‘Council Modernisation Grants Program’ in the subject heading

- **Australia Post**
  Council Modernisation Grants Program
  Green Industries SA
  GPO Box 1047
  Adelaide SA 5001

- **Courier**
  Council Modernisation Grants Program
  Green Industries SA
  Level 4, 81-95 Waymouth Street
  Adelaide SA 5001

**Further information**
Contact Justin Lang, Manager, Local Government and Infrastructure, by telephone 8204 2634, or email, justin.lang@sa.gov.au
About Green Industries SA

Green Industries SA is an enabler and driver of change, supporting the development of the circular economy through diverse collaborations which improve productivity, resilience, resource efficiency and the environment.

It aims to transform how South Australians use and value resources. Its objectives under the Green Industries SA Act 2004 are to:

- promote waste management practices that, as far as possible, eliminate waste or its consignment to landfill; and
- promote innovation and business activity in the waste management, resource recovery and green industry sectors, recognising these areas present valuable opportunities to contribute to the state’s economic growth.

For more information about Green Industries SA visit www.greenindustries.sa.gov.au

South Australia’s Waste Strategy

The Kerbside Performance Plus Food Organics Incentives Program supports South Australia’s Waste Strategy 2015-2020 which has three objectives:

- a resource efficient economy where the best or full value is secured from products and materials produced, consumed and recovered across the State
- a stable and efficient market for investors through a clear policy framework providing a solid platform for investment decisions
- a culture enabling the South Australian community, businesses and institutions to continue and strengthen their role in implementing zero waste strategies and programs locally, nationally and internationally.

Green Industries SA is drafting a new waste strategy for 2020-2025.

Program overview

The Kerbside Performance Plus Food Organics Incentives Program assists councils to implement sustainable and efficient food organics recycling systems. It recognises that disposing food to landfill represents the loss of a potentially valuable resource and that when food organics are blended with kerbside green organic material, it improves the quality and nutrient value of the processed compost.

There is increasing awareness in the community about the need to reduce food waste. The influence of media, through the advocacy of celebrity chefs, high profile organisations such as OzHarvest, Foodbank and government programs, has made food waste a mainstream issue.

However, changing behaviour on a large scale is the key to widespread and sustainable food waste reduction and this needs to be supported through appropriate infrastructure and education. Food organics still comprises about 3.3 kilograms of a typical household waste bin presented for a weekly pickup in a metropolitan Adelaide kerbside collection. If 70% of metropolitan Adelaide councils took up food organics recycling and approximately 70% of the households in those councils participated,
there is potential to remove an estimated 30,000 tonnes of food organics from landfill (equivalent to 3,000 truckloads) each year.

In 2008-09 Zero Waste SA supported 10 South Australian councils in a household recycling food organics pilot which tested different systems and collection frequencies. The pilot involved the distribution of containers to residents in discrete geographic areas, and subsequent kerbside audits and market research to evaluate performance. The pilot’s report, *Valuing our Food Waste*, highlights the diversion results achieved by each system and includes a summary of market research relating to the different systems. The final report is at [http://www.greenindustries.sa.gov.au/publications-food-waste](http://www.greenindustries.sa.gov.au/publications-food-waste).

The report’s findings have informed the development of this program and knowledge of how to achieve high performing systems which maximise diversion from landfill and participation by householders.

**Financial incentives to recycle food organics**

The *Kerbside Performance Plus Food Organics Incentives Program* provides support to councils to implement sustainable and efficient food organics recycling systems. In doing so, the financial incentives aim to meet targets in *South Australia’s Strategic Plan* and *South Australia’s Waste Strategy 2015-2020*.

The level of financial incentives provided will depend on the council’s approach towards introducing food organics recycling. The key elements of the financial incentive are as follows:

- A contribution towards the cost of a food waste system - up to 50% of cost of containers and education material included with containers at the time of distribution, to a maximum of $10 per tenement paid in advance.

- A satisfactory performance report is due 12 months after the system has been rolled-out.

- Financial support towards the system costs (up to $3 per tenement per annum) will also be available in each subsequent year for up to five years, subject to a performance target being met. Failure to provide the performance report will deem councils ineligible for further grants.
Performance-based reporting and financial support

Where a council is provided with a grant of $150,000 or more upfront for the introduction of a food waste system, a kerbside audit must be undertaken within 12 months of the service being introduced (see Measuring and reporting performance – audits on page 5 of these Guidelines). Financial support towards system costs (the eligible payment being up to $3 per tenement per annum) will also be available in each subsequent year for up to five years through a grant agreement, where:

- A council can demonstrate a net reduction in the residual waste stream of 1.3 kilograms or greater associated with the introduction of a food waste system, or
- An audit indicates a yield of food waste of 1.3 kilograms or greater in the kerbside green organics stream in the first year of operation.

Where targets are not met, pro-rata payments will be made as follows:

- 1.20 < 1.30 kilograms per household – 90% of eligible calculated payment
- 1.10 < 1.20 kilograms per household – 80% of eligible calculated payment
- < 1.10 kilograms per household – 70% of eligible calculated payment

What do councils need to consider?

Container selection

Evidence from the food organics pilot shows that the use by householders of kitchen containers increases the diversion of food organics. When combined with educational material (e.g. bin lid stickers) and awareness raising efforts, the containers act as a prompt located in the right place and time.

Containers trialled in the pilot included a ventilated basket using a cornstarch liner and an unlined caddy. Both were used as a kitchen bench-top receptacle for residents to place food organics generated through food storage, preparation and/or consumption. When the containers were full residents placed the contents in their kerbside green organics bin for collection and processing.

The amount of food organics diverted will depend upon many factors. Performance of the lined ventilated basket and unlined caddy varied during the pilot. Before submitting an application, councils are encouraged to consider the outcomes of the 2009-10 food waste pilot (including market research findings and kerbside audit results).

Where containers are proposed, applications should identify the type of container as well as any other costs necessary for their introduction. This will include cost of container, assembly (if required), labelling/branding, distribution, and maintenance (if applicable).

Lined containers

The pilot showed that the use of liners in association with a bench-top container increases the diversion of food organics. The use of cornstarch liners reduces the need for container cleaning, enables easier transfer of the material to the green organics bin and reduces odours. Where liners are required, these must be compostable to Australian Standard 4736-2006 and Australian Standard 5810-2010 and made of cornstarch or equivalent and should be printed with an educational message about correct use. The distribution and on-going supply of a sufficient number of liner bags to residents and the cost of the bags is a matter that should be determined by council before choosing a preferred food organics recycling system.
Councils will need to make some informed assumptions regarding the average number of bags required per week per household to ensure sufficient supply and in order to maintain correct use with the system.

As part of the pilot, an initial supply of 150 cornstarch liner bags were provided with the ventilated basket for each participating household trialling this approach. This allocation was expected to last each household for about a year based on the use of two to three bags per week. This amount is considered a reasonable guide, although it may vary depending on the number of people per household, food storage, preparation and food consumption habits.

Grant funding towards liner bags will only be endorsed where containers are ventilated (requiring ongoing use of liner bags). Subject to the level of competition for grant funding, preference will be given to area-wide distribution of lined and ventilated containers, due to the higher diversion rates that residents achieve using such systems. GISA is investigating alternative ways to distribute bags to remove barriers to participation and encourage the mainstream uptake of food waste recycling by householders. Meanwhile, councils are invited to consider additional distribution methods, such as through retailers, to improve the accessibility to free-issue bags by householders who may not readily visit a council office or library.

Green Industries SA will contribute financial incentives towards the roll-out of unlined / non-ventilated food organics systems, but councils must be mindful that continued education may be required to maintain performance levels. This is primarily due to lower participation rates with these systems.

Education and information

Whichever approach is adopted by councils for diversion of food organics from landfill, education through information dissemination is essential to raise and maintain awareness. The use of education material must clearly define food and other organic material that can be diverted to the green organics bin and material that should not (contaminants).

Measuring and reporting performance - audits

Access to accurate, reliable and consistent data through the conduct of kerbside audits helps councils and Green Industries SA to plan future waste reduction strategies. Important reasons for undertaking a kerbside audit include:

- Providing feedback to the community on their recycling efforts
- Reviewing the performance of a new system
- Reviewing an existing system prior to tendering for a new kerbside contract (or at a mid-term review)
- Validating kerbside yields to Green Industries SA

All councils provided with funding through this program will be required to submit a Kerbside Performance Report to Green Industries SA. For councils that receive incentive payments of $150,000 or greater, Green Industries SA requires the conduct of a kerbside waste and recycling audit by the council as part of this reporting process.


Councils receiving a grant under $150,000 are not required to carry out audits, but are required to submit simplified reports.

Kerbside collection or backyard composting
The Kerbside Performance Plus Food Organics Incentives are provided to encourage the diversion of food organics from the residual waste stream. Whilst a specifically designed kitchen-based food organics system is expected to achieve high participation and diversion rates, it will also involve some cost for the processing of putrescibles.

By comparison, backyard composting has a place in encouraging increased retention of food organics and other vegetative material on-site without further collection or processing costs. Where the use of home-based composting is proposed, Green Industries SA may consider providing an incentive payment, if the approach is supported by appropriate education and information. The program will contribute 50% toward the cost of home-based composting units (up to a maximum of $10) and the requirement for auditing of home composting systems is not required. Green Industries SA will require a list of residents that have taken up a council offer for a home composting unit as well as copies of educational materials and strategies related to this approach.
Total system costs


This report outlines assumptions on various aspects of introducing a food organics system, as well as forecasts on potential yields that could be achieved.

What is the incentive offer?

South Australian councils can apply to Green Industries SA for funding under the Kerbside Performance Plus Food Organics Incentives on a ‘per serviced tenement’ basis.

Green Industries SA will provide up to 50% of the costs up to a maximum of $10 as an up-front payment with council needing to provide a satisfactory performance report within 12 months of the system roll-out. For councils introducing a high performing system (and achieving the performance target of a 1.3 kilogram reduction in the residual waste stream) level 2 payments will be available on a per tenement basis for up to five years. This program provides for an initial up-front payment, with a performance-based incentive available for up to five subsequent years. Total funds provided will depend on the system / approach adopted by council.

What are the conditions attached to the offer?

- Councils must enter into a signed grant agreement with Green Industries SA in which the council commits to introducing a food waste system.
- Where containerised systems (e.g. ventilated basket or caddy) are proposed, these must be used in conjunction with a green organics kerbside service at not less than a fortnightly basis.
- Support and maintain an approved service /approach with necessary education materials for a minimum period of three years.

Other conditions

- A condition of funding for applicants receiving an up-front grant of $150,000 or more is to provide a kerbside waste and recycling audit report to Green Industries SA within 12 months of the introduction of a kerbside food organics collection service / approach. Audits are to be undertaken using the agency’s kerbside auditing methodology, including a representative sample of 100 bins for each kerbside stream. Audits are to be undertaken between 1 March and 31 May of the reporting year. For purposes of the diversion rate, calculations should not include hard refuse.
- A condition of funding is that organic material collected for processing/composting will only be processed at an appropriately licensed EPA facility, managed according to EPA and other planning requirements, and that the material is processed into soil improvement products that meet Australian Standard (where applicable) of which a significant portion is sold to third parties not affiliated with the collection company or processor.
Community communications materials such as information brochures are to be checked by Green Industries SA before publication.

Applicants should maintain the food organics system outlined in their application for at least five years.

Councils failing to provide a performance report will be ineligible for further grants through Green Industries SA.

What is a ‘serviced tenement’?
A serviced tenement is usually a household, but may be a business if it is using the same kerbside waste and recycling service as surrounding households. The number of serviced tenements within a given council may be different for one component of the service when compared with another. For example, a council that provides an optional green organics service may have 26,000 serviced tenements for the residual waste service but only 18,000 serviced tenements for the green organics component. The incentive payment will be calculated and based on the serviced tenements actually receiving the prescribed service.

Contractual arrangements
Successful councils will be required to sign a grant agreement with Green Industries SA before receiving funding. The agreement will be for an initial five years and will set out the performance standards that the council has agreed to maintain for that period. Councils with an existing food waste service are eligible for the level 2 performance-based payments (up to five years total subject to funding availability in years four and five), with payments to be facilitated through a new grant agreement.

Privacy and commercial-in-confidence considerations
All applications will be treated as commercial-in-confidence. Green Industries SA reserves the right to include third party evaluations as part of the assessment process and has the ultimate discretion in relation to publicity for applications. Applicants shall not publicise their projects without the approval of Green Industries SA.

Application of grant monies
Successful applicants will be required to apply grant funds to the roll-out and continued support of kerbside systems. While not a key feature of the grant assessment process, councils will be required to commit to applying grant funds in this way in order to ensure appropriate expenditure of waste levy-derived funds by Green Industries SA. This commitment forms part of the on-line declaration by the council and will be a requirement of the contract between the council and Green Industries SA.

Frequently Asked Questions
Q1. If I do not fully complete the relevant form, will it be assessed?
A. No. ALL sections of the application form must be fully completed for it to be assessed.

Q2. Will my application be accepted following the closure date?
A. Further rounds will be called depending on interest and uptake. Late applications will be held over to future calls; Councils will be given the opportunity to update these in preparation for the next round.

Q3. Can my application include kerbside food waste collection and home composting?
Q4  What if council's proposal cost more than $10 per serviced tenement?
A. The grant payment will provide 50% of the total costs up to $10 per serviced tenement.

Q5. Do I need to submit a council resolution as part of the application?
A. No. However, before any payment is made by Green Industries SA details of a resolution and budget allocation will be required within three months to confirmation that a grant application has been successful.
Assessment process

Applications will be assessed and prioritised based on the following essential criteria.

Essential criteria

- Does the project request no more than 50% funding contribution by Green Industries SA?
- Does the project use proven technology or technology that has been successfully demonstrated to pilot scale?
- Has council resolved to implement a food organics system, and are adequate funds set aside in the budget (if no, can you confirm when council will consider a report on food organics systems)?
- Does the project have a clear timetable for roll-out?
- What communications material will be provided, and have sufficient funds been allocated in the budget proposal?
- Have quotes been provided for materials according to council’s purchasing policy?
- What is the expected diversion potential of the proposed system?

No project is guaranteed an allocation of funds by Green Industries SA. Funding through this program will be made entirely on a competitive basis, and Green Industries SA reserves the right to direct the funds to projects that are considered to be of most benefit.

Funding agreement

Successful applicants will be required to enter into a funding agreement with Green Industries SA. This agreement will set out the terms of the grant, conditions, payment schedules, project timing, key performance indicators, reporting requirements and other matters.

All required approvals, such as a council resolution, are to be provided within three months of the initial notification of the success of the application.

Green Industries SA must be acknowledged in all media and promotional activities relating to the project; the statement ‘this project has been funded by Green Industries SA’ or similar, would satisfy this requirement. Additional assistance may be provided where councils use Recycle Right® or ‘Good to Go’ template material. Copies of completed education material are to be provided to Green Industries SA.
KERBSIDE PERFORMANCE PLUS

FOOD ORGANICS INCENTIVES PROGRAM

Waste and Resource Recovery Modernisation and Council Transition Package

APPLICATION FORM

2019-2020
Program overview
The Kerbside Performance Plus Food Organics Incentives Program assists councils to implement sustainable and efficient food organics recycling systems. It recognises that disposing food to landfill represents the loss of a potentially valuable resource and that when food organics are blended with kerbside green organic material, it improves the quality and nutrient value of the processed compost.

Submitting your application
Applications will be accepted until 5pm Adelaide time, 7 February 2020
Late or incomplete applications may not be accepted.
Please email your completed application, including all supporting documents to: justin.lang@sa.gov.au with the subject line Kerbside Performance Plus Program. Emails should not exceed 10MB.

Checklist
Before submitting your application, please check you have completed all the following:
- The application has been signed by an authorised officer.
- As much supporting information as possible, including detailed quotes for any goods.
- All quotes must include supplier details including ABN and any GST component.
- The application form in this document must be filled out completely and submitted by the Chief Executive (or delegated officer) of the council/subsidiary.

Need assistance?
Email justin.lang@sa.gov.au or telephone (08) 8204 2634 for more information.
## 1. Applicant Details

<table>
<thead>
<tr>
<th>Name of the Organisation</th>
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<tr>
<th>ABN of the Organisation</th>
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**Is Your Organisation (Tick one):**

- The lead organisation of a consortium or partnership? [ ]
- The sole applicant? [ ]

If you are applying as the lead partner in this application, please give the names of the other organisations in the project.

<table>
<thead>
<tr>
<th>Contact Details</th>
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<tbody>
<tr>
<td>Name of person dealing with this application</td>
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<tr>
<td>Title: First name: Last Name:</td>
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<tr>
<td>Job title of person named above</td>
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<td>Address for correspondence:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address 1:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Town/Suburb: Postcode:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
### 2. Details of Kerbside Waste and Green Organics Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Capacity Options</th>
<th>Collection Frequency Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residual waste service</td>
<td>☐ 140 L Capacity</td>
<td>☐ weekly</td>
</tr>
<tr>
<td>Residual waste collection</td>
<td>☐ 140 L Capacity</td>
<td>☐ fortnightly</td>
</tr>
<tr>
<td>Green organics collection</td>
<td>☐ Fortnightly</td>
<td>☐ Weekly</td>
</tr>
</tbody>
</table>

### 3. Details of Proposed Food Organics System

<table>
<thead>
<tr>
<th>Container manufacturer (supplier):</th>
<th>Name:</th>
<th>Address:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact details for supplier:</td>
<td>☐ Ventilated (requiring compostable liner bags)</td>
<td>☐ Non-ventilated</td>
<td></td>
</tr>
<tr>
<td>Container type:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of services to be provided:</td>
<td>☐ Commercial premises (round to nearest 50)</td>
<td>☐ Households (round to nearest 100)</td>
<td></td>
</tr>
<tr>
<td>Estimated cost per container:</td>
<td>$</td>
<td>Capacity: Litres</td>
<td></td>
</tr>
<tr>
<td>Was this price sought through a competitive tender process?</td>
<td>☐ Yes, please provide details below of tender</td>
<td>☐ No, please detail selection process to be undertaken</td>
<td></td>
</tr>
<tr>
<td>Tender / selection process:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What is council’s current disposal cost/tonne for residual waste? $ 
What is council’s current processing cost/tonne for organics? $ 

### 4. Project Summary

Please give a short description of the project (including method of providing bags where required).

Where required, how will bags be provided in subsequent years?
5. Proposed Budget (itemise all capital expenditure items)

<table>
<thead>
<tr>
<th>Expenditure Item</th>
<th>Date</th>
<th>Funding Sought (no more than 50%)</th>
<th>Applicant Contribution</th>
<th>Other Funding Sources (please specify)</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>20.07.20</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Containers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compostable liner bags (if required)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education material – brochure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education material – stickers/prompts</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution</td>
<td></td>
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</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>GISA funding as % of total funding:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Council Approval and Budget Allocations

If your application is approved, you will need to provide details of Council resolutions and reports within 3 months of the signing of contracts, before grant funds are released. If already obtained, please attach a copy.

Has Council resolved to introduce a food organics system? □ Yes □ No
If yes, have you included details of the resolution and report? □ Yes □ No

7 Implementation Timeline

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order containers</td>
<td></td>
</tr>
<tr>
<td>Design of education material</td>
<td></td>
</tr>
<tr>
<td>Initial communication to residents (e.g. Council newsletter)</td>
<td></td>
</tr>
<tr>
<td>Printing education materials</td>
<td></td>
</tr>
<tr>
<td>Shipping (delivery to central location)</td>
<td></td>
</tr>
<tr>
<td>Assembly and distribution of containers</td>
<td></td>
</tr>
<tr>
<td>Start collections</td>
<td></td>
</tr>
</tbody>
</table>
8. Contracts for Collection and Processing

<table>
<thead>
<tr>
<th>Name of collection contractor</th>
<th>Contract in place for collection of organics:</th>
<th>Yes</th>
<th>No</th>
<th>Expiry date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of organics processor</th>
<th>Contract in place to accept organics?</th>
<th>Yes</th>
<th>No</th>
<th>Expiry date:</th>
</tr>
</thead>
</table>

9. Communication and Consultation

<table>
<thead>
<tr>
<th>Has a communications plan been prepared?</th>
<th>Yes, (please include/attach)</th>
<th>No</th>
</tr>
</thead>
</table>

Please detail what community consultation has/will occur:

Please indicate below what efforts Council will be putting into education for the term of the Agreement with GISA.

- Regular features in Council newsletters
- Web-based waste reduction information
- Community education brochure
- Tours of composting facilities
- Other (please specify)

- Composting workshops
- Regular ads in local papers
- Support requested for press advertising
- Recycle Right fridge magnets requested

10. Contact Person

<table>
<thead>
<tr>
<th>Demonstration of technical expertise and capacity to manage project</th>
<th>100 characters except Relevant Experience – 250 characters</th>
</tr>
</thead>
</table>

| Name: | |
| Position: | |
| Role in this project: | |
| Relevant experience/expertise: | |

| Name: | |
| Position: | |
| Role in this project: | |
| Relevant experience/expertise: | |
11. Declaration

- I/we have read and understood the Guidelines and obtained clarification where needed.
- I/we declare that the information provided in this application including attachments is true and correct and discloses all required and relevant details. I/we understand that if information supplied as part of the application is false or misleading in a material particular, the application will not be considered OR, if the grant is made and it is discovered that information supplied was false or misleading in a material particular, the grant will be revoked and funds, plus interest, must be repaid. An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.
- I/we authorise Green Industries SA to seek any additional relevant information required to process this application, and I/we hereby request and authorise any parties to supply such information as requested.
- I/we understand that if the project is approved for funding, information about the project may be publicised by Green Industries SA or provided as required or permitted by law.
- If the project is approved for funding, I/we will obtain all necessary and appropriate clearances from the relevant Commonwealth, state or local governments before executing the grant agreement and undertake to manage the proposed project in accordance with relevant laws and regulations.
- If I/we accept an offer of funding then I/we accept (jointly and severally in the case of a group application) responsibility for administering grant funds and liability in the event grant funds are to be repaid.

Signed

________________________________________

Name

________________________________________

Position

Chief Executive Officer

________________________________________

Date

The Chief Executive, or Chief Executive’s delegate of your organisation must sign the application form. It should not be signed by the contact person unless the contact person is the Chief Executive or delegate.
7.5.5. DEBATE AGENDA – WASTE SERVICES REPORT

7.5.5.2
DRAFT SINGLE-USE AND OTHER PLASTIC PRODUCTS (WASTE AVOIDANCE) BILL 2019 RELEASED FOR CONSULTATION

Author: Waste Management Officer

PURPOSE

To seek Council's endorsement to make a submission to Green Industries SA on the draft legislation that will implement a ban on single-use plastic products in South Australia.

RECOMMENDATION

That Council:
(1) Authorise the Chief Executive Officer, or his delegate, to provide comment to Green Industries SA on the Draft Green Industries SA Released the Draft Single-use and Other Plastic Products (Waste Avoidance) Bill 2019 by the closing date as per the comments contained within the report.
(2) Authorise the Chief Executive Officer, or his delegate to provide a copy of the comments to the LGA.

REPORT

Background

In recent years there has been significant local, national and international interest in the management and recycling of single-use plastics such as plastic bags, straws, coffee stirrers, soda and water bottles and most food packaging and polystyrene.

In January 2019 Green Industries SA Released a discussion paper for public consultation titled ‘Turning the Tide on Single Use Products’. Feedback from the public consultation (released in July 2019) (Attachment 1) advised that legislation would be developed to establish a framework to phase out single-use plastics and other single-use items.
Introduction


The Bill proposed to prohibit the sale, supply and distribution of certain single-use plastic products and establishes a framework for adding other products in the future.

Discussion

The draft Single-use and Other Plastic Products (Waste Avoidance) Bill 2019 will implement the proposed ban on the sale and supply of single-use plastic products in South Australia.

The first products to be banned under the legislation will be plastic straws, stirrers and cutlery. The legislation also establishes the framework to ban other products later on and specifically includes expanded polystyrene cups, bowls and plates.

The draft legislation will have some implications for local government bodies. In particular, although the Environment Protection Authority will be primarily responsible for compliance and enforcement of the legislation, council authorised officers may be provoked powers and functions under the proposed legislation to undertake enforcement action similar to other pieces of environment protection legislation.

The bill explanatory information (Attachment 3) proposes that exemptions be granted to enable people who live with a disability and require single-use plastic straws to be able to access them efficiently.

There are people with disability who rely on using plastic straws to consume hot and cold beverages. Not only is this to meet nutrition and hydration needs but is also integral to social inclusion. Current plastic alternatives are not fit for purpose (Metal is too hard, gets too hot with hot drinks and is not flexible or long enough. Paper gets soggy, silicon gets too soft with heat).

Exemptions could be granted to allow the sale and supply of plastic straws from particular outlets - eg. medical facilities, pharmacies and council offices (potentially in accordance with councils’ Disability Access and Inclusion Plans).

The LGA will be making a submission and, in particular, has been asked to advise Green Industries SA on whether councils would be willing to offer plastic straws for sale at council offices so that they remain accessible to people who live with a disability. The LGA would appreciate any information councils are able to provide on this possibility.

The draft comments (Attachment 4) seek to address the above.

Summary and Conclusion


Comments and submissions are due by Friday, 7 February 2020 and following consideration of feedback, the Bill will be finalised for introduction to Parliament.
ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Turning the Tide on Single-Use Plastic Products – Next Steps
Attachment 2: Draft Single-use and Other Plastic Products (Waste Avoidance) Bill 2019
Attachment 3: Bill Explanatory Information
Attachment 4: Draft Comments for Submission

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

![House]
Natural Environment and Built Heritage

1.8 Implement and promote policy that reduces the consumption of our natural resources and reuses or recycles waste.

![Heart]
Health and Wellbeing

4.5 Advocate for and encourage services and resources that ensure equity and support for disadvantaged, disabled and at risk members of the community.

Corporate Plan

1.9 Participate in initiatives, or advocate for, improvement to recycling, re-use, and minimisation education initiatives to reduce waste disposed to landfill.

4.4 Provide support and advocacy on aged and disability services including ensuring arrangements for Barossa Leisure Options services post NDIS implementation.

Legislative Requirements
Green Industries SA Act 2004

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial Management
Nil

Risk Management
Nil

COMMUNITY CONSULTATION
Nil
TURNING THE TIDE ON SINGLE-USE PLASTIC PRODUCTS

Approach and next steps
A message from the Minister

There’s no doubt that South Australians are concerned about single use plastics. This is something that is repeatedly raised with me, both as the state’s Environment Minister and as a local Member of Parliament.

South Australians are concerned that plastics allow complacency around disposal; add waste to landfill; justify the use of fossil fuels; and contribute to marine pollution. They want to see less plastic being used and less being created in the first place.

Responding to these concerns, the government released a discussion paper in early 2019, seeking feedback from the community and businesses on how we can protect our environment from the impacts of single-use plastic products.

The response was overwhelming with around 3,500 submissions received and the vast majority of respondents across both community and industry keen to see measures implemented to reduce the use of single-use plastics.

Given the message has been so clear, we are taking action immediately.

The government has started developing legislation to establish a framework to phase out single-use plastics and other single-use items.

The legislation will phase out products such as plastic straws, cutlery and drink stirrers, while other problematic items such as coffee cups, polystyrene trays and thicker plastic bags will be dealt with in the future once considered by a new taskforce. The taskforce will include representatives from business, local government and interest groups to ensure that a sensible and timely strategy is rolled out.

South Australia has a great history of leading our nation - and often the world - in waste management. By taking action on single-use plastics, we’re continuing this leadership and showing that we are serious about not only tackling the challenges posed by waste, but also embracing the opportunities that will inevitably come from taking a leadership role.

David Speirs MP
Minister for Environment and Water
What is the problem?

Plastics play an important role in our economy and daily lives. When used in packaging, plastics help ensure food safety and reduce food waste. But too often, the way plastics are produced, used and discarded harms our environment.

The problem with plastics

Plastic production has risen from 15 million tonnes in 1964 to 311 million tonnes in 2014. This is almost the same weight as the entire human population and is expected to double over the next 20 years. The majority of plastics are produced from fossil fuels, representing around 6% of global oil consumption. This is equivalent to the global aviation sector. At least 8 million tonnes of plastics end up in the ocean each year. This is equivalent to dumping the contents of a garbage truck each minute and if current trends continue, by 2050 there will be more plastics in the ocean than fish.

Major sources of litter

- Snack bags & confectionery wrappers
- Take away drinks cups and cup lids
- Food containers including fast food packaging
- Drink stirrers
- Drink bottles, caps and lids
- Cotton bud sticks
- Cigarette butts
- Plastic bags
- Straws
The next steps

Establishing a stakeholder taskforce

The government acknowledges that intervention on single-use plastic products requires consideration of any significant or unintended consequences to businesses and the community. Therefore, a taskforce of select business, industry, local government and interest group stakeholders will be established to ensure associated impacts are properly considered and inform the development of legislation.

Stakeholders are encouraged to contact GISA to register interest in being involved in the taskforce.

Piloting plastic-free precincts

Plastic-free precincts are being established to pilot the phase-out of single-use plastic products and items. The precincts will be voluntary business/retailer led, and trial the phase-out of the items identified by the government for intervention, as well as other items as identified/agreed.

The selected precincts will help inform the wider phase-out of single-use items; identifying opportunities, challenges and barriers associated with transitioning away from single-use plastic products to reusable, recyclable or compostable alternatives, as well as inform support requirements for participating businesses.

Further information on the precincts including how to be involved is available on GISA’s website.

Introducing legislative reform

The legislation will be drafted to implement a phase-out of the initial single-use plastic products identified for intervention, as well as to establish an overarching framework for possible inclusion of other items in the future.

The government plans on releasing draft legislation for public consultation in late 2019 with the intention to introduce it to Parliament in 2020.
Phase out of single-use plastic products

Phase out immediately

Recognising the readily available alternatives to certain single-use plastic items and the community’s call for action on single-use plastic products, the following are identified to be phased-out effective from the commencement of the legislation:

- single-use plastic straws, plastic cutlery and plastic stirrers

Phase out after 12 months

The next items identified for phase-out consider that a longer transitional period may be required for businesses/retailers, with a proposed implementation timeframe of 12 months following commencement of the legislation:

- takeaway expanded polystyrene cups, expanded polystyrene food and expanded polystyrene beverage containers (e.g. polystyrene coffee and soup cups, ‘clam shell’ containers); and
- all products made of oxo-degradable plastic (e.g. some plastic bags)

Sending the early signal to the market on these items allows time for transitional arrangements to commence prior to the legislation taking effect. With regard to single-use plastic straws, the legislation will determine how to phase out this product from the general community while carefully considering the needs of people with a disability.
Further consideration required

There are a range of other single-use plastic products and single-use items that require further analysis and consultation prior to consideration of phase-out or alternative interventions. These include:

**Takeaway coffee cups** – e.g. proven and effective collection and recyclable / composting systems in place

**Plastic bags** – e.g. extend plastic bag ban to apply to thicker bags and non-recognised compostable bags

**Other takeaway food service items** – e.g. proven and effective collection and recycling / composting arrangements

These items are proposed to be discussed by the stakeholder taskforce for potential inclusion in the legislation at a later date.
What you told us

Consultation feedback

The *Turning the tide on single-use plastic products* discussion paper (Turning the tide) was released on 13 January 2019. It referenced a range of literature regarding the impacts of single-use plastic products and proposed that intervention is required to minimise and eliminate those impacts.

It discussed areas for consideration in determining intervention measures, and sought feedback from the community and businesses on measures to address single-use plastic products.

Consultation ran for six weeks until 22 February 2019, with feedback provided via the government’s YourSAy website, in writing to GISA and via social media.

The response from the South Australian community has been overwhelming.

A report summarising the key themes and issues emerging from consultation is available on the YourSAy and GISA websites.

Public responses

- 3,564

Survey responses

- 3,108

- 180 YourSAy comments

- 40 emails and letters

- 236 social media comments

Written submissions

- 68

- 24 businesses and other industry

- 23 NGOs and interest groups

- 12 waste and resource recovery industry

- 9 local government organisations
Community feedback

There is almost universal recognition that single-use plastics are causing environmental problems, and there is very strong support for government intervention.

**YES**  
98.87%  
Recognise the environmental problems

**YES**  
96.84%  
Support government intervention

There is strong support from respondents to take action on single-use items referred to in the discussion paper – single-use plastic straws and cutlery, plastic-lined takeaway coffee cups. A vast range of other items were also identified for consideration of government intervention.

Other items put forward in feedback

- All plastic bags
- Plastic packaging
- Excessive fruit and vegetable plastic packaging and wrapping
- Takeaway food containers
- Plastic plates
- Balloons
The feedback shows that half of the people who responded acknowledged they do not know the difference between the terms ‘biodegradable’, ‘degradable’ and ‘compostable’. This shows confusion amongst the community on these items, as well as ‘oxo-degradable plastic’.

**Oxo-plastics** or **oxo-degradable plastics** are conventional plastics which include additives to accelerate the fragmentation of the material into very small pieces, triggered by UV radiation or heat exposure. Due to these additives, the plastic fragments over time into plastic particles and finally microplastics, which can enter the food chain. The European Parliament has already announced a ban on ‘oxo-degradable’ plastics.

There is strong support from respondents for all checkout and produce bags to be made from compostable materials and to extend South Australia’s plastic bag legislation to include thicker bags.

- Biodegradable, degradable, compostable (51% don’t know the difference)
- Support for compostable bags (93% say yes)
- Support for extending bags ban (86.34% say yes)

Respondents suggested that there are some single-use items that should be excluded from government intervention for reasons specific to their purpose and those who rely on them. These include products and aids used by people living with a disability, and medical items requiring special use, packaging, sterility and storage.
Industry feedback

Feedback from industry and business respondents shows support for increased measures to address single-use plastics, recognising their environmental impacts. Many shared the ways that they are already taking action on some of these products.

“The problem is urgent, but some lead time is clearly needed.”

“Single-use plastic products are clearly causing significant environmental harm as proven by countless credible scientific studies undertaken worldwide over many years.”

“My business is 100% committed to all reduction [sic] of single-use plastic until there is no single-use plastic.”

“The lack of an effective recycling system for single-use plastic products is the key issue that the market has failed to resolve.”

Feedback also referred to processes and technologies that exist in relation to some single-use plastic products, such as plastic-lined takeaway coffee cups.

Industry raised the importance of ongoing consultation and collaboration to ensure costs and other impacts are considered in proceeding with intervention measures and to provide sufficient time to transition to alternative products.

There is strong support from many industry stakeholders for government intervention in relation to single-use plastic products and other single-use items.

Support for expanding South Australia’s plastic bag ban to thicker plastic bags received widespread support.

There were differing opinions on how government intervention on single-use plastic products, including thicker plastic bags could be achieved.

The problem is urgent, but some lead time is clearly needed.

Single-use plastic products are clearly causing significant environmental harm as proven by countless credible scientific studies undertaken worldwide over many years.

My business is 100% committed to all reduction [sic] of single-use plastic until there is no single-use plastic.

The lack of an effective recycling system for single-use plastic products is the key issue that the market has failed to resolve.
South Australia

**Single-use and Other Plastic Products (Waste Avoidance) Bill 2019**

**A BILL FOR**

An Act to restrict and prohibit the manufacture, production, distribution, sale and supply of certain single-use and other plastic products.

---

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**Part 1—Preliminary**

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<th>1</th>
<th>Short title</th>
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<td>2</td>
<td>Commencement</td>
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<tr>
<td>3</td>
<td>Interpretation</td>
</tr>
<tr>
<td>4</td>
<td>Application of Act</td>
</tr>
</tbody>
</table>

**Part 2—Prohibited plastic products**

| 5 | Prohibited plastic products |
| 6 | Person must not sell, supply or distribute prohibited plastic products in the course of carrying on a business |
| 7 | Person must not represent that a product is not a prohibited plastic product |

**Part 3—Oxo-degradable plastic products**

| 8 | Application of Part |
| 9 | Person must not manufacture or produce oxo-degradable plastic products |
| 10 | Person must not sell, supply or distribute oxo-degradable plastic products in the course of carrying on a business |
| 11 | Provision of manufacturer's or producer's certification as to oxo-degradable plastic content of plastic products |
| 12 | Person must not represent that a product is not comprised of oxo-degradable plastic |

**Part 4—Miscellaneous**

| 13 | Delegation |
| 14 | Interaction with Environment Protection Act |
| 15 | Exemptions from Act |
| 16 | Evidentiary provision |
| 17 | Regulations |
The Parliament of South Australia enacts as follows:

Part 1—Preliminary

1—Short title

This Act may be cited as the Single-use and Other Plastic Products (Waste Avoidance) Act 2019.

2—Commencement

This Act comes into operation on a day to be fixed by proclamation.

3—Interpretation

In this Act, unless the contrary intention appears—

authorised officer means a person who is an authorised officer for the purposes of the Environment Protection Act 1993;

cutlery means utensils used for eating food;

oxo-degradable plastic means a material (however described) made of plastic which includes additives to accelerate the fragmentation of the material into smaller pieces, triggered by ultraviolet radiation or heat exposure, whether or not this is, or may be, followed by partial or complete breakdown of the material by microbial action;

plastic means a material made from, or comprising, organic polymers, whether plant extracts or of fossil fuel origin;

plastic product means a product comprised, in whole or in part, of plastic;

prohibited plastic product—see section 5;

sell or supply includes offer for sale or supply;

single-use, in relation to a product, means a product designed or intended to be disposed of after 1 use.

4—Application of Act

This Act does not apply to a container that is the subject of a beverage container approval under the Environment Protection Act 1993.

Part 2—Prohibited plastic products

5—Prohibited plastic products

(1) For the purposes of this Act, prohibited plastic product means the following plastic products:

(a) a single-use plastic drinking straw;
(b) single-use plastic cutlery;
(c) a single-use plastic beverage stirrer;
(d) a single-use expanded polystyrene cup;
(e) a single-use expanded polystyrene bowl;
(f) a single-use expanded polystyrene plate;
(g) a single-use expanded polystyrene clam-shell container;
(h) a product, or product of a class, brought within the ambit of this definition by the regulations,

but does not include a product, or product of a class, excluded from the ambit of this definition by the regulations.

(2) Before a regulation is made pursuant to subsection (1)(h), the Minister must undertake public consultation on the proposal to bring a product, or product of a class, within the ambit of the definition of prohibited plastic product in accordance with the following:

(a) the Minister must prepare a notice of the proposal that includes—
   (i) the proposed product or class of product; and
   (ii) information regarding the reasons the product or class of product is proposed; and
   (iii) information regarding the availability of alternative products; and
   (iv) any potential exemptions that may be required in relation to the product;
(b) the notice must be published on a website determined by the Minister, and may be published in such other manner as the Minister determines to be appropriate;
(c) the notice must invite submissions to be made by interested persons in the manner, and within the period (which must be at least 8 weeks), specified in the notice;
(d) the Minister must give consideration to any submissions made in response to the invitation.

6—Person must not sell, supply or distribute prohibited plastic products in the course of carrying on a business

(1) A person who, in the course of carrying on a business, sells, supplies or distributes a prohibited plastic product to another person is guilty of an offence.

   Maximum penalty:
   (a) in the case of a prescribed person—$20 000;
   (b) in any other case—$5 000.

   Expiation fee:
   (a) in the case of a prescribed person—$1 000;
   (b) in any other case—$315.

(2) Subsection (1) does not apply to a person who sells, supplies or distributes a prohibited plastic product if the person is the manufacturer or producer of the product and the product is supplied or distributed to a person outside this State.

(3) It is a defence to a charge of an offence under subsection (1) if the person is not a prescribed person and proves that they believed on reasonable grounds that the product was not a prohibited plastic product.
(4) This section applies whether or not a fee is charged for the supply or distribution of the prohibited plastic product, or the sale, supply or distribution of the prohibited plastic product is incidental to, or forms part of, the sale, supply or distribution of other products.

(5) For the purposes of this section, *business* includes an enterprise, association, organisation or other body regardless of whether the activities it carries on are of a commercial, charitable, sporting, educational or community nature.

(6) The regulations may specify the following:
   (a) that a business, or business of a class, may be taken to be, or not to be, a business for the purposes of this section;
   (b) the circumstances in which a business, or business of a class, may be taken to be, or not to be, a business for the purposes of this section.

(7) In this section—
   *prescribed person*, in relation to a prohibited plastic product, means a person who is a manufacturer or producer of the product, or who sells, supplies or distributes the product in the course of carrying on a business as a wholesaler or distributor.

**7—Person must not represent that a product is not a prohibited plastic product**

A person who—
   (a) sells, supplies or distributes a prohibited plastic product to another person; and
   (b) prior to, or in the course of, selling, supplying or distributing the product, represents to the other person that the product is not a prohibited plastic product,

is guilty of an offence.

Maximum penalty: $20 000.

Expiation fee: $1 000.

**Part 3—Oxo-degradable plastic products**

**8—Application of Part**

A person does not commit an offence against this Part in respect of a product that is comprised in part of oxo-degradable plastic if—
   (a) the product is made, in whole or in part, from recycled plastic; and
   (b) the amount of oxo-degradable plastic contained in the product is trivial or insignificant.
9—Person must not manufacture or produce oxo-degradable plastic products

A person who, in the course of carrying on a business, manufactures or produces a product comprised, in whole or in part, of oxo-degradable plastic is guilty of an offence.

Maximum penalty: $20 000.

Expiation fee: $1 000.

10—Person must not sell, supply or distribute oxo-degradable plastic products in the course of carrying on a business

(1) A person who, in the course of carrying on a business, sells, supplies or distributes a product comprised, in whole or in part, of oxo-degradable plastic to another person is guilty of an offence.

Maximum penalty:

(a) in the case of a prescribed person—$20 000;

(b) in any other case—$5 000.

Expiation fee:

(a) in the case of a prescribed person—$1 000;

(b) in any other case—$315.

(2) It is a defence to a charge of an offence under subsection (1) if the person is not a prescribed person and proves that they believed on reasonable grounds that the product was not comprised, in whole or in part, of oxo-degradable plastic.

(3) This section applies whether or not a fee is charged for the supply or distribution of the product, or the sale, supply or distribution of the product is incidental to, or forms part of, the sale, supply or distribution of other products.

(4) For the purposes of this section, business includes an enterprise, association, organisation or other body regardless of whether the activities it carries on are of a commercial, charitable, sporting, educational or community nature.

(5) The regulations may specify the following:

(a) that a business, or business of a class, may be taken to be, or not to be, a business for the purposes of this section;

(b) the circumstances in which a business, or business of a class, may be taken to be, or not to be, a business for the purposes of this section.

(6) In this section—

prescribed person, in relation to a product comprised, in whole or in part, of oxo-degradable plastic, means a person who is a manufacturer or producer of the product, or who sells, supplies or distributes the product in the course of carrying on a business as a wholesaler or distributor.
11—Provision of manufacturer's or producer's certification as to oxo-degradable plastic content of plastic products

(1) A person who, in the course of carrying on a business, manufactures or produces a plastic product, must, at the written request of an authorised officer, provide to the Authority, certification as to whether or not the product contains oxo-degradable plastic, unless the person has a reasonable excuse for not doing so.

Maximum penalty: $20 000.

(2) A person who, in the course of carrying on a business, distributes a plastic product or sells or supplies a plastic product by wholesale, must, at the written request of an authorised officer, provide to the Authority, certification of the manufacturer or producer of the product as to whether or not the product contains oxo-degradable plastic, unless the person has a reasonable excuse for not doing so.

Maximum penalty: $20 000.

(3) Certification under this section must—

(a) be in the manner and form, and contain the information, determined by the Authority; and

(b) be provided to the Authority within 30 days of the making of the request.

12—Person must not represent that a product is not comprised of oxo-degradable plastic

A person who—

(a) knows, or who ought reasonably to have known or suspected, that a product sold, supplied or distributed by the person is comprised, in whole or in part, of oxo-degradable plastic; and

(b) prior to, or in the course of, selling, supplying or distributing the product, represents to the other person that the product is not comprised, in whole or in part, of oxo-degradable plastic,

is guilty of an offence.

Maximum penalty: $30 000.

Part 4—Miscellaneous

13—Delegation

(1) The Minister may delegate a function or power under this Act (other than a prescribed function or power) to a specified body or person (including a person for the time being holding or acting in a specified office or position).

(2) A delegation under this section—

(a) must be by instrument in writing; and

(b) may be absolute or conditional; and

(c) does not derogate from the power of the delegator to act in any matter; and

(d) is revocable at will.
(3) A function or power delegated under this section may, if the instrument of delegation so provides, be further delegated.

14—Interaction with Environment Protection Act

(1) This Act and the Environment Protection Act 1993 will be read together and construed as if the 2 Acts constituted a single Act.

(2) Without derogating from subsection (1), authorised officers may exercise their powers under the Environment Protection Act 1993 for the purposes of the administration and enforcement of this Act.

(3) In the event of an inconsistency between this Act and the Environment Protection Act 1993, the provisions of this Act prevail.

15—Exemptions from Act

(1) The Governor may, by regulation, exempt or empower the Minister to exempt, a person, or a person of a class, or a product, or product of a class, from the operation of this Act or any specified provision of this Act (whether generally or in specified circumstances).

(2) Without limiting the operation of subsection (1), the Governor may, by regulation, exempt the sale, supply or distribution of single-use plastic drinking straws by a person, or person of a specified class, from the operation of Part 2 or a specified provision of that Part (whether generally or in specified circumstances) to, or in respect of, persons who require them due to a disability or medical requirement, or in order for such persons to otherwise access or obtain them.

(3) A regulation under subsection (1) or (2) may operate subject to such limitations and conditions as may be specified in the regulation.

16—Evidentiary provision

In proceedings for an offence against this Act, an allegation in an information that a specified product was a single-use product will be accepted as proved in the absence of proof to the contrary.

17—Regulations

(1) The Governor may make such regulations as are contemplated by, or necessary or expedient for the purposes of, this Act.

(2) The regulations may—

(a) be of general or limited application; and

(b) make different provision according to the matters or circumstances to which they are expressed to apply; and

(c) make provisions of a saving or transitional nature consequent on the enactment of this Act or on the making of regulations under this Act; and

(d) provide that a matter or thing in respect of which regulations may be made is to be determined according to the discretion of the Minister or a specified person or body; and
(c) apply or incorporate, wholly or partially and with or without modification, a code, standard, policy or other document prepared or published by the Minister or a specified person or body.

(3) If a code, standard or other document is referred to or incorporated in the regulations—

(a) a copy of the code, standard or other document must be kept available for public inspection, without charge and during ordinary office hours, at an office or offices specified in the regulations; and

(b) evidence of the contents of the code, standard or other document may be given in any legal proceedings by production of a document apparently certified by the Minister to be a true copy of the code, standard or other document.
The Single-use and Other Plastic Products (Waste Avoidance) Bill 2019 has been prepared to implement the government’s July 2019 announcement to address the impacts of single-use plastic products. As per the government’s announcement, it prohibits the sale, supply and distribution of certain single-use plastic products and establishes a framework for adding other products in the future.

The draft Bill has been informed by feedback on the *Turning the tide on single-use plastic products* discussion paper (http://www.greenindustries.sa.gov.au/priorities/plastics) and discussions at the Single-Use Plastic Stakeholder Taskforce.

It has been released for public consultation. Comments and submissions are due by Friday, 7 February 2020 and following consideration of feedback, the Bill will be finalised for introduction to Parliament.

Importantly, the Bill contains a provision for an exemption that will allow for the sale, supply and distribution of single-use plastic straws to those in the community who rely on them due to disability or medical need. The details of this exemption will be informed by the consultation process and implemented via regulations under the legislation.

### Topics

#### Summary

Consistent with contemporary international and domestic definitions, plastic products may be considered problematic and unnecessary when they:

- are not readily reusable, recyclable or compostable; or
- hinder or disrupt the recyclability or compostability of other products; or
- have a high likelihood of being littered or ending up in the natural environment; and
- can be avoided (or replaced by a reusable / recyclable / compostable alternative) while maintaining utility.

The overarching purpose of the legislation is to restrict the sale and supply of certain plastic products that are designed to be used once and discarded. Where use of the product is required, the legislation will influence substitution with alternative products that minimise the potential to compromise the health of ecosystems, specifically marine ecosystems, and that are either reusable, recyclable or compostable.

#### Banned products

As per the government’s 6 July 2019 announcement, the following plastic products are prohibited from sale and supply under the legislation:

- Single-use plastic drinking straw
- Single-use plastic cutlery
- Single-use plastic beverage stirrer
- Single-use expanded polystyrene cup
- Single-use expanded polystyrene bowl
Single-use expanded polystyrene plate
Single-use expanded polystyrene clam-shell container
All products made of oxo-degradable plastic

Other products will be able to be added to this list via regulations.

**Non-plastic products**
The legislation is focused on plastic items, whether plant extracts or of fossil fuel origin, and therefore is silent on non-plastic single-use items (e.g. paper and cardboard drinking straws).

**Alternative products**
Ahead of implementation of the legislation, the government will make available information to assist businesses in transitioning to alternative products.

This will be supported by a communications campaign that will inform the community of what single-use plastic products are to be prohibited, and when.

**Addition of other products**
The draft Bill outlines a consultation process that must be undertaken before adding other products to the list of prohibited products.

This includes publishing a notice that outlines the proposed product, the reasons for its inclusion in the legislation, the availability of alternative products and potential exemptions that may be required.

The notice will be made public and submissions will be invited for a period of at least 8 weeks.

Submissions made during this consultation process must be considered prior to the product being added to the list of prohibited products.

The government has announced previously that takeaway coffee cups, thicker plastic bags and other takeaway food service items would be considered for inclusion in the legislation at a later date.

**Commencement**
The Bill states the legislation will come into operation on a day to be fixed by proclamation. This can be any day, as determined by the government.

Subject to the passage of the Bill through Parliament. The Minister will recommend to the Governor the day for the legislation to commence.

Consultation on the draft Bill will help inform this date.

The government has previously communicated that from the date the legislation commences, single-use plastic straws, cutlery and beverage stirrers will be prohibited from sale, supply and distribution.

The single-use expanded polystyrene food service products listed in the Bill, as well as all oxo-degradable plastic products, will be prohibited 12 months following the commencement of the legislation.
Offences

In accordance with the commencement of the legislation (see above), it will be an offence to sell, supply or distribute prohibited products. In relation to oxo-degradable plastic, it will also be an offence to manufacture or produce these products.

The legislation contains penalties and expiation fees for these offences.

Penalties and expiation fees also apply for the sale or supply of prohibited products and representing to someone that the products are not prohibited.

Enforcement of the legislation will be undertaken by Authorised Officers under the Environment Protection Act 1993.

<table>
<thead>
<tr>
<th>Summary of offences in the Bill</th>
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<tbody>
<tr>
<td><strong>Offence</strong></td>
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<tr>
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<tr>
<td><strong>Prohibited plastic products (listed in Part 2)</strong></td>
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<tr>
<td>Sells, supplies or distributes a prohibited plastic product</td>
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<tr>
<td>Sells, supplies or distributes a prohibited plastic product</td>
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<tr>
<td>Sells, supplies or distributes a prohibited plastic product and prior to, or in the course of selling/supplying/distributing, represents it as not a prohibited product</td>
</tr>
<tr>
<td><strong>Oxo-degradable plastic products (Part 3)</strong></td>
</tr>
<tr>
<td>Manufactures or produces a product comprised of oxo-degradable plastic</td>
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<tr>
<td>Sells, supplies or distributes an oxo-degradable plastic product</td>
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<tr>
<td>Sells, supplies or distributes an oxo-degradable plastic product</td>
</tr>
<tr>
<td>Failing to provide the EPA, when requested to in writing, with a certification as to whether or not a product contains oxo-degradable plastic</td>
</tr>
<tr>
<td>Sells, supplies or distributes an oxo-degradable plastic product and prior to, or in the course of selling/supplying/distributing, knowing or ought to have reasonably known, that it is</td>
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For the purposes of clauses 6 and 10, ‘business’ includes an enterprise, association, organisation, or other body regardless of whether they are of a commercial, charitable, sporting, educational or community nature.

**Exemptions**

**Single-use plastic straws**

In announcing the development of legislation to prohibit certain single-use plastic products, the government advised that it would be considering the needs of people who require single-use plastic straws.

This has been a key focus of the Single-Use Plastic Stakeholder Taskforce, which comprises representatives who live with a disability and/or represent their interests.

The draft Bill contains exemption making powers for this purpose.

During consultation, feedback is sought to help inform an exemption to ensure people who rely on plastic drinking straws can still access them. This could be undertaken through several avenues, such as:

- Allowing plastic straws to be sold / supplied on request
- Allowing the sale / supply of plastic straws from particular outlets – e.g. medical facilities, pharmacies, council offices (potentially in accordance with councils’ Disability Access and Inclusion Plans)
- Continuing to allow online purchases of plastic straws
- Ensuring businesses allow people to bring their own straws

Subject to consultation feedback, the details of the exemption will be developed ahead of implementation of the legislation.

**Attached items**

Products that are attached to another product at the point of manufacture and packaging (e.g. straws attached to fruit-boxes and plastic spoons packaged with yoghurt) are not proposed to be prohibited at this time.

Similar to the exemption discussed above for plastic straws, an exemption will be developed to ensure attached items are not prohibited.

**Manufacture and production of prohibited plastic products**

The legislation is not intended to prohibit the manufacture and production of prohibited plastic products listed in Part 2 for export to other jurisdictions or countries that allow for those products to be sold or supplied.

The legislation includes a provision to allow this activity to continue.

**Recycled plastic products**

The legislation is not intended to prohibit recycled plastic products that may contain trivial or insignificant amounts of oxo-degradable plastic due to oxo-degradable plastics being part of, or contamination within, the feedstock for those recycled products.

The legislation contains a provision to ensure these products are not prohibited.
Other

Other potential exemptions to be developed under the legislation include:

- Compostable bags used in household food waste recycling systems – If these, and products made of the same material, fit within the definition of oxo-degradable plastic and are inadvertently prohibited by the legislation, an exemption will be developed.

- Export packaging – If another country has mandated packaging requirements that are inconsistent with this legislation, an exemption will be considered.

Feedback is sought during consultation to help inform whether exemptions are needed in these scenarios, and if so, the details of the exemption required.
Draft Single-Use and Other Plastic Products (Waste Avoidance) Bill 2019
Proposed Comments For Submission:

- The Barossa Council endorse exemptions being granted to allow the sale and supply of plastic straws from particular outlets - eg. medical facilities, pharmacies and council offices.

- The manufacturing and supply of plastic straws needs to be maintained until a suitable alternative is available for those granted an exception.

- Incentives should be considered by the State and Commonwealth for the innovation of a product that is both suitable for people with a disability and environmentally sustainable.
The matter of the agenda item being the support document of the agenda item has been provided to Council for information following consultation in the Discussion Paper on the Biosecurity Bill. In doing so, PIRSA has advised that the document is ‘not for further distribution’ at this time as the Department assess the matters and consider the information for legislative purposes. Pursuant to Section 90(3)(j)(i) and (ii) of the Local Government Act 1999 relating to item 8.1.1 Biosecurity Bill – Stakeholder Feedback Report, being information that PIRSA being a public authority has requested not be for further distribution and therefore is information the disclosure of which:

(i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the Council); and

(ii) would, on balance, be contrary to the public interest

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 public 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 contrary to the public interest are that it could:

- the disclosure of certain information would prevent the efficient and effective governance of the Council and its relationship with the State agency PIRSA;
- detriment to the public through the disclosure of sensitive information concerning bio-security management in South Australia.

On balance, the above reason 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 given the Department will manage the process and have requested it remain not distributed.

**RECOMMENDATION:**

That:

(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 Works and Engineering, Director Development and Environmental Services, Director Corporate and Community Services, and Minute Secretary, in order to consider in confidence a report relating to Section 90(3)(jj)(1) and (11) of the Local Government Act 1999 relating to item 8.1.1 Biosecurity Bill – Stakeholder Feedback Report, being information that PIRSA being a public authority has requested not be for further distribution and therefore is information the disclosure of which:

   (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the Council); and

   (ii) would, on balance, be contrary to the public interest; 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 disclosure of information at the request of PIRSA.
8.2 CONFIDENTIAL AGENDA – MANAGER COMMUNITY PROJECTS

8.2.1 SANTOS TOUR DOWN UNDER 2021

The matter of the agenda item being a Report regarding Council’s potential Expression of Interest to host an event or events in the 2021 Santos Tour Down Under and pursuant to Section 90(3)(d)(i) of the Local Government Act 1999 (“the Act”) being 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 (ii) would on balance, be contrary to the public interest.

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 reason that receipt, consideration or discussion of the information or matter in a meeting open to the public would be contrary to the public interest is that the information has been provided to Council as commercial in confidence. The matter has been requested to be kept confidential until such dates any embargo on the announcement regarding venues for the 2021 Santos Tour Down Under is lifted by Events South Australia.

On balance, the above reason which supports the need for confidentiality pursuant to Section 90(2) of the Act outweighs 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, make an order that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director Corporate and Community Services, Director Development and Environmental Services, Director Works and Engineering, Manager Community Projects, Communications Officer and the Minute Secretary, in order to consider in confidence, a report relating to Section 90(3)(d) of the Local Government Act 1999 relating to agenda item 8.2.1 Santos Tour Down Under 2021 being information that must be considered in confidence in order to ensure that Council does not disclose commercial information of a confidential nature (not being a trade secret) the disclosure of which – (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and (ii) would, on balance, be contrary to the public interest.

(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 as the information has been provided to Council as commercial in confidence and Council could be prejudiced if it disclosed this information.